

*Confidential*

**Articulation, Double, Dual and Partnership Arrangements**

**Collaborative Provision**

**(Taught: Medium / High Risk)**

**EXPLANATORY NOTE**

This form is used to seek business and academic approval to establish an agreement with a collaborative partner for medium to high risk agreements at the University of Surrey. It will be used to gather accurate information as part of the University’s approval procedures.

Please ensure that the form is completed in full, adding N/A to sections that are not applicable.

Useful documentation to read before completing this form includes:

*Code of practice for collaborative provision*

This document along, with other *Codes of practice* can be found on the [Code of practice, policies and guidance page](https://www.surrey.ac.uk/quality-enhancement-standards/codes-practice) of the Directorate of Quality Enhancement and Standards website.

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| **Part A: General information** | | | | |
| **Contact details** | | | | |
| Proposer (name of individual): | | | Click here to enter text. | |
| Faculty/Department/School/Centre: | | | Click here to enter text. | |
| Please provide the details for the collaborative partner’s contact: | Name:  Organisation / Institution:  Job title:  Correspondence address:  Postcode:  Country:  Email:  Direct line: | | Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. | |
| **For International Collaborations only**:  Please provide the details for the collaborative partner’s Pro Vice-Chancellor (International Relations): | Name:  Job Title:  Email:  Direct Line: | | Click here to enter text.  Click here to enter text.  Click here to enter text.    Click here to enter text. | |
| Type of collaboration (please tick one from each column) | | | Articulation  Double  National  Dual  International  Partnership | |
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| What is the existing academic partner relationship (eg joint publications, long term research). Please specify the nature of these links and relationships: | | | Click here to enter text. | |
| Please confirm from the Directorate of Recruitment and Admissions that the proposed entry requirements fall within the approved equivalencies (eg attached email/attached minutes from Marketing, Recruitment and Admissions Committee) (if applicable) | | | Attached | |
| How does the partnership support the achievement of the University’s strategic aims and objectives (please refer to the University’s [Strategies](https://www.surrey.ac.uk/about/strategy) to illustrate the collaboration’s alignment and benefits)  Click here to enter text. | | | | |
| **Part B: Academic case considerations** | | | | |
| Please explain the academic rationale for the proposed collaborative partnership: | | Click here to enter text. | | |
| Please specify the language of delivery and assessment for the programme(s) at the partner institution. | | Click or tap here to enter text. | | |
| How will you ensure the students have an appropriate academic experience? | | Click here to enter text. | | |
| Please provide information on the management of the relationship with the programme team at the partner institution, including the responsibilities of the University and proposed collaborative partner. | | Click here to enter text. | | |
| What is the structure of the proposal? How many years would the students spend at each institution? | | Click here to enter text. | | |
| Has the programme been jointly developed or are there separate curricula? | | Click here to enter text. | | |
| Will the University be required to deliver any part of the curriculum at the partner institution? If so, who holds responsibility for the content and academic standards of those elements of the programme? | | Yes  No  Click here to enter text. | | |
| How will the student’s time be divided between the two institutions (dual/double degrees only) | | Click here to enter text. | | |
| Are there any implications for the programmes (for example Professional, Statutory or Regulatiory Body implications / accreditation implications) | | Click here to enter text. | | |
| Are there any additional costs that the students need to be made aware of? Have they been made aware of these additional costs? | | Click or tap here to enter text. | | |
| Part C: FHEQ Mapping Please complete the relevant section to evidence alignment to the [FHEQ framework](https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks) | | | | |
| Please attach the curriculum mapping form | | | | Attached |
| For UK Provision: | | | | |
| What level will the students have undertaken at the articulating partner according to the FHEQ / FQHEIS (ie FHEQ Level 3/4/5) | | Click here to enter text. | | |
| For EU Provision: | | | | |
| What level will the students have undertaken in the articulating partner according to the Bologna Process (i.e. cycle and number of ECTS credits)? | | Click here to enter text. | | |
| For international provision, which falls outside of the EU: | | | | |
| How many hours of student workload and credits will be achieved per level at the proposed partner? How does this compare to the FHEQ requirements (i.e. 10 notional hours of learning equates to one credit)? | | Click here to enter text. | | |
| Please provide examples of the qualities and transferable skills achieved and how this compares to the relevant FHEQ qualification descriptor | | Click here to enter text. | | |
| What are the types of assessment used by the proposed partner? | | Click here to enter text. | | |
| To what extent are external examiners used at the proposed partner? | | Click here to enter text. | | |
| How will articulating students be prepared for study in the UK | | Click here to enter text. | | |

