**INSTITUTIONAL REVIEW, RISK ASSESSMENT
AND DUE DILIGENCE REPORT**

**CATEGORY A2 PARTNERSHIPS**

An Institutional Review and Due Diligence Report enables the University to confirm that the proposed Partner institution is, prima facie, compatible in mission and sufficiently financially sound to support the collaborative activity.

This is needed for forming the following types of partnerships: MoU, Exchange, Study Abroad, Articulation, Validation, Franchise, Dual or Joint Degree Programmes.

The following information may be prepared by relevant academic schools and by the Planning and Student Data Office, with support from the IEC for all international partnerships. It must be signed by a representative of the Planning and Student Data Office, the Head of the Academic School, a representative of the College and for proposals for international partnerships, it must be signed by a representative of the IEC.

Due Diligence Form: Pages 1–8

Risk Assessment Form: Pages 9-11

The Report must be submitted to the External Partnership Scrutiny Group (EPSG).

|  |  |
| --- | --- |
| **Name of Organisation / Institution** |  |

|  |  |
| --- | --- |
| **1. Strategy** |  |
| Brief Description of the Proposed Arrangement.*Please explain the rationale for the partnership and how the collaboration will work* |  |
| How does this fit in with the University’s overall strategy?*Please explain how the collaboration fits with the plans of the School and how it will benefit the University as a partner* |  |
| Programmes Involved*Subject area and type of award* |  |
| Lead Academic School |  |
| **2. Why Partner?** |  |
| Why partner to achieve this objective? |  |
| Could this business be achieved through another means? |  |
| What would be the duration of the partnership? |  |
| **3. Partner General Information** |  |
| Type of Institution (please tick) | UniversityFE CollegeOther – please specify |
| Legal Status (please tick) | Publicly fundedPrivateCharitable |
| Range of awards offered (please tick one or more) | Sub Honours degreeUp to Honours degreeUp to Masters degreeResearch Degrees |
| Total student numbers | UndergraduatePostgraduate |
| Total number of staffBrief profile of academic staff, e.g. percentage of Professors, staff with PhD qualification  | AcademicAdministration |
| Existing links and nature of the links with other UK HEI’s, if any |  |
| Existing links with HEI’s in other countries |  |
| Courses currently offered in the broad area by the institution |  |
| National and international reputation of the institution. General ranking, subject specific ranking, if available |  |
| QA standing of the institution and outcome of any external QA reviews |  |
| Is the institution listed on NARIC as a recognised HEI?YES / NO |  |
| Lead contact for this collaboration in partner institution | Name |
| Title |
| Email |
| Telephone |
| Address if different from above |

|  |  |
| --- | --- |
| Type of Collaboration(s) (please tick one or more)  | Joint Programmes  |
| Dual Programmes  |
| Doctoral Training Centres  |
| Source of Funding (Please tick one or more) | FeesHEFCW funded numbersOther |
| **4. Bangor School** |  |
| Does the BU School have previous experience of this type of arrangement  | Yes / NoIf ‘Yes’ please give details: |
| Does the BU School have the staff capacity to run the programme for the term of Agreement and can they release staff to:* travel overseas
* focus on partnerships matters
* supervise students meet academic responsibilities should there be sick leave, maternity etc.
 |  |
| **5. Ethical Due Diligence** | If there are ethical considerations that need to be taken into account, a separate Ethical Due Diligence Form must also be completed. |
| Are there any ethical considerations of doing business in this country?*Reference the protected characteristics of the Equality Act 2010* |  |
| Are there any ethical considerations of doing business with this institution? |  |
| Has the institution been subject to any negative publicity? |  |
| **6. Key Student Finance Data** |  |
| Forecast Number of Enrolled Students:* Total
* Annual new student enrolments
 |  |
| What are the financial arrangements for the partnership? |  |
| What tuition fees would be charged by the partner? |  |
| **7. Prevention of Corruption**(for partners outside the EU) |  |
| Is there legislation in the partner country on the prevention of corruption similar the UK Bribery Act 2011?What is the corruption rating assigned by:The World Bank<https://info.worldbank.org/governance/wgi/> on a scale of -2.50 to +2.50Web Financial Group<https://countryeconomy.com/indicators>  | Yes / No |
| **8. Sovereign Immunity**(for partners outside the EU) |  |
| What is the legal status of the institution? Is the institution a governmental body or quasi-governmental body?Is the partner likely to benefit from sovereign immunity in the event of a breakdown of the partnership?*This information can be gathered from the Partner using the Partner Questionnaire on pages 11 & 12.* |  |

|  |  |
| --- | --- |
| **12. Any Other Relevant Information** |  |
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| --- | --- |
| **13. Author of Report** |  |
|  | Name |  |
| Title |  |
| Email & Extension |  |
| Author of this Report |  |
| Date |  |

