Interest in New Collaboration
• Interest in creating a new collaborative relationship can come from a Department, Faculty, or Central College. This interest could be in relation to a new or existing programme, or originate from a proposal from an external body.
• This should be discussed within the relevant department/s to develop the concept for consideration by the Departmental Board.

Department Agreement in Principle
• The concept for the new collaboration should go to the Departmental Board for discussion and approval of the new collaboration in principle.
• It is important to consider the potential impact across the department at this stage, please see the list of questions to be considered, the answers of which will inform part of the Initial Project Proposal.

Discussion with Faculty Dean and Academic Development
• The concept should be brought to the Faculty Dean by the Head of Department and the Proposer, who will ensure that the Department has considered the impacts of the potential partnership and programme.

Approval from Chair of CPC
• The Faculty Dean will discuss the proposal with the Deputy Principal (Chair of the Collaborative Provision Committee), and seek approval for the detailed investigation to take place, and for resource to be allocated from the Strategic Development Unit to manage this. Should the Chair of CPC approve, a project manager will be appointed.
• In some cases the partner organisation will require a Memorandum of Understanding to pursue the detailed investigation, this should be prepared by Research and Enterprise once CPC is satisfied that the collaboration is viable.

Preparation of the Initial Programme Proposal
• The Initial Programme Proposal will be compiled by the Programme Director and Project Manager, and will include:
  • a financial model, provided by the appropriate Faculty Accountant;
  • risk analysis, which the Project Manager will assist with in some areas, and which must consider mitigation of risk;
  • due diligence, assisted by the Faculty Accountant and Project Manager where appropriate, which must also include one independent external reference on both the reputation of the external provider and the collaborative proposal.

Initial Programme Proposal Submitted to CPC
• The formal proposal will be submitted to CPC, who will consider the collaborative proposal against the following headings: College Strategy, Achievability, Financial Model, Risk Analysis, and Due Diligence.
• The CPC will also ensure that the proposal is consistent with Chapter B:10 (Managing higher education provision with others) of the QAA’s UK Quality Code for Higher Education.
• If the CPC does not approve the proposal, it can be re-submitted at an appropriate time as identified by the Committee. Further information may also be requested in order to enable a decision to be made.

Initial Programme Proposal is Approved by CPC
• If the proposal is also approved by the Academic Planning Committee, it will be:
  • recommended to Academic Development for the proposed programme to proceed to validation;
  • recommended to Planning and Resources Committee for the release of appropriate resources.
• The Programme Director will work closely with the Project Manager, the relevant Assistant Registrar, and colleagues in other areas of the College to ensure that all processes and procedures are in place to accommodate the collaboration.

Validation Process Begins
• The process of establishing the collaborative activity will likely require the following actions:
  • If a Memorandum of Understanding has not yet been required, this will be drawn up by Research & Enterprise;
  • A Project Initiation Document may be prepared to formalise the project with SPMPC, and a Project Board formed;
  • A timeline for the project will be established, which will include the timeline for Validation.
• Working with the Project Manager, R&E, and the external partner, a contract will be prepared, agreed, and signed.
• Advice will be taken on necessary legal, taxation, HR and governance issues arising from the collaboration;
• Validation Documentation will be prepared by the Programme Director as required;
• An Assistant Registrar will work with the Project Manager and the Programme Director to prepare an Operations Manual for the Validation Event and as a schedule to the Contract;
• Issues relating to admissions, student registration, programme delivery and assessment will be addressed as necessary.