Renewal/Termination Form

This form is used to review and renew an existing collaborative agreement. Agreements should also be reviewed annually through the Continuous Enhancement Review process (see [*code of practice*](https://www.surrey.ac.uk/quality-framework/codes-practice) for further information).

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*](https://www.surrey.ac.uk/quality-framework/codes-practice)

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. Complete sections 1, 2 and 3 and then return the form to intpartnerships@surrey.ac.uk and qualitysupport@surrey.ac.uk with the supporting documentation for review
2. A member of the International Engagement Office and / or Academic Quality Services will review the information provided and determine whether any further information / clarification is required
3. Once the form has been reviewed provide a copy of the completed form to your Associate Dean Education/Associate Dean Doctoral College/Associate Dean International, who will arrange for Faculty Education Committee/Faculty Research Degrees Committee/Faculty International Committee review and approval (section 4).
4. Once Faculty approval has been provided Academic Quality Services / Doctoral College / International Engagement Office will submit the form for University level approval

You are welcome to contact intpartnerships@surrey.ac.uk or qualitysupport@surrey.ac.uk for further guidance on this process.

**SECTION 1: GENERAL INFORMATION**

|  |  |
| --- | --- |
| Name of collaborative partner |  |
| Name of lead contact at the collaborative partner |  |
| Name of lead contact at Surrey |  |
| School |  |
| Date the collaboration began |  |
| Level of study |  |
| Type of collaboration |  |
| Number of students (outgoing) |  |
| Number of students (incoming) |  |

**SECTION 2: REVIEW OF THE PARTNERSHIP**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please select the number below that best represent how you feel about the partner’s:(1 = unsatisfactory, 5 = excellent)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | N/A |
| Academic standards | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Administration | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality assurance systems | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student engagement and feedback | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student support | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Quality of communications with the University | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Learning and teaching | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Programme content  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Assessment and feedback | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Learning infrastructure (eg it resources, specialist facilities) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Responses to university reports | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Annual monitoring | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comparative standards of students from partner |[ ] [ ] [ ] [ ] [ ] [ ]
| Quality of PGR supervision |[ ] [ ] [ ] [ ] [ ] [ ]

 |
| Any further comments or issues regarding any of the above. **Please ensure you comment on any areas scoring 3 or below** |  |
| Are there **staffing matters** that need to be brought to the attention of the University (eg resources, capability and commitment)? |  |
| Please comment on the current pattern of **student recruitment, retention, progression and achievement** (incoming students only):Please comment on the current pattern of **student recruitment, retention, progression and achievement** (outgoing students only): |  |
| Does the partner have adequate mechanisms to ensure the **accuracy of all published information** relating to the partnership? (for further information please refer to *Code of practice for collaborative provision)* |  |
| Please provide a **strategic rationale** for maintaining and/or developing the relationship?(Business rationale should be balanced with a sufficiently strong academic rationale): |  |
| Are the **Academic and Business Case** still valid? |  |
| Are there any **issues** relating to the partner’s **compliance** with the University’s **financial** requirements plus the University’s and other relevant **legal** requirements? |  |
| Are there factors within the **cultural, socio-political and economic environments** which are having, or could potentially have, an impact on the partnership? |  |
| Have there been any **significant changes** in **local regulatory** or **legal** requirements (ie The legal/regulatory framework for HE in the host country, with particular reference to regulations governing foreign and private sector providers.)? |  |
| Has this agreement resulted in any examples of **good practice**? |  |
| If the agreement is to be renewed, are there any **details** pertaining to the agreement that **require amendment** (eg purpose of agreement, responsibilities of participating partners, financial responsibilities, period of new agreement)? |  |

**SECTION 3: OUTCOME**

|  |  |
| --- | --- |
| Is the agreement to be:  | Renewed [ ] Terminated [ ]  |
| The following supporting documentation has been appended to this form | Current agreement [ ] Updated agreement (renewal only) [ ] Notice of termination submitted to the collaborative partner (termination only) [ ] Further supporting documentation [ ]  |
| Confirmation  | I hereby certify tat the statements and information in this form are true and accurate:Name:Date:Signature: |

**SECTION 4: APPROVAL**

4.1 SUPPORT FOR THE RENEWAL / TERMINATION

|  |  |
| --- | --- |
| Title | Head of School [ ] Executive Dean [ ]   |
| Name |  |
| Signature  |  |
| Date |  |
| Supporting comments |  |

4.2 FACULTY APPROVAL

|  |  |
| --- | --- |
| Title | Faculty Education Committee [ ] Faculty Research Degrees Committee [ ]  Faculty International and Engagement Committee [ ]  |
| Type of approval | Chair’s action [ ] Approved at a meeting [ ]  |
| Name |  |
| Signature  |  |
| Date |  |
| Supporting comments |  |

4.3 UNIVERSITY APPROVAL (IF APPLICABLE)

|  |  |
| --- | --- |
| Title | 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 |  |