**PARTNERSHIP DEVELOPMENT PROPOSAL (PDP) – for New Partnerships and the renewal of existing partnerships**

*FOR INTERNAL USE ONLY. This template should be read and completed alongside 7B – Partnership Approvals: Policy and Procedure. Please complete all sections of the Form. If you are unsure, contact your Faculty Internationalisation Lead or Academic Quality.*

**PART A**

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| **SECTION A1. DETAILS OF BU LEAD ACADEMIC**  |
| **Faculty** | Choose from the list |
| **Lead Faculty Academic Contact** |  |
| **School/Faculty Internationalisation Lead** |  |
| **Other Faculties Involved** |  |

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| **SECTION A2. DETAILS OF PROPOSED PARTNER**  |
| **Type of Organisation** | Choose from the list |
| **Type of Model proposed**  | Choose from the list |
| If ‘other’, please state type of model here |
| **If the proposal is for a Letter of Intent, is a further agreement expected.****Please note that a further PDP will be required for any future agreements**  | Yes/NoIf Yes, indicate anticipated agreement type: |
| **Registered Name of Partner Organisation** *(please include name in native language if different)* |  |
| **Registered Address** |  |
| **Details of Lead Academic Contact at Partner** | **Name** |  |
| **Email** |  |
| **Phone** |  |
| **Details of Partnerships team/International Office at Partner** | **Name** |  |
| **Email** |  |
| **Phone** |  |
| **Date of Planning/Exploratory Visit by BU to Partner (projected date if necessary)** |  | **Visit Conducted by** |  |
| **Date of Planning/Exploratory Visit by Partner to BU (projected date if necessary)** |  | **Hosted by** |  |
| **Does BU have a Current or Archived Partnership Agreement with this partner** | Yes/No  |
| **If yes: state existing partnership model(s)** |  |
| **For student exchange, recognition, and articulation agreements:****Intended numbers of students** |  |
| **For renewing student exchange, recognition, and articulation agreements:****Numbers of students who have participated** |  |
| **For Staff exchange:****Intended numbers and duration** |  |
| **Please provide an Executive Summary of the proposed partnership**Please see appendix 1 for further information of details required in this section dependent on the partnership model you are proposing.For all models, where relevant, please Include:* Student numbers
* Status of discussions
* Fees
* Language of delivery
* Site visit details (or attached visit report)
* Fees, Funding & sources of income
* Location(s) of delivery
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[Back to top](#TOP)

**PART B – *To be completed in consultation with your Faculty Executive Team***

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| **SECTION B1. ALIGNMENT WITH DELIVERY PLANS AND BU STRATEGY** |
| **Please provide details of how the proposal aligns with the Faculty Delivery Plan**  |  |
| **Please provide details of how the proposal aligns with BU Vision and Values** |  |
| **International partners only:** |
| **Please provide details of how the proposal aligns with the Faculty Operational Plan** |  |
| **Please confirm that you have obtained market intelligence from the International Marketing Student Recruitment Team**  *(please attach any additional information to the PDP)* |  |
| **Please specify what marketing support will be required:** |  |

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| **B2. RISK ASSESSMENT** |
| No overall score required but careful consideration will be given to proposed partners who score 3 or 4 in a number of categories.  |
|  | **Risk Score Index** |
| **Has BU collaborated with the proposed partner previously?** |
| Existing partner for over 4 years | 1 |
| Existing partner of 1-3 years | 2 |
| Former partner (expired) | 3 |
| New partner or previous issues with BU | 4 |
| Score | ***Select score*** |
| **Proposed Partnership** |
| Letter of Intent, MoA, Research, Staff Exchange, Recognition, Endorsement, Student Exchange (Erasmus+)  | 1 |
| Student Exchange (Non-Erasmus+) | 2 |
| Off-campus delivery, Articulation | 3 |
| Franchise, Validation, Shared delivery/programme, other proposals | 4 |
| Score | ***Select score*** |
| **Experience of Partnership model** |  |
| Significant experience (3 or more partners, most active) | 1 |
| Some experience (2 partners) | 2 |
| Little experience (only recent partners or little activity) | 3 |
| No experience or not known | 4 |
| Score | ***Select score*** |
| **Partner’s Status** |
| UK University/FE College | 1 |
| UK Private organisation | 2 |
| International state-funded college/institution | 3 |
| International privately-owned institution/organisation | 4 |
| Score | ***Select score*** |
| **Partner Funding** |
| Publicly funded, well-funded | 1 |
| Profitable, private | 2 |
| Limited funding | 3 |
| No information available | 4 |
| Score | ***Select score*** |
| **Partner collaboration with UK HEIs** |
| Significant experience (3 or more partners, most active, long term arrangements) | 1 |
| Some experience (at least 2 partners, one active for more than 2 years) | 2 |
| Little experience (only recent partners or little activity) | 3 |
| No experience, or not known | 4 |
| Score | ***Select score*** |
| **Political climate of Partner’s location (based on FCO advice)** |
| Stable | 1 |
| Less stable | 2 |
| Recent history of localised political/violent protests | 3 |
| Recent history of national political/violent protests | 4 |
| Score | ***Select score*** |
| **Language of assessment and delivery** |
| All in English | 1 |
| Majority English with minority in another language  | 2 |
| Minority English with majority in another language | 3 |
| None in English | 4 |
| Score | ***Select score*** |

