

Guidance Note: How to Complete the International Partnership Proposal Form

Introduction

This form is to initiate the approval/renewal process for recruitment and education-related partnership proposals with one or more international organisation.

Please ensure that you have discussed your proposed partnership agreement with relevant colleagues, including your Associate Dean international (ADI) to explore how it fits into your Faculties International Strategy prior to completing this form. Email the International Office at partnerships@soton.ac.uk for an informal discussion regarding completing this form.

If your proposal relates to one of the following partnership types, please redirect your enquiry to the appropriate team:

- UK-only education partnerships, refer to the [UK Partnership Proposal Form](#)
- Strategic Transnational Education (TNE), refer to the [TNE Growth Programme](#)
- Learning opportunities offered through a work placement, refer to the Careers, Employability and Student Enterprise team and [Placement Policy](#)
- Research & Enterprise contracts, refer to [Research & Innovation Services team](#)

Below you will find a copy of the form annotated with text **in red** that offers prompts and advice on how to successfully complete the form.

This section is for administrative purposes only. Leave blank and proceed to part 1.

EXECUTIVE SUMMARY *[completed by International Office]*

Prepared by: **Date:**

Partner: Full legal name, Country

UoS Lead Faculty/school/subject area: UoS Faculty, UoS School, Subject

Type, model and study level: New; Double/Multiple Award; Undergraduate

Click or tap here to enter text.

Has International Partner Security and Export Control Review Group (IPSEC) reviewed proposal:

- No, not required for this type of agreement
- Yes, [summarise response or stage this process is at]

Previous or current known collaborations between UOS and this institution:

Click or tap here to enter text.

Summary of IPM Review and recommended action:

Click or tap here to enter text.

PART 1 –PARTNERSHIP DETAILS AND KEY CONTACTS

1. Partner Details

a) Full Legal name: Full legal name

Provide the official name of the institution, as it would appear on legal documentation. Be aware that acronyms may be misleading – refer to official sources, such as their website ‘about us’ section or check with the partner if unsure.

b) Country: Country

c) Official registered address and URL of website homepage

Click or tap here to enter text.

d) Faculty/Department/school/subject areas involved

Refer to the partner’s structure here (i.e. not UoS faculty/school – provide that in Q2 overleaf).

Click or tap here to enter text.

e) Lead contact name, position and email address

This should be your counterpart at the partner with whom the partnership details will be discussed. You may like to add a second contact, where there is both an academic and professional service lead, or where it’s a multi-school/faculty arrangement. Provide as much detail as possible about their role / equivalent position (i.e equivalent to ADI / programme lead).

Click or tap here to enter text.

f) Overview of the partner institution

Include details such as:

- the type of institution (Higher Education Institution with awarding powers? Publicly/privately funded?)
- size and shape (student and staff numbers; home/international student ratio; subject areas/faculty structure)
- QS World Ranking (where known)
- Subject areas of strength / specialisms (where relevant)
- Local ranking systems or subject specific rankings can also be included here where relevant.

Click or tap here to enter text.

2. UoS Key Contacts

a) **Collaboration Sponsor (the proposer)** Click or tap here to enter text.

Provide your details here. A role descriptor is available in section 3 of the [Education Partnerships Policy](#).

b) **Faculty:** UoS Faculty School UoS School Subject Subject

Where the proposal involves multiple disciplines, please confirm the lead faculty and school. It is expected that the lead will coordinate the required approvals.

c) **For multi-faculty/school proposals, please indicate further faculty/school/subjects involved**

List all that are involved.

Where there is a nominated collaboration sponsor for each school/faculty note this here.

Click or tap here to enter text.

d) **Is there opportunity to broaden the partnership to additional faculty/school/subject areas?**

Provide information about any further opportunities raised by the partner or noted in the partner's profile to expand the partnership to other disciplines in future. This helps Partner Confirmation Panel membership to assess the potential scale and scope of the partnership.

Click or tap here to enter text.

3. Activity Description

a) **New/Renewing Partnership Proposal: New**

Partnerships renew at least every five years or sooner where specified in the Memorandum of Agreement. You are advised to commence renewal 9–12 months prior to the agreement expiration date, so normally in their fourth year of operation.

b) **Select the partnership model: Double/Multiple Award**

Select from the dropdown menu. You can find definitions for each model in section 2 of the Education Partnerships Policy. Note that definitions and naming conventions vary across the sector, even across UK providers, and so it is important to discuss the characteristics of the arrangement with your

partner and ensure that there is a shared understanding of what the model entails. Refer to the University's [Key Characteristics Grid](#) for Education Partnerships or consult the International Partnerships team for a conversation about appropriate type.