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| Comparison overview Please complete this section to provide an overview of broad similarities and differences between the University and proposed partner/proposed modules. Where there are differences, please describe how these differences will be mitigated to ensure the academic standard of the University | | |
|  | Similarities | Differences |
| Content | Click here to enter text. | Click here to enter text. |
| Delivery | Click here to enter text. | Click here to enter text. |
| Assessment | Click here to enter text. | Click here to enter text. |
| Grading | Click here to enter text. | Click here to enter text. |
| Credits / Units | Click here to enter text. | Click here to enter text. |

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| **Part D: Business case considerations** | |
| Please explain the business rationale for the proposed collaborative partnership. | Click here to enter text. |
| How will anticipated costs relating to the collaboration be covered and by whom? | Click here to enter text. |
| (For dual / double degrees) Will the partner be offered fee reductions? If yes please attach the Fees, Bursaries and Scholarships Operations Group signed fee reduction proposal form (available on request) | Yes  No  Attached (if necessary) |
| What will the fee structure at the proposed collaborative partnership be? |  |
| What would the impact of the proposal be on the Faculty / School resources (human / physical) (eg staff involved)? | Click here to enter text. |
| If applicable, what mechanisms will be in place to ensure the accuracy of all published information (print and electronic) relating to the partnership? | Click here to enter text. |

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| **Part E: Health and Safety audit** | | |
| Please provide details on how the student will receive the appropriate health and safety induction at the partner organisation: | | Click here to enter text. |
| Please attach the health and safety and legal agreement (appendix 2), completed by the collaborative parter: | | Attached |
| **Part F: Additional information** | | |
| Please provide any further information/comments relevant to this application that have not been documented elsewhere in this form. | | Click here to enter text. |
| **Confirmation**  This proposal has been discussed with the Head of the Department/ School/Centre, Associate Dean (Learning and Teaching) and the Associate Dean (International) (for international proposals only) | | |
| **Proposer** | Name: Click here to enter text.  Signature:  Date: Click here to enter a date. | |
| **Head of Department/School/Centre[[1]](#footnote-1)** | Name: Click here to enter text.  Signature:  Date: Click here to enter a date. | |

Once the above confirmation has been signed, please send this document back to [collaborative@surrey.ac.uk](mailto:collaborative@surrey.ac.uk) for due diligence to be undertaken and the final collation of documentation. This will then be sent back through to the proposer to take to the relevant Faculty Committees for approval.

**Approval Required**

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| **Faculty Approval**  This proposal has been discussed and approved by the following Faculty Committees | |
| **Faculty Learning and Teaching Committee** | Chair’s name: Click here to enter text.  Signature:  Date of Committee Meeting / Chair’s Action: Click here to enter a date. |
| **Faculty Strategic Planning Committee** | Chair’s name: Click here to enter text.  Signature:  Date of Committee Meeting / Chair’s Action: Click here to enter a date. |
| **Faculty International Committee** *(for international proposals only)* | Chair’s name: Click here to enter text.  Signature:  Date of Committee Meeting / Chair’s Action: Click here to enter a date. |

Once Faculty approval has been received and signed, please send the signed forms back to [collaborative@surrey.ac.uk](mailto:collaborative@surrey.ac.uk) for the institutional approval to take place.

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| **Institutional Approval**  This proposal has been discussed and approved by the following Committees | |
| **University Learning and Teaching Committee** | Chair’s name: Click here to enter text.  Signature:  Date of Committee Meeting / Chair’s Action: Click here to enter a date. |
| **External Engagement Committee** *(for international proposals only)* | Chair’s name: Click here to enter text.  Signature:  Date of Committee Meeting / Chair’s Action: Click here to enter a date. |

**Due Diligence**

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

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| Existing or previous partnerships with the proposed institution (QES / IEO): | Click here to enter text. |
| Whether the proposed institution has adequate human, material and financial resources to operate the arrangement successfully (QES / IEO): | Click here to enter text. |
| Confirmation that there will be an appropriate safe and learning environment for students and staff (QES / IEO) | Click here to enter text. |
| Comments on whether the reputation of the proposed partner is sound (QES / IEO): | 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 / IEO) | 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:  Position:  Date: |
| **IEO Confirmation** (for international proposals only) - information provided is satisfactory and warrants no further investigations/clarification at this stage in the proposal process: | Name:  Position:  Date: |

1. Where the proposer is the Head of Department / School / Centre, then this signature would need to be the Executive Dean of the Faculty [↑](#footnote-ref-1)