



Initiating and Approving New Collaborations or Programmes and Modules

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Version History

Version	Approved	Revisions made	Date
1	David Holliman	Chris Maskell	15/11/2023

Initiating and Approving New Collaborations or Programmes and Modules Procedure

1. Purpose

- 1.1 This procedure sets out the process for initiating and approving a new collaboration or programmes and modules.

2. Scope

- 2.1 First enquiries about, or suggestions for, a proposed collaborative partnership may come from the prospective partner itself or from a member of staff of the University. The Initial Enquiry Form requests information about the institution and its educational ethos, the type of collaboration being requested, the programme(s) that are proposed and contact details. Initially all enquiries should be referred to the Collaborations Department for review; the Head of Collaborations will then consult with the relevant Faculty(s).
- 2.2 New collaborative partnerships will only be entered into with institutions which are financially stable and in which the financial agreements are satisfactory to the University.

3. Procedure

- 3.1 Following receipt of the Initial Enquiry form and consultation with the relevant Faculty(s) a decision will be taken as to whether the collaboration fits within the University's portfolio and strategy.
- 3.2 The relevant Faculty will appoint an Academic Link Tutor to work with a prospective partner and the Collaborations Department.
- 3.3 A Business Case should then be created:
 - a. Country profile (if outside the UK) - completed by Buckingham
 - b. Business Case (plan) – Information supplied by Partner and co-written with Buckingham
 - c. Financial projection – Information supplied by the Partner and completed by Buckingham
 - d. Due diligence – Information supplied by the Partner and completed by Buckingham
 - e. Contingency plan – completed by Buckingham
 - f. Risk Analysis and Development Plan – completed by Buckingham
 - g. Site report – completed by Buckingham (visit to institution or review of online provision)

This is first considered by the Dean of the relevant faculty, Academic Link Tutor/ Programme Lead, Legal Services and Financial Departments. Comments that result from this are addressed and then the proposal is considered by the University Portfolio Group on behalf of the University Executive Committee.

- 3.4 Ensure that the business case takes account of your Disability Policy and any ethical implications of the proposal have been addressed. The Collaborations Department can provide assistance in this area by sign posting to relevant University Departments.
- 3.5 Resourcing Requirements:
 - a. Clarify availability of teaching staff (or develop a plan for recruiting them).
 - b. Ensure the availability of a budget to meet the needs of the proposal.



- c. Clarify availability of library and IT resources (or develop a plan for providing them).
 - d. Clarify availability of teaching and timetabling space.
 - e. Clarify any examination or assessment requirements have been provided for.
 - f. Clarify any Health and Safety requirements have been met.
- 3.6 The Portfolio Group may take any of the following actions: approve the partnership in principle; defer approval pending further information or reject the proposed partnership.
- 3.7 If approved, a contract and data sharing agreement is drawn up and the initial administration fee (if applicable) is invoiced. The contract and data sharing agreement is drawn up in consultation with the Legal Services Department and approved by the Vice Chancellor. If approved, it may then be signed by both parties.
- 3.8 Once approved, Advertisement of the programme may take place pending full academic validation and this must be made clear on all advertisements which must be approved by the University before they are made live. Offers to students cannot be made and student fees cannot be collected until full academic validation has taken place.
- 3.9 Programme and/or module academic validation may begin at this point.