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

**Category D4: Exchanges and
Incoming Study Abroad**

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 & RATIONALE**

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

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| **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 |  |

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| **2. 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 |  |
| Summary of Existing Exchange Links / Countries and examples: |  |
| 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 |  |
| Erasmus University Charter Number(if applicable) |  |
| 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)  | MOU |
| Exchange |
| Study Abroad |
| Source of Funding (Please tick one or more) | FeesHEFCW funded numbersOther |

**PROPOSED COLLABORATION PROGRAMME**

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| **Partner Services & Resources (Exchanges only)** |
| Is there a dedicated office supporting exchange students? | Yes / NoDetails: |
| Is there a dedicated welcome and orientation programme for exchange / visiting students? | Yes / No |
| Is housing guaranteed? Off-Campus:On-Campus: | Details: |
| Will exchange students be fully registered and enjoy the same rights and access to facilities and services as graduating students? | Yes / No |
| Does the institution have policies that ensure equality according to the 9 characteristics protected under the Equalities Act:age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex. | Yes / NoDetails: |
| Is there support for students with disabilities, health conditions or specific learning difficulties (such as dyslexia, dyspraxia etc.)? | Yes / NoDetails: |
| Does the institution have a student complaints procedure? | Yes / NoDetails: |
| Are students required to purchase compulsory health insurance? | Yes / NoDetails: |
| Are adequate ICT and library facilities available for exchange students? | Yes / NoDetails: |
| Does the institution have a Health and Safety Policy? | Yes / NoDetails: |
| Does the institution have an emergency response plan for students? | Yes / NoDetails: |
| Is language support available for non-native speakers? | Yes / NoDetails: |
| Does the partner monitor student attendance and engagement on a regular basis? | Yes / NoDetails: |
| Language of Instruction:Other Languages (give details of language & associated degrees) |  |

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| **Academic Matters** |  |
| Programme(s) Involved |  |
| Are there any accrediting bodies or exemptions associated with the BU degree?YES/NO |  |
| If ‘YES’, what are the implications for exchange students? |  |
| **Exchange Specificities**  |
| Number of students to be exchanged annually |  |
| Subject Coverage of Agreement |  |
| Suggested Duration |  |
| Suggested Start Date |  |

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| **UKVI Considerations** |
| 1. Are there any aspects of this prospective partnership arrangement that require further consideration from a UKVI perspective for both incoming and outgoing students e.g. non-standard delivery, contact hours, compulsory placements etc?
 | 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 Tier 4 Student Visa policy 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 |  |

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| **Any Other Relevant Information** |  |
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| Part 4 – Review Outcome – To be Completed By Bangor University |
| BU conclusion re the subjects on offer and curriculum match  |  |
| Source of funding for * Student exchange
* Staff exchange
 |  |
| Potential for other types of collaboration (such as fee paying study abroad to BU, articulation, summer schools, research etc.)   |  |
| Proposal Reviewed Authorised or Declined?  |  |
| Date of Next Review   |  |
| Signature & DateAngharad Thomas, Director of International Recruitment and Development |  |

**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**

**Up to 13: Low Risk 14-22: Medium Risk 23+: 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 | 2 |
| University or College offering taught degrees only | 3 |
| Publicly funded FE College | 3 |
| Private College or organisation | 4 |
| 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 collaboration with other UK HEI’s | Partner has exchange partnerships with other UK HEIs | 1 |  |
| Partner has exchange partnerships with other European HEIs | 2 |
| No experience of exchange with European institutions | 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 |

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| Partner Services for Exchange / Visiting students | Comprehensive and thorough, exceeds BU requirements  | 1 |  |
| Comprehensive and thorough, matches BU requirements | 2 |
| Comparable with some variations | 3 |
| Do not meet BU requirements | 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 |
| Professional body recognition | None | 1 |  |
| Course requires professional body recognition | 3 |
| **Total** |  |  |  |