**IEC Signature:**

Staff Name:

Title:

Date:

**Head of School Signature:**

Head of School Name:

School:

Date:

**Dean of College Signature:**

Head of School Name:

School:

Date:

More Head of Schools and Deans of Colleges can be asked to sign if more schools are involved in the partnership.

**RISK ASSESSMENT CATEGORY A2 PARTNERSHIPS**

**16-30: Low Risk 31-46: Medium Risk 47+: High Risk**

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| --- | --- | --- | --- |
| **Risk Area** | **Criteria** | **Level** | **Score** |
| Partner’s Status | University offering taught and research degrees, international standing | 1 |  |
| University offering taught and research degrees | 1 |
| University or College offering taught degrees only | 2 |
| College offering TNE degrees only | 3 |
| Partner’s Academic Standing in most recent external review of academic provision | Highly commended  | 1 |  |
| Commended  | 2 |
| Adequate | 3 |
| Inadequate | 4 |
| Partner’s Reputation (last 2 years) | No negative publicity / reputation plus very positive reputation / publicity | 1 |  |
| Some minor negative publicity alongside positive reputation and publicity | 2 |
| Some negative publicity with no positive publicity | 3 |
| Negative and damaging publicity  | 4 |
| Role of Partner | Support centre only & teaching/research provided by Bangor staff | 1 |  |
| Teaching/research provided by a combination of Bangor and partner staff | 2 |
| Teaching/research delivered by partner with Bangor staff limited support | 3 |
| Partner’s expertise in partnership subject area | Partner has established programmes at this level of award | 1 |  |
| Partner has established programmes at a level immediately below the planned level of award | 2 |
| Partner does not currently have expertise in this subject area | 3 |

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| --- | --- | --- | --- |
| Partner’s experience of a Category A2 partnership | Partner has experience of a Category A2 collaboration with UK HEI’s  | 1 |  |
| Partner has experience of a Category A2 collaboration with a HEI’s in another country which has similar quality standards to the UK | 2 |
| Partner has experience of a Category A2 collaboration with a HEI in another country which does not share similar quality standards to the UK | 3 |
| Partner does not have any previous experience of a Category A2 collaboration | 4 |
| Outcome of External Reviews of existing Category A2 programmes  | Commended or Highly Commended | 1 |  |
| Acceptable / Adequate | 2 |
| Poor / Significant areas for improvement | 3 |
| Expertise of staff in the partner institution | Most of the partner staff who will be involved in the delivery of the programme have relevant expertise at a level above the level of award | 1 |  |
| Most of the partner staff who will be involved in the delivery of the programme have relevant expertise at the level of award  | 2 |
| Some of the partner staff who will be involved in the delivery of the programme have relevant expertise at a level lower than the level of the award. | 3 |
| Staff has little relevant expertise | 4 |
| Staff are yet to be appointed | 4 |
| Bangor School’s experience of collaborative provision | School has prior experience of collaborative provision | 1 |  |
| None | 3 |
| Programme | This programme or similar programme is provided by the Bangor school | 1 |  |
| New programme in an established curriculum area | 2 |
| New programme in a curriculum area not currently available in Bangor | 3 |
| What is the likely student calibre?*In context of partner’s position in market*  | Top layer | 1 |  |
| Good  | 2 |
| Adequate | 3 |
| Weak  | 4 |