Memorandum of Understanding (MoU) is a non-legally binding statement of intent to engage in collaborative activities. It is not a requirement of the University of Southampton, but can be facilitated where requested by the partner, usually as a precursor to development of a substantive education partnership model.

c) Study level: Undergraduate

d) Describe key details of the proposed activity

Describe the nature of the proposed activity. Provide as much information as possible. You may find it helpful to refer to the University's [Key Characteristics Grid](#).

For progression and enhanced progression agreements, please specify the pathway (i.e. 2+2) and proposed programmes, ensuring to highlight any non-standard arrangements such as entry requirements.

For student exchanges please confirm which programmes are available through the exchange and your proposed quotas.

For an MoU please give as much information as possible about the planned direction of the collaboration and the timeline to achieve it.

Click or tap here to enter text.

PART 2 – BUSINESS CASE

4. Resource Implications

Faculty Finance must be consulted about resource implications of any partnership proposal. Please consider all resource implications including fee income, fee discount, staff time, travel and any other expenses. Fee discounts require a subproject code and should be confirmed by the Head of Faculty Finance or their nominee.

For university-wide agreements, subproject codes must be obtained from each separate faculty.

a) Expected / Actual Income (fees and other sources)

Click or tap here to enter text.

b) Costs / resource requirements (please specify)

Click or tap here to enter text.

c) Fee Discount (where applicable): Click or tap here to enter text.

d) Subproject code (where applicable): Click or tap here to enter text.

5. Risk Assessment

a) Highlight the risks and mitigations identified.

You may like to discuss this with your Associate Dean International or seek advice from the International Partnerships Team.

Consider the following types of risk:

- Academic and quality – think about how the quality standards will be assured at the partner, any risk to student outcomes, variance in delivery and education experience
- Financial – think about any unexpected expenses. If there are to be any financial transactions involved in the agreement, consult with your finance team to discuss these risks.
- Market – are there local economic factors to consider or could there be instability in meeting recruitment targets
- Reputational – does this partner expose the University to risk of brand damage through association? Do their values and policies align with UoS?

- Operational and personnel – think about training and resource needs, what happens if the collaboration sponsor were to leave?
- Strategic and geopolitical – think about whether this partnership will bring mutual benefit, are our strategic ambitions well-aligned? Is government policy favourable? Is there geopolitical instability.
- Legal/regulatory– what are the local accreditation requirements (i.e. how will the programme be recognised).

Not all types of risks will apply, and some will be mitigated through our contractual arrangements. However, for each risk identified, assess its likelihood and impact and note mitigations that may reduce or eliminate the risk. These should be noted by Faculty Operational Board, which maintains a faculty Risk Register.

Proposals for partnerships with institutions in East-Asia may require additional review from Research Innovation Services (RIS). The International Office will contact them before your proposal is submitted to Partner Confirmation Panel (PCP) to seek advice on whether additional due diligence checks are required.

Click or tap here to enter text.

b) Education Partnership Risk Assessment Form attached (where applicable)

Form is available from the Education Partnership section of the Quality Handbook under ‘approving partnerships’)

Required for all recruitment and standard collaborative education partnership types as defined in the [Education Partnerships Policy](#) section 2 (i.e. excludes MoU, co-sponsorship and study abroad/student exchange proposals).

This provides an indicator of academic / quality risks based on your answers to the prompts in the form. Follow the link above for the template and insert the risk score below.

Risk score: Click or tap here to enter text.

6. FOR NEW PROPOSALS ONLY: Rationale for the partnership

a) Summarise the relationship history – how did this proposal come about?

Provide an overview of significant meetings that have occurred in relation to this proposal and note any previous or current activities that you are aware of between UoS and this partner. The IPM team can advise on any previously signed agreements.

Click or tap here to enter text.

b) What are the benefits for UoS and the partner(s)?

Consider noting strengths, compatibility with UoS / partner strategy and values. Highlight mutual benefits. Refer to the University Triple Helix Strategy and local strategic plans as appropriate.

