University of Suffolk

**Proposal form for delivery of University of Suffolk module(s) at a new partner institution**

*All sections of this 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 this form can only be used to seek approval for the delivery of individual modules (not whole courses). Delivery and assessment must be in English, and must be undertaken solely by members of University of Suffolk staff.*

*The following information should be appended to this form:*

* *module specification(s) for each module*
* *CVs of all University of Suffolk staff involved in module delivery*
* *student handbook for students studying at the proposed partner institution*

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| 1. **Proposed partner institution**   *Please provide name, address and website address* | |  | | | |
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| 1. **University of Suffolk academic school involved in proposed arrangement** | |  | | | |
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| 1. **Module(s) to be delivered** *Please provide details of the module(s) to be delivered at the partner institution, confirming whether they are existing or new modules. Module specifications should be attached to this form.* | |  | | | |
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| 1. **Proposed dates of delivery**   *Please provide details of when the delivery of the module will start and end. Include confirmation of whether this will be a one-off delivery or whether it will continue on an ongoing basis (if the latter, please confirm frequency of delivery).* | |  | | | |
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| 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. **Mode of delivery**   *Please confirm how the module will be delivered (face-to-face, online, blended learning, block teaching over a shorter timeframe, etc). Please specify any differences to how the module is currently delivered and assessed at the University and, where relevant, outline how staff are prepared for delivery in an alternative mode. Where relevant, please include details of any arrangements for local work-based or placement learning, and how this will be managed.* | | | | | |
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| 1. **University staff involved in module delivery**   *Please list the University of Suffolk staff who will be involved in delivering the module at the partner institution (their CVs should be appended to this form).* | | | | | |
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| 1. **English language requirements**   *Please specify minimum English language entry requirements for undertaking the module(s), and how this will be verified.* | | | | | |
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| 1. **Arrangements for the maintenance of student records, marking and moderation**   *Please outline arrangements for maintaining student records within the University and for marking student work (in accordance with the requirements of the University’s Assessment Moderation Policy). Include details of arrangements for Assessment Board confirmation of marks and the award of credit.* | | | | | |
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| 1. **Learning resource provision**   *Please provide information on library and IT resource provision at the proposed partner institution, and (where relevant) any proposed arrangements for remote access to University of Suffolk resources to support module delivery (including the provision of technical support if students experience difficulties when trying to access MySuffolk / Brightspace). Please specify any additional resource requirements, and how these will be met.* | | | | | |
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| 1. **Student support arrangements**   *Please provide information on arrangements for student support during module delivery (including study skills support), noting any implications for University of Suffolk staff.* | | | | | |
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| 1. **Rationale for proposed arrangement**   *Please provide a summary of the rationale for the proposal, including alignment with the University’s strategic plan, relevant School plans and any existing or planned partnership arrangements. Please include information on anticipated student enrolment on the module.* | | | | | |
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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).* | | | | | |
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| **DUE DILIGENCE SCRUTINY OUTCOMES** | | | | | |
| 1. **Institution type**   *(e.g. university, college, alternative provider)* |  | | | | |
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| 1. **Funding status** *(please select)* | Publicly-funded | | Private non-profit | | Private for-profit |
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| 1. **Year founded** |  | | | | |
|  | | | | | |
| 1. **Company registration number, company directors and UKPRN** *(where relevant)* |  | | | | |
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| 1. **Campus location(s)** |  | | | | |
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| 1. **HE portfolio**   *Summarise the range of existing subject areas and the level(s) of provision within the institution* |  | | | | |
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| 1. **Student numbers**   *Please provide approximate student numbers within the institution at undergraduate, postgraduate taught and postgraduate research degree level* |  | | | | |
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| 1. **Legal standing**   *Please confirm whether the proposed partner institution has the legal capacity to enter into this type of partnership arrangement* |  | | | | |
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| 1. **Financial standing**   *Provide a summary of the financial standing of the institution, 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 Director of Finance and Planning on completion of this section of the form.* |  | | | | |
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| 1. **External reviews**   *Summarise the findings of any external reviews of the proposed partner (e.g. QAA or similar national bodies)* |  | | | | |
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| 1. **Ranking**   *Provide ranking (including year) for relevant global and national league tables, where available* |  | | | | |
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| 1. **National context** *(for international links only)*   *Please provide commentary on any in-country recognition / accreditation requirements; the stability of the region; risks associated with working in and travelling to the country; HE culture and ethos; etc* |  | | | | |
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| 1. **Other relevant due diligence information**   *Please provide any additional information on due diligence findings* |  | | | | |
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| 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)* |  | | | | |
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| 1. **Approval to proceed by relevant Dean(s) of School** | | | | | |
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| Signed: | | | | Date: | |
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| 1. **Approval to proceed by Director of Finance and Planning** | | | | | |
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| Signed: | | | | Date: | |
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**COMMITTEE APPROVAL** *(for official use only)*

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| **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]**

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