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| **SECTION B3. REFERENCES FOR PARTNERS** |
| Please list all known HEI partners. References may be taken up before or after the Stage One approval, depending on the risk assessment and due diligence. |
| **Partner** | **Type of partnership** *(i.e. Model)* | **Length of partnership** |
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| **SECTION B4. FACULTY APPROVAL** |
| **Please confirm all relevant sections have been completed** *(Yes/No)(If no, please provide an explanation)* |  |
| **Please confirm whether any BU staff/contractors and /or agents involved in developing or managing the proposed partnership have any personal or business based conflict of interest in relation to the proposed partner**? For further information about conflicts of interest please see the BU Conflicts of Interest Policy at <https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/> (in the Legal section)   | YES/NO |
| **If any such conflicts exist, have they been disclosed to the Chief Operating Officer in accordance with the Conflicts of Interest Policy?** | YES/NO |
| **If any conflict(s) have been disclosed, how will these be managed going forward?** |  |
| **Signature of Lead Academic:** |  | **Date:** |  |
| **Signature of Head of Department:**  |  | **Date:** |  |
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| **Date Submitted to Academic Quality:** *All proposals should be submitted to* *academicquality@bournemouth.ac.uk* |  | **Complete PDP Received:***(Please note that in cases where a PDP is incomplete on submission this date will be amended to the date that all relevant information is received)* |  |

**Appendix 1**

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| Category  | Level of Due Diligence Required | Approving Authority | Information to include in Executive Summary | Documents to include (will not be processed if this is not provide) |
|  | Core | Supplementary/Event |  |  |  |
| A | Initial agreements that support early stage collaborative working and non-credit learning. Examples include:* **A4 – Research/Staff Exchange**- Agreements that enable a broad range of research and/or staff exchange activities
 | Stage 1 |  |  | Executive Dean | For staff exchange please provide details on numbers and duration of exchange. | NA |
|  | * **A7 – Endorsement** - Endorsement of a programme of training or study delivered by an external organisation not leading to the award of University credit
 | Stage 1 |  |  | Executive Dean | Name and number of programme /training events | FASEC approval |
| B | Student Mobility and Progression. Examples include:* **B1 – Student exchange** - Agreements that enable students to undertaken credit-bearing exchanges with partners under the Erasmus+ programme or International partners
 | Stage 1 |  |  | Executive Dean | For Erasmus please provide Erasmus codesLocation of delivery. Any third party involvement. Visit information including health and safety issues, student support services provided. Details of classes observed, samples of written work seen and confirm satisfaction of quality of delivery | Curriculum Mapping. FASEC approval. You will be asked to provide information gathered during the visit to form part of the supplementary due diligence |
|  | * **B2 – Recognition** - These are agreements whereby completion of a programme of study at a partner is recognised with or without advanced standing to a specified programme of the University
 | Stage 1 |  |  | Executive Dean |  | Recognition Agreement Proposal Form and Curriculum Mapping.FASEC approval |
| * **B3 – Articulation** – Agreements for credit transfer which guarantees entry with or without advanced standing to a specified programme of the University
 | Stage 1 & 2 |  |  | Academic Standards and Education Committee |  | Articulation Arrangement Proposal and Curriculum Mapping. FASEC approval |
| C | Taught Programmes/Third Party Delivery**C1 – Off-Campus Delivery****C2 – Shared Delivery/Programme****C3 – Franchise****C4 – Validation**Partnerships where most or all of the academic delivery and resources of a programme leading to a BU award is owned by the partner, with the exception of Off-Campus delivery where most or all of a delivery is undertaken by BU staff at a partner location. The responsibility for developing programmes leading to the award of the University varies between each of these models | Stage 1 & 2 |  |  | Academic Standards and Education Committee | Programmes involved. Date of first enrolment. Fees. Student numbers | If you are thinking of developing one of these partnership models please contact Academic Quality for further information. |

***At any stage, for any model, Supplementary Due Diligence or additional investigation may be required***

**Appendix 2**

Please see below links to the relevant documents and forms as detailed in appendix 1.

* [Curriculum mapping for student exchange](https://docs.bournemouth.ac.uk/sites/as/academicquality/partners/publisheddocs/Student-Exchange-curriculum-mapping-template.docx)
* [Curriculum mapping for recognition agreements](https://docs.bournemouth.ac.uk/sites/as/academicquality/partners/publisheddocs/Recognition-Articulation-curriculum-mapping-template.docx)
* [Articulation agreement proposal](https://docs.bournemouth.ac.uk/sites/as/academicquality/partners/publisheddocs/articulation-arrangement-proposal-form.docx)
* [Recognition arrangement proposal](https://docs.bournemouth.ac.uk/sites/as/academicquality/partners/publisheddocs/recognition-arrangement-proposal.docx)