Stage 0

Global Partnerships Team or UoY in-country representatives identify an opportunity

Department / school staff identify an opportunity or are approached with an opportunity

Department / school & Global Partnerships initial discussions (if required)

Partnership Triage Google Form **completed by the proposer. The completed form will be received by the Global Partnerships Team.**

GPT seek further information from the proposer & colleagues if required, and then make recommendations to AD PEI on whether or not to proceed the proposal.

Proceed-able and priority?
AD PEI to decide whether to proceed based on the nature of the proposal, its fit with the faculty's priorities, and the recommendation from GPT. If 'no', GPT will inform the proposer. If 'yes', AD PEI will name the lead academic contact for the approval process.

No → **End of articulation or progression discussion**

Yes

Responsibilities:

> Coordination lead: Global Partnerships Team (GPT) in International Recruitment, Partnerships and Mobility (IRPM).

> Collaborative provision advice: Academic Quality Team. Includes advice on collaborative provision models, quality assurance, and curriculum mapping

> Department/school: Designated articulations contact (academic member of staff).

> Approval & oversight: Associate Dean for Partnerships, Engagement and International (AD PEI).

Stages 1, 2 & 3

Stage 1, Due Diligence
GPT carry out initial reputational due diligence check on the proposed partner.

Approval form created, updated with relevant triage information and shared with relevant staff by GPT lead

Due diligence pass?
Assessed by GPT Relationship Manager

No

Yes

Stage 1, Part 1: Partnership Details
> GPT to email the designated lead academic contact requesting they complete this section, with support from GPT if required.

Stage 1, Part 2: Ext Rels comments
> GPT liaise with IRPM and Admissions colleagues for comments on a combined recommendation.

Stage 1, Part 3: Dept & Faculty approvals
GPT to:
> [*For articulations only*] Email relevant HoD / HoS requesting DMT approval.
Once received:
> [*For articulations & progressions*] Email relevant Dean(s), SP&P contact & AD PEI requesting Faculty Leadership Team comments & then faculty approval (Faculty Executive Board specifically or by Chair's Action by the Dean).

Stage 2: Partner information:
GPT or the proposer to contact the partner, asking them to complete the 'Partner Information Request Form' within 2 weeks. Queries about academic content to be referred to AQ

Stage 2: Partner information:
Once complete, AQ to review this formation, if no risk identified, GPT to sign off stage 2.

Stage 3: Curriculum mapping:
(*articulations only*)
> Led by the designated lead academic contact with guidance and comments from the AQ team.

Stages 1-3 approved?
> Stage 1: HoD / DMT [articulations only] + Dean / FEB
Stage 2: GP Team
Stage 3: AQ

No

Yes

NB: GP to notify Legal Services of upcoming contract

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Responsibilities:

Stage 1:
> **Coordination lead: Global Partnerships Team** (GPT) to gather relevant information from the proposer and prospective partner, and judge 'best estimate' student numbers.

> Department/school: Designated articulations contact & Dept / School management team to approve the business case.

> SP&P contact: To coordinate with the dean(s), Faculty Leadership Team and HoD to provide comments & approvals as required.

> Approvals: HoD / DMT for the dept / school; FEB / Dean for the faculty.

Stage 2:
> **Coordination lead: Global Partnerships Team** to request information from the partner.

> Approvals: GPT / IRPM

Stage 3:
> **Coordination lead: Department/ school designated articulations contact.**
> Academic Quality team: AQ Faculty contact.

> Approvals: AQ team

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NB: GP to notify Legal Services of upcoming contract

Stage 4

Stage 4: UTC approval?
Once all previous stages have been completed and collated, GPT to liaise with the PVC-TLS to request UTC approval of the proposal.

No

Proposal referred to previous stages or or not pursued any further.

Yes

Responsibilities:

> Coordination lead: Global Partnerships Team

> Approvals: PVC-TLS (or delegate) on behalf of UTC

Stage 5

Stage 5 : Contracting & legal assessment
Once the agreement is fully approved by the University, GPT will forward the proforma to the University's legal team and liaise with them to develop the partnership legal agreement; also liaising with the partner institution as required.

Responsibilities:
> Coordination lead: Global Partnerships Team, with support as required from:
> Legal Services
> Academic department(s)

Stage 6

Stage 6: Final Sign off
> When the legal agreements are ready, the GPT will liaise with the partner institution and PVC-TLS to arrange final sign-off (& Legal Services if required). PVC-TLS to sign-off the agreement for the University for both articulation and progression agreements.
> When signed, GPT will liaise with relevant stakeholders, including admissions, marketing, Fees Office, Timetabling, Student Systems, academic departments etc.

Responsibilities:
> Coordination lead: Global Partnerships Team

> Approvals: PVC for Teaching, Learning and Students (or Associate PVC for TLS) for the University.

Agreement finalised and partnership moves into delivery...