Click or tap here to enter text.

c) What will success look like for this partnership and how will this be measured? Outline the partnership objectives below.

Expected outcomes might include student recruitment figures – please discuss this with the prospective partner so that we can provide an income forecast, research impact or other reputational/associated benefits.

Partnership Objective	Target Completion Date
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Further comments

Click or tap here to enter text.

d) How will you develop the partnership during this period? Outline your partnership engagement plan below.

Common actions are listed in the table below. Provide planned dates, resource requirements and key activities planned during the development and delivery phases of the partnership (usually covering a 3–5 year period).

Action	Detail and Target Completion Date
Kick-off meeting	Click or tap here to enter text.
In-person inbound visits	Click or tap here to enter text.
In-person outbound visits	Click or tap here to enter text.
Online meetings	Click or tap here to enter text.
Workshops / online events	Click or tap here to enter text.

Exchange of promotional materials	Click or tap here to enter text.
Other	Click or tap here to enter text.

7. FOR RENEWALS ONLY: Partnership performance and rationale to continue

- a) Describe how the relationship with the partner institution has developed over the duration of the last agreement.

Comment on any changes to the partner institution's profile, key personnel changes or relationship with the University and note any significant meetings that have occurred in relation to this partnership. Is there continued alignment with UoS values and strategic priorities?

Click or tap here to enter text.

- b) Describe the main achievements of the partnership over the duration of the last agreement. Has the partnership met its stated aims during this period?

This should include student recruitment numbers – did you meet or exceed your target? Where the partnership has only partially met objectives, use the comments section to reflect on the challenges and any barriers to success. What plans will be put in place to ensure the renewal will fully achieve objectives e.g. recruitment/promotional activities and to avoid any barriers experienced during the previous agreement.

Academic Year	Student Numbers (inbound)	Student Numbers (outbound) [study abroad / student exchange only]
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Partnership Objective	Completion date	Comments
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.

Other achievements and reflections

Click or tap here to enter text.

- c) **What will success look like for this partnership in the next period and how will this be measured? Outline the partnership objectives below.**

Expected outcomes might include student recruitment figures, income generation, research impact or other reputational/associated benefits.

Partnership Objective	Target Completion Date
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.

Further comments

Click or tap here to enter text.

- d) **How will you develop the partnership during this period? Outline your partnership engagement plan below.**

Common actions are listed in the table below. Provide planned dates, resource requirements and key activities planned during the renewal and next delivery phases of the partnership (usually covering a 3–5 year period).

Action	Detail and Target Completion Date
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Kick-off meeting	Click or tap here to enter text.
In-person inbound visits	Click or tap here to enter text.
In-person outbound visits	Click or tap here to enter text.
Online meetings	Click or tap here to enter text.
Workshops / online events	Click or tap here to enter text.
Exchange of promotional materials	Click or tap here to enter text.
Other	Click or tap here to enter text.

PART 3: Endorsements and Approval to proceed

Ensure that you have discussed the proposal or renewal with your Associate Dean International (or nominee). Once you have completed parts 1 and 2 of the form and the relevant appendix (below), submit it to your ADI for signature and to arrange onward approvals as outlined below. Please also notify the International Office Partnerships team at the earliest possible stage, who can provide advice regarding the completion of the form and can arrange for review by the Partner Confirmation Panel (PCP).

This form captures the strategic partnership approval, which forms stage 1 of an international partnership approval or review event. Refer to the [Education Partnerships Policy](#) for subsequent stages of the approval process, which varies depending on the partnership type proposed and any conditions of approval that may be identified during stage 1.

ASSOCIATE DEAN INTERNATIONAL

I confirm that the relevant faculty stakeholders have been consulted.

Name: Click or tap here to enter text.

Signature: **Date:** Click or tap to enter a date.

Comments: Click or tap here to enter text.

FACULTY OPERATIONS BOARD (FOB)

FOB confirm that the proposal aligns with the Faculty's strategic priorities and that has the required resources to support the arrangement.

Meeting Date: Click or tap to enter a date. **Attached Minutes**

OR

Chair's Action Date: Click or tap to enter a date.

Name: Click or tap here to enter text.

Signature:

Comments: Click or tap here to enter text.

PARTNERSHIP CONFIRMATION PANEL (PCP)

PCP confirm that the proposal aligns with the University's International strategic priorities and that the partner has satisfied initial due diligence requirements.

