###### RGU Riverside Tab Logo Black AWADC Collaboration Proposal Proforma for New Articulation Partners

This proforma should be used for consideration of new articulation partners. If the new partner is based overseas, Business and Economic Development must be consulted as part of this process.

The completed proforma should be submitted to the Academic Development Committee (ADC). Further work on the proposal to collaborate should only occur once approval to collaborate has been obtained from ADC.

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| 1 | **GENERAL INFORMATION** |
| 1.1 | Name of proposed partner institution/educational provider |
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| 1.2 | Sector (i.e. public/private) |
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| 1.3 | Location of partner |
|  |  |
| 1.4 | Description of collaboration |
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| 1.5 | Rationale for collaborative proposal(including appropriateness to Mission/Strategic Plan and benefits to each party, i.e. School, University and Collaborative Partner) |
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| 1.6 | Background details on the proposed partner  Include, as applicable, size of institution (students/staff); nature of business; an appraisal of its financial strength and viability; the local educational context, operating environment. Details of any current/previous collaborative relationships (and any which have failed). |
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| 1.7 | Host School/Department |
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| 1.8 | Information, publicity, promotional activity  Please outline advice given to the partner with respect to promotional material using the University’s name and/or logo |
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| 2 | **EVIDENCE OF DEMAND**  Explain the likely demand for the proposal, including market research, employer and professional body support, and the outcome of such investigations. |
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| 3 | **RESOURCE IMPLICATIONS**  Indicate funding or resource implications of the proposal, for example: including academic and non-academic staffing; library; information technology or any other resource implications. |
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(Documentary evidence in relation to all of the above, where appropriate, should be obtained and provided by the School proposing the academic collaboration; for example, information can be sought on proposed partners from the British Council and/or prospective partner institution, or from the National Academic Recognition Information Centre (UK - NARIC).

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| 4 | **FINANCIAL ARRANGEMENTS** |
| 4.1 | Proposed Financial Arrangements for Approval *if applicable*  Financial Services must be consulted when completing this section. |
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| 5 | **SIGNATURES**  Each proposal requires the following signatures, in sequence, before submission to the Academic Development Committee.  Where a proposal is being developed between two or more Schools, the proposal requires the signature of each Head of School. | | | |
| 5.1 | **Head(s) of School**  Signature by the Head(s) of School confirms:  (i) their endorsement of this proposal  (ii) their support for the collaboration by the University subject to normal quality assurance requirements | | | |
|  | Signed |  | Date |  | |
| 5.2 | **Academic Quality Officer**  Signature by the Academic Quality Officer confirms completeness of paperwork. | | | |
|  | Signed |  | Date |  | |
| 5.3 | **Director of Finance (or nominee)** if applicable  Signature by the Director of Finance (or nominee) confirms that, on the basis of the information supplied, an appropriate Costing Model has been applied to this proposal, and the viability of the Partner Institution has been investigated.  **Where a cash neutral student exchange is proposed, the Director of Finance signature is not required.** | | | |
|  | Signed |  | Date |  |

Completed proformas should be sent to the Secretary of ADC.