**Institutional Review, Risk Assessment   
and Due Diligence Report**

**Category B – Memorandum of Understanding**

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.

**DUE DILIGENCE**

**BACKGROUND AND RATIONALE**

|  |  |
| --- | --- |
| **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 |  |
| Lead Academic School |  |

|  |  |
| --- | --- |
| **2. Partner General Information** |  |
| Type of Institution (please tick) | University  FE College  Other – please specify |
| Legal Status (please tick) | Publicly funded  Private  Charitable |
| Range of awards offered  (please tick one or more) | Sub Honours degree  Up to Honours degree  Up to Masters degree  Research Degrees |
| Total student numbers | Undergraduate  Postgraduate |
| Total number of staff  Brief profile of academic staff, e.g. percentage of Professors, staff with PhD qualification | Academic  Administration |
| 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 |  |
| Lead contact for this collaboration in partner institution | Name |
| Title |
| Email |
| Telephone |
| Address if different from above |
| Is the institution listed on NARIC as a recognised HEI?  YES / NO |  |
| Source of Funding  (Please tick one or more) | Fees  HEFCW funded numbers  Other |

|  |  |
| --- | --- |
| **Ethical Due Diligence** |  |
| Are there any ethical considerations of doing business in this country? |  |
| Are there any ethical considerations of doing business with this institution? |  |
| Has the institution been subject to any negative publicity? |  |

|  |  |
| --- | --- |
| **Any Other Relevant Information** |  |
|  | |

|  |  |  |
| --- | --- | --- |
| **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 MOU**

**0-6 = Low Risk 7-12 = Medium Risk 13+ = High Risk**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Area** | **Criteria** | **Level** | **Score** |
| Partner’s Status | University offering taught and research degrees, international standing | 0 |  |
| University offering taught and research degrees | 1 |
| University or College offering taught degrees only | 2 |
| Publicly funded FE College | 2 |
| Private College or organisation | 3 |
| Potential collaboration projects with BU  *(If it is more than one types of collaboration, then select the highest risk level)* | MOU only at this stage | 0 |  |
| Joint research including staff exchange | 0 |
| Student exchange and/or study abroad | 1 |
| Pathway and/or Articulation | 1 |
| Dual degree | 2 |
| Franchise | 2 |
| Validation | 3 |
| Partner’s collaboration with other UK HEI’s | Partner has experience of collaborating at this level with research led UK HEI’s | 1 |  |
| Partner has experience of collaborating at a lower or similar level with new UK HEI’s | 2 |
| No experience of collaborating with any UK HEI’s | 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 |
| Partner’s resources | Large institution (>10,000 students), generally well resourced | 1 |  |
| Medium or small institution (<10,000 students), generally well resources | 2 |
| Limited resources | 3 |
| **Total** |  |  |  |