Initial Proposal Form – part B

This form is for new collaborative proposals. Prior to completing this form, you should have completed the **initial proposal form part A** and received approval from one of the following committees, depending on the collaborative type:

* Faculty Education Committee
* Faculty International Engagement Committee
* Faculty Research Degrees Committee

Please ensure that the form is completed in full, adding N/A to sections that are not applicable and take time to read the [*Code of practice for collaborative provision*](https://www.surrey.ac.uk/quality-framework/codes-practice)prior to completing this form.

If your proposal relates to a research contract type please contact [RIS Legal Services](https://surreynet.surrey.ac.uk/legal-research-contract-services).

For student exchange agreements please contact the Student Mobility Manager.

**Instructions**

1. In addition to this form you may also need to complete:
	1. Curriculum mapping template
	2. Due diligence template (to be sent by yourselves to the proposed partner)
	3. Risk assessment template
	4. Site visit template
	5. Fee reduction form
2. Once the form is completed it should be submitted with initial proposal form A, along with any of the above listed forms to one of the e-mail addresses detailed below

(please see the collaborative grid within the code of practice for collaborative provision for which templates are required for the type of collaboration you have selected)

Further information about how to set up an agreement, including a process flowchart, can be found within the *Code of practice for collaborative provision*.

You are welcome to contact intpartnerships@surrey.ac.uk or qualitysupport@surrey.ac.uk for further guidance on this process or for an informal discussion about your proposed partnership.

**SECTION 1: PROPSAL SUMMARY (proposer to complete)**

|  |  |  |
| --- | --- | --- |
| 1.1 | Collaborative type  | Other\**For Student exchange or study abroad agreements please contact the* *Student Mobility Manager**.* *For research contracts (confidentiality, MTAs etc.) please contact* [*RIS Legal Services*](https://surreynet.surrey.ac.uk/legal-research-contract-services)*.**For placement or work-based learning opportunities please contact your Faculty Academic Hive.* |
| 1.2 | If you selected other from the drop down list, please provide more details here |  |
| 1.3 | University of Surrey proposer name |  |
| 1.4 | Partner organisation name |  |
| 1.5 | Programmes linked to the proposed arrangement |  |
| 1.6 | New or existing partner |  |
| 1.7 | Proposed start date | *Please also indicate any deadlines associated with this proposal that have been identified by you or the partner, where applicable.* |
| 1.8 | Brief description of the proposed arrangement: | *This can be copied from the initial proposal form part A* |
| 1.9 | Who is responsible for the set up and running costs?e.g. staffing, travel, learning resources |  |
| 1.10 | Are there any resource implication for the home Faculty/School? |  |
| 1.11 | Is the proposal linked to an accreditation / specific governing body |  |
| 1.12 | What are the entry requirements for the proposal? |  |
| 1.13 | Who will manage the admissions process? |  |
| 1.14 | Who will manage the quality assurance processes? |  |
| 1.15 | Who will be responsible for the maintenance and reporting of student outcomes? |  |
| 1.16  | For international research proposals:Please indicate whether the International Partner is aware of and can accommodate the [entry requirements and regulations governing Surrey doctoral programmes](https://www.surrey.ac.uk/quality-framework/academic-and-student-regulations-and-procedures)\* In particular the following: * Admissions criteria
* Progress monitoring requirements
* Confirmation viva within 12-15 months of registration
* Submission of a thesis for examination within 48 months (full-time) of registration
* Defence of the thesis by viva voce In line with section A2 of the regulations for research degrees

\* see summary document of research degree requirements [Surrey’s code of practice for research degrees](https://www.surrey.ac.uk/quality-framework/codes-practice%22%20%5Ct%20%22_blank) |  |
| 1.17 | Will a fee reduction form part of the arrangement? |  |
| 1.18 | Are there any funding arrangements linked to the proposal? |  |
| 1.19 | Are there any progression pathways linked to the proposal? |  |

**SECTION 2: RISK ASSESSMENT AND DUE DILIGENCE**

2.1 PARTNER RISK ASSESSMENT (proposer to complete)

|  |  |  |
| --- | --- | --- |
| 2.1.1 | Has the Health and Safety Due diligence form been completed? ***(Append to the proposal)*** |  |
| 2.1.2 | What risk level was identified? | *Please insert Low / Medium / High* |
| 2.1.3 | What are the institutional benefits? |  |
| 2.1.4 | What institutional risks have been identified, if any? |  |
| 2.1.5 | What are the expected costs and resource implications?  |  |

2.2 FINANCIAL DUE DILIGENCE (AQS / Finance to complete)

|  |  |  |
| --- | --- | --- |
| 2.2.1 | Is financial due diligence required for this proposal? |  |
| 2.2.2 | If yes, has the credit check been carried out by the University of Surrey financial services? ***(Append, if possible, to the proposal)*** |  |
| 2.2.3 | Any other comments |  |

2.3 HEALTH AND SAFETY DUE DILIGENCE (Partner to complete)

*It is the responsibility of the proposer to send the Health and Safety due diligence template to the partner for completion*

|  |  |  |
| --- | --- | --- |
| 2.3.1 | Is health and safety due diligence required for this proposal? Seek advice from AQS or IEO |  |
| 2.3.2 | Has the Health and Safety Due diligence form been completed by the partner? ***(append to the proposal)*** |  |
| 2.3.3 | Any other comments |  |

2.4 LEGAL (Partner to complete)

*It is the responsibility of the proposer to send the Legal due diligence template to the partner for completion*

|  |  |  |
| --- | --- | --- |
| 2.4.1 | Is legal due diligence required for this proposal? Seek advice from AQS. |  |
| 2.4.2 | Has the Legal Due diligence form been completed by the partner? ***(append to the proposal)*** |  |
| 2.4.3 | Any other comments |  |

**SECTION 3: APPROVAL**

3.1 UNIVERSITY APPROVAL

*Please see the collaborative grid within the* [*Code of practice for Collaborative Provision*](https://www.surrey.ac.uk/quality-framework/codes-practice) *to determine whether this level of approval is required for the collaborative type you have selected.*

|  |  |
| --- | --- |
| Title | Doctoral College Board [ ] University Education Committee [ ] University Research Degrees Committee [ ] External Engagement Committee [ ]  |
| Type of approval | Chair’s action [ ] Approved at a meeting [ ]  |
| Name |  |
| Signature  |  |
| Date |  |
| Supporting comments |  |