

**Collaborative Partnerships Process: DUE DILIGENCE CHECKLIST – TIERS A, B & C**

**PART 1 – TO BE COMPLETED BY THE RESPONSIBLE PERSON -** Once completed, Part 1 of the Checklist should be sent to your Global Partnerships Manager for review.

Definitions:

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| **“Partner Institution Programme”** | the required achievement in the academic programme(s) and Specific Credits of the Partner Institution as outlined in the Articulation Details; |
| **“Quality”** | aspects relating to quality in the context of the partnership, including processes of teaching, learning and assessment, student progression, recruitment, induction, support (academic and pastoral), completion rates, learning resources, environment, staff, equipment, accommodation, library and the general learning environment;  |
| **“UoD Programme”** | the academic programme opportunities of UoD as outlined in the Articulation Details. |

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| ***Partner Institution***Full Name and business address  |  |

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|  | **CHECKLIST**  | **ANSWERS**  | **SCORE**  |
| 1. **PARTNER INSTITUTION BACKGROUND**
 |
| **1** | Partner Institution is a: | **Not for profit** **Publically funded University**  **Other Not for Profit** **For profit\***  **Private University**  **Limited Company**  **Other For Profit** ***\*Please seek 3 years of annual accounts from the Collaborating Institution***  |  |
| **2.** | Geographical Location  |

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| **UK**  | **Europe** | **China** |
| **Other Asia** | **North America or Australia**  | **South America** |
| **Middle East** | **India** | **Africa**  |
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| **3.** | Partner Institution is | **Over 50 years old** **Less than 50 years old** **New intuition/Yet to be incorporated**  |  |
| **4.** | Does the Partner Institution have degree-awarding powers? | **Yes -** **No** **If no, is this requred for the Collaboration?** |  |
| **5.** | Is the Partner Institution regulated by a Ministry of Education or equivalent? | **Yes -** **No** **Equivalent (specify)** |  |
| **6.** | Is the partner institution ranked on the QS University World Rankings league table, if yes, please provide the exact ranking: | **QS University World Rankings****Yes - Ranking:** |  |
| **7.** | Does the UoD have an existing collaboration with the Partner Institution? | **Yes -** **No**  |  |
| **8.** | Does the Partner Institution have partnerships with other UK Universities?  | **Yes - provide details****No**  |  |
| **9.** | Does the Partner Institution offer a similar programme to the UoD Programme proposed under this partnership?  | **Yes - provide details****No**  |  |
| **10.** | Are there any controls on capital or currency entering or exiting the Partner Institution’s country which could make payment more difficult?  | **Yes - provide details****No**  |  |
| **11.**  | Does delivery of the UoD Programme require external tax or legal advice?  | **Yes - provide details****No**  |  |
| **12.**  | Is a site visit required?  | **Yes - provide visit details****No**  |  |
| **PART 2** **TO BE COMPLETED BY THE COLLABORATING INSTITUTION**  |
| **1.** | Please acknowledge that you have received the policies of the UoD and/or the UoD Programme and understand that these will form part of our agreement with you |  Yes No **Anti-Bribery and Corruption** **Gifts and Hospitality** **Whistleblowing** **Academic Regulations** **Data Protection**  |  |
| **2.** | Do you require the UoD Programme to be accredited in your country?  | **Yes -** **No** **If yes, has this been acquired?** |  |
| **3.** | What facilities are available for the UoD Programme?  |

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| **Information Technology** | **Library Services** | **Meeting Rooms** |
| **E-Learning** | **Laboratory Space**  | **Lecture Theatres**  |
| **Accomodation** | **Financial Services** | **Other Space for Teaching** |

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| **4.** | Are you willing to comply with the University's standard terms and conditions for this type of partnership.  | **Yes -** **No**  |  |
| **5.** | Has your institution been subject to a formal dispute including arbitration or litigation with a partner University in the last 5 years?  | **Yes -** **No**  |  |
| **6.** | Has your institution been subject to any adverse finding by a regulator (including the Ministry of Education or equivalent) in the last 5 years?  | **Yes -** **No**  |  |

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| **7.** | Has a collaboration agreement involving your institution been terminated for breach within the last 5 years?  | **Yes -** **No**  |  |
| **8.** | Who will pay the UoD fees under the partnership?  | **The Collaborating Institution** **Public/Government Authority\*****Other Third Party\*** *\*Please provide details* |  |
| **9.** | Is your institution currently subject to litigation which could have a material impact on this Partnership?  | **Yes -** **No**  |  |
| **10.** | Has your institution or the programme failed (a) an audit or (b) an assessment or otherwise lost an accreditation in respect of Quality or academic standards in the last 5 years? | **Yes -** **No**  |  |
| **11.** | Does your institution have all necessary regulatory consents and licences required to enter into this partnership?  | **Yes -** **No** **If No, what is required?**  |  |
| **I HEREBY CONFIRM THAT BY RETURNING THE ABOVE RESPONSES FOR AND ON BEHALF OF MY INSTITUTION I WARRANT THAT THEY ARE TRUE, COMPLETE AND ACCURATE AS OF TODAY’s DATE.****Signature:** **Date:**  |

*For completion by Responsible Person and Global Partnerships Manager*

**Due Diligence Scoring**

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| **Overall Score**  | **RAG** |
| 54-69 |  |
| 38-53 |  |
| 23-37 |  |