FLOWCHART FOR DEVELOPMENT AND APPROVAL OF COLLABORATIVE PROVISION AND PARTNERSHIPS

Initial development phase. Schools and Institutes hold explanatory meetings with prospective partners; information gathering; internal planning and approval within Schools and Institutes of the concept. Proposals to be approved by the relevant Faculty VP.

Stage 1 Partnership Proposal Form. To be used in all cases apart from Taught Single/Joint/Dual Awards and doctoral programmes. Due Diligence Checklist and Risk Assessment to be completed in all cases.

Stage 1 Partnership and Programme Proposal Form. To be used for Taught single/Joint/Dual Awards only.

Stage 1 approval phase. Completed documentation sent to ARCS to check for submission to Educational Partnerships Board (EPB) for approval.

MoU and/or MoA development phase. For all cases apart from progression/articulation agreements, doctoral degrees, and Joint/Dual Awards, Schools and Institutes may now draw up detailed MoUs or

Academic Proposal (Articulation/Progression) Form. To be used for arrangement for taught programmes only. Draft MoA to be prepared.

Part 2 Programme Proposal Form. To be used for Taught Single/Joint & Dual Awards Draft MoA to be prepared.

Stage 2 academic development phase. Schools and Institutes can begin detailed planning and development of the proposed new taught programme or award.

Split-site doctoral programme. Policy is being currently revised.

ARCS arranges for MOU/MOA to be signed by the Principal or delegated VP.

Stage 2 academic approval phase. Completed documentation sent to ARCS for submission to Taught Programme Board (TPB) for approval.

Implementation phase. Schools and Institutes may launch, market and publicise collaborative activity as advised by EPB. On-going monitoring and management arrangements can now be put in place.