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| **Due Diligence - Checklist for new partners and for the review of existing partners** |  |
| Please either fill in the boxes to the right or attach documents |  |
| NOTE: a separate proforma is available for exchange partnerships see <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>**.** |  |
| **PLEASE SUPPLY:** |  |
| Mission statement |  |
| Strategic plan |  |
| Prospectus |  |
| History and description of the organisation |  |
| Organisational structure |  |
| Confirmation of the solvency of the organisation, details of financing arrangements (including the funding of students) and any state or public sector funding applicable: evidence may include business plans, bankers’ references and published accounts  (*please note, for US nationality students seeking Federal Aid to fund their studies from the US Department of Education, partner institutions may not have authorisation to award Federal Aid, see* <https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp> *for further advice)* |  |
| Information on the legal status of the organisation |  |
| Confirmation that the organisation has the authority/legal right to enter into collaborative agreements |  |
| Confirmation that the partner has successful existing provision in the subject area and at the level proposed |  |
| Confirmation that quality assurance procedures are robust and the partner has sufficient understanding of UK quality assurance. Quality assurance arrangements are currently in place for curriculum development; collection and evaluation of student feedback; management and administration of assessment processes; teaching and learning methods; feedback to students on assessed work; tracking student progression; recruitment of students; student academic support and guidance and student pastoral support procedures |  |
| Information regarding administrative and management procedures for collaborative provision at institutional and programme level, including the details of those Schools and/or individuals responsible for arrangements |  |
| Reports of visits by University staff to the prospective partner organisation |  |
| Reports from funding or external quality assurance/professional bodies (where applicable) |  |
| Any available feedback from other organisations that have/have had a relationship with the prospective partner as to their standing and effectiveness |  |
| **For international collaborative partners**  (both EU and non-EU countries):  Evidence of the standing of the organisation |  |
| Any information available from government offices and agencies of the country in which the partner organisation is based |  |
| Any information available from UK Government offices based in the country |  |
| Advice on the cultural, legal, financial and political environment in which the prospective partner organisation operates. For any countries, which might be subject to conflict, unrest or human rights breaches, the Head of Risk and Insurance should be consulted and asked to provide a report. |  |
| Implications of any language issues |  |

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