Approval/Review Process for Standard Collaborative Provision Education Partnership Models
(joint/double/multiple, dual, UoS jointly delivered award, split-site PhD)

University of Southampton

Process

Stage 1 –Strategic Approval and Initial Partner Due Diligence

PROCESS START
Education Partnership Concept / Renewal of existing arrangement

UK

COLLABORATIVE PROVISION INITIAL PROPOSAL FORM (UK partners)
- Complete the Collaborative Provision Initial Proposal Form (UK partners)
- Attach Risk Assessment and business case

International

INTERNATIONAL PARTNERSHIPS PROPOSAL FORM (Intl partners)
- Complete form parts 1&2
- Attach risk assessment

FACULTY CONSULTATION
Led by HoS with consultation of DHoSE, Finance, (PGR only) FDGS

FACULTY CONSULTATION
Led by Associate Dean International (ADI) with consultation of HoS, DHoSE, DoI, Finance, (PGR only) FDGS

FACULTY OPERATIONS BOARD (FOB)
Approval of business case and strategic fit for the Faculty

International

PARTNER CONFIRMATION PANEL (PCP)
Approval of partner and strategic fit for the University.

International Move to Stage 2

PARALLEL PROCESS
Strategic Programme Approval

Stage 2 – Full Partner Due Diligence

UK Move to Stage 2

DUE DILIGENCE FORM & SUPPORTING DOCS
- Complete section A of Education Partnerships Due Diligence Form
- Complete Site visit checklist
- Attach fully approved proposal form (for reference)

Submit to QSA@soton.ac.uk

DUE DILIGENCE REVIEW PROCESS COODINATED BY QSAT

DUE DILIGENCE PARTNER LETTER EXCHANGE
- QSAT generate University due diligence letters
- Partner provides response and supporting evidence

DUE DILIGENCE APPROVAL PANEL
The panel review documentation and make recommendation to Education Partnership Subcommittee (EPSC).

EDUCATION PARTNERSHIP SUBCOMMITTEE (EPSC)
Approval of partner and academic due diligence.

Move to Stage 3

Stage 3 – Partnership Approval

PARTNERSHIP APPROVAL PANEL BRIEFING PACK
- Stages 1 & 2 approved documentation
- Brief Evaluative Report from partner outlining their policies, governance structures, etc.
- Reports from External Quality Assurance Bodies
- External Advisor Comments and Responses (where requested)
- Programme Approval Paperwork
- Programme Specification and Module Profiles
- Draft Operations Manual

COLLABORATION APPROVAL PANEL
The panel meet with the partner and programme team to review the education delivery model and make recommendations to EPSC

EPSC
Approval of partnership.
May include recommendations / conditions of approval.

Move to Stage 4

PARALLEL PROCESS
Programme Approval / Review

Stage 4 – The Memorandum of Agreement

AGREEMENT DRAFT
Complete the Legal Request Form and provide copy of draft agreement with full instructions for Legal team.

AGREEMENT DRAFTING
Draft is prepared by Legal Services and is reviewed by the partner, who may request amends before a finalised version is agreed.

MEMORANDUM OF AGREEMENT
Signed by President and Vice-Chancellor or their authorised representative, and the partner.

PROCESS END
Partnership Commences