**GUIDANCE NOTE FOR RISK ASSESSMENT OF COLLABORATIVE PROPOSALS**

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| It is important to note that there is a reputational risk attached to collaborative agreements, which is often as significant or greater than, the financial risk. |

Risk Assessments must be completed for all proposals for collaborative activity involving programmes within the FHEQ. The proforma can be found at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>.

Programme proposers should fill out the Risk Assessment form themselves. The Chair, Secretary and members of CPSG and School Quality Officers can provide advice

 (see contacts list at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>).

All risk assessments should consider the potential impact or relevance of:

* the complexity of the proposed collaboration;
* the status of the partner organization, its financial stability and turnover of staff;
* the level of experience of Aston University in this type of arrangement;
* whether the activity is part of the University’s strategy;
* the scale of the activity;
* the resources to support the arrangement (both at Aston and the partner).

The Risk Assessment should be considered carefully by School Senior Management Teams at the First Filter stage of scrutiny (see Process document for Approval, Monitoring and Review of Collaborative Activity at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>, *before* detailed plans are made for collaborative activity.

The University’s Head of Strategic Risk and Insurance is able to provide further guidance to School Senior Management Teams on the assessment and management of risk, if required.

CPSG checks the Risk Assessment when it receives the proposal from the School. It may amend it, if it considers that any aspects are incorrect. The final version of the risk assessment may therefore differ from the initial one prepared within the School.

When a collaborative programme has started, the Risk Assessment will be revisited at least once a year, usually as part of the Annual Review Process. A commentary should be provided on any changes. The School Senior Management Team should be alerted immediately to any increased risk.

LAP January 2019