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**ANNEX 4: Collaborative Academic Partnerships - Preliminary Enquiries Form (Updated August 2024)**

To be read in conjunction with the [Partnership Approval Process](https://www2.worc.ac.uk/aqu/719.htm).

This form should normally be completed by the School in liaison with the proposed partner as part of the first stage of the approval process when developing a partnership with another organisation. The purpose of this form is to enable the Academic Planning and Portfolio Group (APPG) to determine if there is a viable business case for the proposed partnership arrangement and whether it should proceed to the next stage of approval.

This should be accompanied with the fully costed Course Proposal/s for the proposed partnership. In some instances, in discussion with the Director of Finance, the completion of the Financial Sustainability and Management (FSM) check ([Annex 7 Due Diligence FSM](https://www2.worc.ac.uk/aqu/719.htm)) may also be required.

The Annex 4 - Preliminary Enquiries Form and Course Proposal/s should be sent to AQU in advance of the Academic Planning and Portfolio Group (APPG) deadline and AQU will complete the [Annex 5: Risk Assessment for New Academic Partnerships](https://www2.worc.ac.uk/aqu/719.htm) which accompanies the submission to APPG.

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| **1.1 Proposing School and nominated key contact** |  |

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| **1.2 Name of prospective partner organisation:** |  |

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| **1.3 Contact details of prospective partner organisation:** |  |

**2. Type of Organisation**

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| **2.1 Give brief details of the nature of the organisation and its funding. Include the size and nature of the organisation and how long it has been established.**  [Eg is it an HEI, FEC, private sector organisation, registered company or charity etc; is it for profit/not for profit etc.] |  |

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| **2.2 Does the organisation have its own degree awarding powers?** |  | Yes |  | No |

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| **2.3 What experience of HE delivery does the organisation have?**  [Give indication of extent, level and for how long it has delivered HE, and whether it has experience of UK HE, and if so in what capacity.] |  |

**3. Potential collaboration**

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| **3.1 What is the nature of the proposed collaboration?**  [Indicate the type of partnership proposed: eg joint award, dual award, franchised, validated, articulation, offsite delivery, learner support etc, and role of proposed partner in the collaboration. For apprenticeships, indicate whether the Partner is the Training Provider, and therefore has responsibility for the delivery of the apprenticeship programme.] |  |

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| **3.2 Please give outline details of the proposed academic programme(s) that will be the subject of the collaboration.**  [Nature and level of the award, discipline, potential number of students, language of students, likely timescale for start, etc.] |  |

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| **3.3 What contact and discussions have there been to date?**  [Who has been involved in discussions on behalf of UW, over what period, visits to potential partner etc.] |  |

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| **3.4 What are the benefits to the University of entering into the proposed partnership?**  [Indicate how the proposal fits with University/School Strategic Plan and strategy/ policy on collaborative partnerships, and how staff/students will benefit.] |  |

**4. Initial assessment of proposed partner**

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| **4.1 Do you regard the mission/ objectives/strategy of the organisation to be broadly compatible with UW?**  [Indicate on what basis this judgement is being made, eg discussions and/or documents seen.] |  |

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| **4.2 What is the financial status and current standing of the organisation?**  [This may necessitate engagement with UW Finance and direct questions of the proposed partner, including whether the organisation has independently audited accounts, whether in good financial standing etc. NB The partner should be made aware that the University will conduct financial checks before it proceeds with the partnership. This requirement does not normally apply to UK HEIs and some internationally recognised organisations.] |  |

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| **4.3 What is your initial assessment of the appropriateness of staff for purposes of proposed collaboration?**  [Indicate on what basis this judgement is being made. Consider current experience in delivering HE (including level/s) and in subject-areas relevant to proposal and professional disciplines if PSRB provision] |  |

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| **4.4 What is your initial view of the appropriateness of facilities and learning resources for the proposed collaboration?**  [Indicate basis on which judgement is being made, e.g. has a site visit taken place] |  |

