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

**Category D2 Commercial Arrangements:**

**Continued Professional Development**

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  Private University / College  Public / Government Organisation  Private Organisation  Other – please specify |
| Legal Status (please tick) | Publicly funded  Private  Charitable |
| Business Sector (please tick) | Primary   * Agriculture/Fisheries * Extraction of Raw Materials   Secondary   * Manufacturing * Utilities * Construction   Tertiary   * Retail * Financial Services * Communication * Hospitality and leisure * Property * Information Technology   Quaternary   * Consulting * Education * Research and Development |
| Number of students  (if applicable) |  |
| Number of employees |  |
| Financial standing of organisation (sourced from BU Finance Office) |  |
| Existing links and nature of the links with other UK HEI’s or other UK organisations, if any |  |
| Existing links with HEI’s in other countries |  |
| Courses sourced from other suppliers by the institution |  |
| National and international reputation of the institution. |  |
| QA standing of the institution and outcome of any external QA reviews (if applicable) |  |
| 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 |  |

**PROPOSED COLLABORATION PROGRAMME**

|  |  |
| --- | --- |
| **Academic Matters** |  |
| Programme(s) Involved  Please specify the name and type of award. |  |
| Are there any accrediting bodies or exemptions associated with the BU degree?  YES/NO |  |
| If ‘YES’, what are the implications for students? |  |
| Where learning support and resources are made available for research or teaching, please confirm that the partner has adequate library, ICT, laboratory and other physical resources to deliver the proposed arrangement. |  |
| Proposed Duration |  |
| Proposed Start Date |  |
| Forecast Number of Participating Students over duration of arrangement |  |
| How will the provision be paid-for?   * Individually by each student? * By the partner for the CPD package |  |
| Has the financial arrangement been signed-off by BU? |  |
| Does the relationship with the partner require any additional investment, over and above that incorporated in the CPD provision? For example:   * Annual partner visits * Supervisory visits * Hosting visits to BU * Hosting visiting academics * other |  |

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| **UKVI Considerations** | |
| 1. Are there any aspects of this arrangement that require further consideration from a UKVI perspective e.g. students visiting UK for elements of the course | Yes / No (please delete as appropriate)  If ‘Yes’ please complete Question 2. |
| 1. Please elaborate and explain:  * What aspects need consideration? * Have the requirements of the UKVI been considered in consultation with the Governance and Compliance team? * What are the conclusions? * Have the conclusions been signed-off / approved? * By whom?   If the answer to Q1 is ‘Yes’ and Q2 has been completed, a copy of this form should be sent to the Head of Governance and Compliance. |  |

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| **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? |  |

|  |  |  |
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| **Author of Report** | |  |
|  | Name |  |
| Title |  |
| Email & Extension |  |
| Author of this Report | |  |
| Date | |  |

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

**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**

Proposed Programme and Award:

**11-15 Low Risk 16-26 = Medium Risk 27+ = High Risk**

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| --- | --- | --- | --- |
| **Risk Area** | **Criteria** | **Level** | **Score** |
| Programme | Short course / CPD / module | 1 |  |
| Certificate | 2 |
| Diploma | 3 |
| Degree | 4 |
| Partner’s Financial Standing  (information sourced via Finance, contact Llyr) | Excellent | 1 |  |
| Good | 2 |
| Satisfactory | 3 |
| Poor | 4 |
| Source of funding | External grant, funding in-hand | 1 |  |
| Own funds | 1 |
| External grant, funding pending | 3 |
| Individual participants | 3 |
| Partner’s Status | Multinational organisation | 1 |  |
| National organisation, or branch of – public sector | 2 |
| National organisation, or branch of – private sector | 2 |
| Provincial organisation | 3 |
| Small provincial organisation | 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 provided by Bangor staff | 1 |  |
| Teaching provided by Bangor staff with partner support | 2 |
| Teaching delivered by Bangor with partner tutorial support | 3 |
| Track record | Partner has commissioned delivery of same or similar programmes in past | 1 |  |
| This is a new venture | 2 |
| Selection of Participants | BU | 1 |  |
| BU-set criteria, executed by partner | 2 |
| Partner | 3 |
| Programme | Same or similar programme is provided by the Bangor school | 1 |  |
| New programme in an established curriculum area | 2 |
| New programme in a new curriculum area | 3 |
| Teaching Accommodation | Modern with effective air conditioning / heating  State of the art technology: fast internet, and all required technologies and software | 1 |  |
| Modern with effective air conditioning / heating  Adequate technologies | 2 |
| Sub-optimal accommodation and facilities | 3 |
| Professional body recognition | None | 1 |  |
| Course requires professional body recognition | 3 |
| **Total** |  |  |  |