Meeting Date: Click or tap to enter a date. **Attached Minutes**

OR

Chair's Action Date: Click or tap to enter a date.

Name: Click or tap here to enter text.

Signature:

Outcome: Choose an item.

Conditions of approval (where applicable): Click or tap here to enter text.

PART 4: Additional Information required according to the type of agreement that is proposed

Please note that following strategic approval of the proposal at PCP, the collaboration approval process must be followed as set out in the [Education Partnership Policy](#).

Please ensure your School Programmes Committee (SPC) (for progression/enhanced progression) and EPSC (for standard collaborative types) are consulted.

For Progression, Enhanced Progression, Student Exchange/Study Abroad and Co-Sponsorship Agreements, the information captured below is used to complete the agreement draft.

Admission/Progression – Appendix 1

Co-Sponsorship – Appendix 2

Student Exchange – Appendix 3

ONLY COMPLETE THE ADDITIONAL INFORMATION FOR THE RELEVANT AGREEMENT.

Please advise in the “Information confirmed” column if any amendments are needed to the default text in the template.

APPENDIX 1

Admission/Progression or Enhanced Progression

ANNEXE 1

Clause	Information required	
1.1	Please confirm the pathway	(e.g. 2+2)
1.1	UOS award which student will receive	(i.e. BSc (Social Sciences) Economics)
1.1	<p>Qualification (basis for entry) and any specific additional entry requirements</p> <p><i>If the requirements differ from standard entry requirements on website please ensure that SPC has agreed. Seek advice from admissions where needed.</i></p>	<p>If this would be standard entry requirements this can refer to the standard entry requirements as per the UoS website.</p>
1.1	Date of Commencement of Course	
1.1	Date of first admission to programme leading to award	
1.1	Credit recognised from partner institution	<p>Please confirm whether credits earned at the home institution will be recognised by UoS</p>

ANNEXE 2

Clause	Information required	
2.1	Eligibility Criteria Any additional requirements over and above what is set out on the course homepage	
2.2	Supporting Documentation required for admission process Any additional requirements over and above what is set out on the course homepage	
2.3	English Language Requirement Any additional requirements over and above what is set out on the course homepage	
N/A	Please confirm the maximum number of students that will be accepted onto the programme in any one year	

Clause	Information required	Deviation from template?
N/A	Obligations of students on the programme	
5.2	Parties costs	
N/A	Financial responsibility of students on the programme	

Information required	
Programme Leader	Programme Leader

UOS Name: Job title: Tel: Fax: Email:	Partner Name: Job title: Tel: Fax: Email:
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SELECT APPROPRIATE TABLE/S – AMEND AS APPROPRIATE

2+2

Academic Year	Equivalent to UOS Level	Taught at	Tuition set by	Fee and paid to	UOS Award after the successful completion of each level
Year 1	Level 1	Partner	Partner	Partner	
Year 2					
Year 3	Level 2	UOS	UOS		
Year 4	Level 3				

3+1

Academic Year	Equivalent to UOS Level	Taught at	Tuition set by	Fee and paid to	UOS Award after the successful completion of each level
Year 1	Level 1	Partner	Partner	Partner	
Year 2		Partner	Partner	Partner	
Year 3		Partner	Partner	Partner	
Year 4	Level 2/3	UOS	UOS		

APPENDIX 2

Co-Sponsorship

Award Please insert the programme name(s) the sponsorship relates to	
Partner Notices	Address: Tel: Fax: Email:

APPENDIX 3

Student Exchange

Academic Year of Partner:	<input type="checkbox"/> Trimester <input type="checkbox"/> Semester Start date _____ End date _____
No of Participants: Planned number of exchanges per annum	
Enrolment status of UoS students at Partner:	
Programmes available for the exchange	
Selection Criteria Incoming students (GPA, and English requirement) Outgoing students (Degree classification and language requirement)	
Notices Partner	Name: Role: Tel:

	Fax: E-mail:
Accommodation info at Partner	

APPENDIX 4

Study Abroad

APPENDIX 1 – ADMISSION REQUIREMENTS (for UoS)	Minimum GPA: Language requirement for academic session: Language requirement for Pre-sessional courses: Language requirement for EAS courses:
APPENDIX 2 – PROGRAMMES AVAILABLE (at the UoS) Faculty/ies: Programmes:	