|  |  |  |  |
| --- | --- | --- | --- |
| Partner’s resources*Initial assessment, a detailed assessment will be undertaken during validation visit* | Well resourced  | 1 |  |
| Adequate resources for curriculum delivery | 2 |
| Limited resources | 3 |
| Is the country politically stable? World Bank Political Stability and Absence of Violence/Terrorism indicator from -2.50 to +2.50 | N/A for UK partner | 0 |  |
| Stable (+1.25-2.50 | 1 |
| Relatively stable (0-+1.24) | 2 |
| Unstable (0- -1.24) | 3 |
| High end of unstable (-1.25- -2.50) | 4 |
| If any licences are required, ease of securing licences and likelihood of delays*Seek advice from Welsh Government overseas offices and Department of International Trade* | N/A for UK partner | 0 |  |
| Straightforward and swift | 1 |
| Fairly straightforward and swift | 2 |
| Bureaucratic and delays possible  | 3 |
| Bureaucratic and time consuming  | 4 |
| Recognition of UK degrees | N/A for UK partner | 0 |  |
| Yes, TNE degrees are recognised | 1 |
| Yes, TNE degrees are recognised subject to approval process | 2 |
| No, TNE degrees are not recognised however client base does not seek a government-recognised degree | 3 |
| Financial standing of prospective partner (Sourced via Finance Office WG service) | N/A for UK partner | 0 |  |
| Excellent | 1 |
| Good | 2 |
| Adequate | 3 |
| Some aspects of concern | 4 |
| Poor | 5 |
| **Total** |  |  |  |

**Partner Questionnaire**

**Trans National Education Partnerships**

To be completed where relevant

Due Diligence Questionnaire for: [Insert name of foreign education institution]

Please supply the following information in respect of [foreign education institution] (‘the Organisation’).

We suggest that you retain photocopies of the documents you send us.

Where the information to be supplied may constitute ‘personal data’ or ‘sensitive personal data’ pursuant to the United Kingdom Data Protection Act 2018, please ensure that, unless appropriate consent has been obtained from the data subject, the data is anonymised prior to its supply.

THE ORGANISATION

1. A copy of the constitutional documents for the Organisation (incorporating any amendments which have been made) (with English translation where appropriate) notarised where appropriate.
2. Evidence that the Organisation has power to enter into the proposed partnership.
3. Details of the legal framework for the jurisdiction applying to the Organisation in respect of the proposed partnership.
4. Details of the organisation of education in [name of country].
5. The audited accounts or equivalent records of the Organisation for the last three years.
6. A copy of the management accounts or equivalent records of the Organisation since the end of the last accounting period.
7. Confirmation of the solvency of the Organisation.
8. Details of all mortgages, charges or other security documentation affecting the Organisation and copies of any documentation which may affect the partnership.
9. Details of the tax status of the Organisation.
10. Details of any double tax treaty between UK and [name of country where Organisation is based].
11. Details of any exchange control or currency rules affecting payments of currency into or out of [country where Organisation is based] whether in Great British Pounds Sterling or otherwise.
12. Details of the financing arrangements of the Organisation including particulars of all overdrafts, loans and other indebtedness and facilities affecting the Organisation.
13. Details of any state or public sector funding applicable to the Organisation.
14. Details of all third party rights in relation to the Organisation relevant to the proposed partnership.
15. Confirmation that the Organisation owns all its own real property.
16. Confirmation that the Organisation owns all intellectual property rights of its staff and employees.
17. Particulars of all insurance arrangements of the Organisation relating to the proposed partnership.
18. Details of any collaborations with third parties which the Organisation is currently involved with and if any collaborations have recently terminated, an explanation of the reasons for such termination.
19. Details of any quotations or tenders which the Organisation has submitted which are relevant to the proposed partnership.
20. Copies of all permits, authorities, registrations, licences, approvals and consents (whether granted by public or private authorities or otherwise) held by the Organisation and necessary to carry on both the Organisation or the proposed partnership.
21. Details of any of the following which is current, or which is known to be pending, threatened or possible in relation to the Organisation or the proposed partnership:
	1. any litigation or arbitration proceedings (whether as claimant or

defendant);

21.2 any prosecution; and

21.3 any investigation or inquiry by a governmental or official body.

22. Details of all relevant grants, subsidies, payments or allowances taken out by or granted to the Organisation in relation to the proposed partnership.

23. Other than as required elsewhere in this questionnaire, please provide details of any liabilities which are relevant to the Organisation or the proposed partnership.

24. Details of any data protection requirements relevant to the Organisation or the proposed partnership.

**Please provide all information in the English language and translations of relevant documents in English if necessary**