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| **4.5 What systems (internal and/or external) are in place to assure the quality of staff and the student experience?**  [This will normally be ascertained through initial discussions.] |  |

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| **4.6 What is the public reputation/ standing/record of the organisation in relation to quality?**  [Refer to any external assessments in the public domain where relevant, e.g. Ofsted/PSRB/QAA/OfS reports and OfS registration. Include evidence of relevant outcomes metrics for existing provision, e.g. retention and achievement] |  |

**5. Forward planning**

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| **5.1 Are there any potential issues in taking forward the proposal?**  [Eg conflicts of interest, timing, financial, PSRB involvement, national endorsement of programme required etc.] |  |

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| **5.2 To what extent have discussions covered financial arrangements and approval processes?** |  |

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| **5.3 What are the likely costs to the University and what is your initial assessment of the financial viability of the proposed arrangement?**  [In consultation with Finance, consider resource implications for the University and School to set up, manage, monitor and review the arrangement and the potential income, e.g. fee arrangements] |  |

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| **5.4 What is the proposed commencement date for the partnership and the proposed commencement date for the collaborative activity?**  [NB discussion should make clear that these are separate processes and partnership approval is without prejudice to the separate process of programme approval.] |  |

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| **5.5 Is there a memorandum of intent required at this point?** (i.e. a formally signed agreement to pursue the collaboration.) |  |

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| **5.6 Are there any significant risks (reputational, financial, quality related) to the University in taking forward this proposal?**  [Give summary and indicate how these might be managed if appropriate. For example, PSRB approval required, high start-up costs, financial viability, recruitment and sustainability, Partner’s inexperience in the subject/field and proposed level, Partner located at a geographical distance, safety issues for staff travelling to support the development, partner issues with quality and standards, apprenticeship delivery new to the Department/School, apprenticeship provision falling under UW Ofsted] |  |

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| **5.7 Would the School be able to ‘teach out’ and support students to the completion of their awards in the event of closure of the proposed partnership?**  [Indicate any specific considerations, e.g. subject expertise, locality, staffing] |  |

**6. International recognition and context** (for international partners only)

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| **6.1 Does the British Council list the organisation as government- recognised?** |  | Yes |  | No |

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| **6.2 Does UK ENIC list the organisation and/or relevant awards?** |  | Yes |  | No |

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| **6.3 What is the legal and regulatory standing of the organisation in its own country?**  [Eg are there legal or regulatory requirements that have implications for the collaborative activity proposed?] |  |

**8. Other relevant information**

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**9. Endorsement of the Proposal - Signatures and Commentary**

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| **8.1 Head of School** | | | |
| Comments: |  |  |  |
| Signed: | Print Name: | Date: |  |

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| **8.2 PVC of relevant University College** | | | |
| Comments: |  |  |  |
| Signed: | Print Name: | Date: |  |

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| **8.3 Director of Quality and Educational Development** | | | | |
| Comments: |  | |  |  |
| Signed: | | Print Name: | Date: |  |

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| **8.4 Director of International** (for International Partnerships) | | | | |
| Comments: |  | |  |  |
| Signed: | | Print Name: | Date: |  |

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| **8.5 PVC – Partnerships** (for UK Partnerships) | | | | |
| Comments: |  | |  |  |
| Signed: | | Print Name: | Date: |  |

**Related Policies, Documents or Webpages:**

[Partnership Approval Process](https://www2.worc.ac.uk/aqu/719.htm)

**Approval/Review Table**

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| **Item** | **Notes** |
| Version Number | V1.2 |
| Date of Approval | V1 approved 1st September 2018 |
| Approved by | Academic Board |
| Effective from | V1.2 1st September 2024 |
| Policy Officer | Head of Collaborative Programmes/Head of Academic Quality |
| Department | Directorate of Quality and Educational Development |
| Review date | September 2027 |
| Last reviewed | V1.2 July 2024 – Minor revisions and updating to ensure accuracy and consistency with current regulatory and sector practice. |
| Equality Impact Assessment (EIA) | N/A |
| Accessibility Checked | July 2024 |