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| Due Diligence Checklist for Enhanced Progression Agreements and Progression Agreements |

The Collaboration Sponsor must use this checklist to record the due diligence that they have undertaken on a proposed international partner for the purpose of setting up a new Enhanced Progression Agreement or Progression Agreement. For overseas partners, the International Office will be able to provide information about the country, the proposed partner’s position in any rankings and information on the general level of the partner programme(s) against UK HE qualifications. Where reference is made to other documents, the School must include these with this Due Diligence Checklist.

Enhanced Progression Agreements and Progression Agreements are considered by School Programmes Committees (SPC) and, if approved by SPC, advised to Academic Quality and Standards Subcommittee (AQSS) by the SPC Secretary for noting. The Collaboration Sponsor should complete and submit all of the following documents to SPC for consideration in support of an Enhanced Progression Agreement/Progression Agreement request:

* this Due Diligence Checklist
* a risk assessment using the template in the [Quality Handbook](http://www.southampton.ac.uk/quality/collaborative_provision/approving_collaborative_provision.page)
* the curriculum mapping exercise (for Enhanced Progression Agreements only).

Where the Enhanced Progression Agreement relates to programmes in more than one School/Faculty, one School should take the lead (the ‘Lead School’). The Lead School’s SPC should consider both the proposed partner and also the curriculum mapping for the programme(s) within the School which are to be included in the agreement. Following approval by the Lead School’s SPC, the SPCs in other Faculties with a programme to be included in the agreement should confirm the partner’s suitability for their discipline and approve the curriculum mapping for the programme(s) concerned.

The Memorandum of Agreement will be prepared by the Legal Agreements Manager in the International Office. Following approval by SPC the Collaboration Sponsor should liaise directly with the International Office over the production of the Agreement.

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| **Name of proposed partner and country** |  | **Lead School**  |  |
| **Collaboration Sponsor** |  | **Other Schools/Faculties involved (where applicable)** |  |
| **University of Southampton Programme(s) onto which students are to be admitted and level of entry (n.b. the University's Credit Accumulation and Transfer Scheme permits Recognition of Prior Learning up to a maximum of one third of the credits required. Any proposal to allow RPL outside the above limits must be formally approved by the relevant School Programmes Committee).** |  |
| **Partner Programme(s) students will be progressing from** |  |
| **For overseas partners, provide confirmation of the general level of the partner programme(s) against UK HE qualifications as established by UK NARIC or other external benchmarks (check with International Office).** |  |
| **For Progression Agreements only, provide confirmation that the partner programme(s) structure and subject content is appropriate for progression to the University of Southampton programme(s).** |  |
| **For Enhanced Progression Agreements only, provide confirmation that the partner programme(s) provide seamless progression to the University of Southampton programme(s) as demonstrated through the curriculum mapping exercise. Please attach the curriculum mapping documentation to this form.** |  |
| **Number of students to be admitted each year through the arrangement (per programme and per level if more than one possible).** |  |
| **Fee Information (e.g. any reduction in fee be offered)** |  |
| **How does the arrangement fit with Faculty/University Strategy?** |  |
| **How will the relationship between the institutions be managed?** |  |

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| **About the proposed partner** |
| **Area to Consider** | **Evidence required** | **Comments by Collaboration Sponsor** | **Comments by School Programmes Committee** |
| **Strategy and Mission of partner - is it compatible with the University of Southampton**?  | A copy of the partner’s Strategic Plan/Strategy/Mission Statement |  |  |
| **Brief information about the proposed partner: type of institution (public or private), types of programmes offered (subject area and level), student numbers on the different levels.** | Details from proposed partner institution |  |  |
| **Does the institution figure in any national or international rankings?**  | Details about position in rankings (check with International Office) |  |  |
| **Is the institution subject to any national or international quality audits? If so, what was the outcome?** | Report of latest audit provided by the institution |  |  |
| **If the institution does not figure in any rankings and is not subject to any quality audits, provide information about the standing of the proposed partner** | Details as available |  |  |
| **Check whether there any other known political, business or ethical issues associated with the institution which should be considered** **by carrying out a web search on the organisation's name and by contacting Marketing and Communications** | Details as available |  |  |
| **Check whether the institution has any other partners with which it has an enhanced progression agreement or collaborative provision arrangement?** | List other institutions (if the list is extensive, include just a few with similar standing to the University of Southampton) |  |  |
| **Is a relationship with the partner likely to lead to a conflict of interest with a member of staff of the University of Southampton?** | Register of Interests. School to ask Quality, Standards and Accreditation Team to carry out check. |  |  |
| **Has a visit to the proposed partner taken place to discuss the proposed arrangement? (*not compulsory for Enhanced Progression Agreements but good practice*)** | Brief report of the visit, including details of discussions about the proposed arrangement, any meetings with staff and students and evaluation of facilities. |  |  |
| **About the country: (to be provided by the International Office, please e-mail partnerships@soton.ac.uk)** |
| **Area to Consider** | **Comments by International Office** | **Comments by School Programmes Committee** |
| **What are the higher education structures in the country of the proposed partner?**  |  |  |
| **Are there any particular cultural assumptions about higher education learning methods which may impact on the delivery of the arrangement?** |  |  |
| **Under what legal and regulatory framework is higher education offered in the country concerned?** |  |  |
| **What is the political, ethical and cultural context of the country? Are there any issues which may be at odds to the University’s diversity policies?** |  |  |

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| **Date Due Diligence Completed** |  |
| **Date of Consideration by School Programmes Committee:** |  |