**Progression Approval Form**

If you have any queries that you would like to discuss before completing this form, please contact Emma Hardy on [e.hardy@surrey.ac.uk](mailto:e.hardy@surrey.ac.uk)

**Details**

Name of proposer: Click here to enter text.

Position held: Click here to enter text.

Faculty / Department or School: Click here to enter text.

Potential collaborative partner: Click here to enter text.

Country, City: Click here to enter text.

**Rationale**

Please provide a brief rationale behind the collaboration:

Click here to enter text.

**Qualifications**

Are the qualifications recognised by the University?

Yes  No

Please list the qualifications: Click here to enter text.

*(If no, please note that these qualifications would require institutional approval via the Marketing, Recruitment and Admissions Sub-committee)*

**Fees**

Would there be a fee reduction?

Yes  No

*(If yes, please complete the fee reduction form for submission to the Faculty Business Manager. This would also require approval via the Fees, Funding and Operations Group)*

**Any further comments (for use by the Faculty Business Manager) *(for fee reduction only)*:**

Click here to enter text.

Name: Click here to enter text.

Signed:

Dated: Click here to enter a date.

**Any further comments (for use by the Head of Department / Executive Dean\*):**

Click here to enter text.

Name: Click here to enter text.

Signed:

Dated: Click here to enter a date.

**Further comments (for use by the Chair of the Faculty Learning and Teaching Committee):**

Click here to enter text.

Name: Click here to enter text.

Signed:

Dated: Click here to enter a date.

\*If the proposer is a Head of Department, or if the proposal affects the Faculty as a whole, please discuss this proposal with the Executive Dean of the Faculty.

**Once this form has been completed, please send to** [**collaborative@surrey.ac.uk**](mailto:collaborative@surrey.ac.uk) **(Directorate of Quality Enhancement and Standards).**

**For Office Use Only**

**Due Diligence**

***FOR OFFICE USE ONLY*** *– to be completed by QES (for national proposals) or GEO (for international proposals)*

|  |  |
| --- | --- |
| Existing or previous partnerships with the proposed institution (QES / GEO): | Click here to enter text. |
| Comments on whether the reputation of the proposed partner is sound (QES / GEO): | Click here to enter text. |
| Comments on whether there are any issues with the business and ethical links of the proposed partner, or country, which could bring the University into disrepute (QES / GEO) | Click here to enter text. |
| **QES Confirmation** - information provided is satisfactory and warrants no further investigations/clarification at this stage in the proposal process: | Name: Click here to enter text.  Position: Click here to enter text.  Date: Click here to enter a date. |
| **GEO Confirmation** (for international proposals only) - information provided is satisfactory and warrants no further investigations/clarification at this stage in the proposal process: | Name: Click here to enter text.  Position: Click here to enter text.  Date: Click here to enter a date. |