University of Suffolk

**Proposal for co-delivery of a course with a professional organisation**

*This form should be completed alongside the standard Course Proposal Form. All sections of the form must be completed and the form appropriately authorised before it is sent to the relevant committee secretary. It should be submitted at least* ***10 working days*** *before the committee meeting at which the proposal is to be discussed.*

*Please note that once initial approval to proceed has been granted, the full course approval process will need to be completed before delivery can commence.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Proposed partner organisation**   *Please provide name, address and website address* | |  | | | |
|  | | | | | |
| 1. **University of Suffolk academic school involved in proposed arrangement** | |  | | | |
|  | | | | | |
| 1. **Course** *Please provide details of the course that is intended to be co-delivered, confirming whether this is an existing or new course* | |  | | | |
|  | | | | | |
| 1. **Proposed date of commencement** | |  | | | |
|  | | | | | |
| 1. **University lead contact** *Please provide the name of the member of University staff coordinating the proposal and overseeing the proposed link* | |  | | | |
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| 1. **Proposed involvement of partner organisation in course delivery**   *Please outline the ways in which it is proposed that the professional organisation will contribute to course delivery and assessment (for example in terms of co-teaching and/or use of the partner’s facilities and resources). Include evaluation of the organisation’s capacity to support the course in this way.* | | | | | |
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| 1. **Rationale for proposed arrangement**   *Please provide a summary of the rationale for the proposed partnership arrangement, including alignment with the University’s strategic plan, relevant School plans and any existing or planned partnership arrangements.* | | | | | |
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|  | | | | | |
| 1. **Financial arrangements**   *Please provide a formal costing model that has been reviewed by Finance & Planning to show (i) projected income arising from the arrangement and (ii) anticipated costs in establishing and maintaining the partnership (with further detail in Appendix A).* | | | | | |
|  | | | | | |
| **DUE DILIGENCE SCRUTINY OUTCOMES** | | | | | |
| 1. **Organisation status** *(please select)* | Public sector | Private non-profit | | Private for-profit | Other *(please state below)* |
|  | | | | |
|  | | | | | |
| 1. **Year founded** |  | | | | |
|  | | | | | |
| 1. **Company registration number, company directors and UKPRN** *(where relevant)* |  | | | | |
|  | | | | | |
| 1. **Location(s)** |  | | | | |
|  | | | | | |
| 1. **Legal standing**   *Please confirm whether the proposed partner organisation has the legal capacity to enter into this type of partnership arrangement* |  | | | | |
|  | | | | | |
| 1. **Financial standing**   *Provide a summary of the financial standing of the organisation, drawing on relevant financial reports/accounts. Please highlight any business and/or ethical interests or links that might pose a reputational risk to the University. You should seek input from the University’s Head of Financial Operations on completion of this section of the form.* |  | | | | |
|  | | | | | |
| 1. **Professional standing**   *Provide information on the professional standing of the organisation* |  | | | | |
|  | | | | | |
| 1. **Other relevant due diligence information**   *Please provide any additional information on due diligence findings* |  | | | | |
|  | | | | | |
| 1. **Evaluation of risk**   *Please summarise the key risks involved in the proposed partnership and outline how they will be mitigated (with further detail in Appendix B)* |  | | | | |
|  | | | | | |
| 1. **Approval to proceed by relevant Dean(s) of School** | | | | | |
|  | | | | | |
| Signed: | | | Date: | | |
|  | | | | | |
| 1. **Approval to proceed by Director of Finance and Planning** | | | | | |
|  | | | | | |
| Signed: | | | Date: | | |
|  | | | | | |

**COMMITTEE APPROVAL** *(for official use only)*

|  |  |  |
| --- | --- | --- |
| **Committee** | **Approval date** | **Minute reference** |
| **Portfolio Oversight Committee** |  |  |
| **Quality Committee** |  |  |

**Appendix A**

**Indicative financial projections for proposed partnership with [partner institution]**

**Appendix B**

**Risk assessment for proposed partnership with [partner institution]**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Risk area** | **Risk Description** | **Owner** | **Gross Risk** | | | **Risk Control Measures** | **Net Risk** | | |
| **Impact** | **Probability** | **Risk rating** | **Impact** | **Probability** | **Risk rating** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |

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| **Risk Matrix** |  |  | **Likelihood** | | | | |
|  |  |  | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
|  |  |  | **Remote** | **Unlikely** | **Possible** | **Probable** | **Certain** |
|  | ***1*** | **Insignificant** | 1 | 2 | 3 | 4 | 5 |
|  | ***2*** | **Minor** | 2 | 4 | 6 | 8 | 10 |
| **Impact** | ***3*** | **Significant** | 3 | 6 | 9 | 12 | 15 |
|  | ***4*** | **Major** | 4 | 8 | 12 | 16 | 20 |
|  | ***5*** | **Fatal** | 5 | 10 | 15 | 20 | 25 |