**Institutional Review and Due Diligence Report**

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 or the International Partnership Office (IPO), and signed by relevant staff in IEC and relevant Head of Schools. (*Signatures from Schools may not be necessary if the proposed partnership is at the Institutional level*.)

The Report must be submitted to the Academic Strategy Group (ASG) and External Partnership Scrutiny Group (EPSG) together with an Institutional Risk Assessment Form and a Business Plan (not necessary for MoU, Exchange, Study Abroad and Articulations). The draft Agreement may be submitted at the same time or at a later stage.

|  |  |  |
| --- | --- | --- |
| **1. Partner General Information** | |  |
| Name of Institution | |  |
| Address | |  |
| Website | |  |
| Academic Unit involved in this collaboration | |  |
| Lead contact for this collaboration in partner institution | | Name |
| Title |
| Email |
| Telephone |
| Address if different from above |
| 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 | |  |
| Courses currently offered in the broad area by the institution | |  |
| National and international reputation of the institution  *General ranking, subject specific ranking, QA rating etc. if available* | |  |
| 1. Are there any aspects of this prospective partnership arrangement that require further consideration from a UKVI perspective 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.* | |  |
| **2. Resources at Partner Institution** | |  |
| Please list the names and qualifications of the key staff in the partner who will be involved in teaching and assessment in the programme | | *This may be provided at a later stage at validation or before final agreement signing.* |
| Please confirm that the partner has adequate library, ICT, laboratory and other physical resources to deliver the programme | |  |
| **3. Proposed Collaboration Programme(s)** | |  |
| Type of Collaboration(s)  (*please tick one or more*) | | MoU |
| Exchange |
| Study Abroad |
| Articulation |
| Dual degree |
| Joint degree |
| Validation |
| Franchise |
| Other, please specify |
| Programme(s) Involved  *Please specify the name and type of award. If articulation, NARIC comparability* | |  |
| Brief Description of the Proposed Arrangement.  *Please explain how the collaboration will work* | |  |
| Rationale for the Development  *Please explain how the collaboration fits with the strategic development plans of the School and how it will benefit the University and the partner.* | |  |
| Forecast Number of Students | |  |
| Proposed Starting Date | |  |
| Source of Funding  (*Please tick one or more*) | | Fees  HEFCW funded numbers  Other |
| **4. Host School in Bangor University** | |  |
| Proposing School(s) | |  |
| Lead Contact(s) at School(s) | Name |  |
| Title |  |
| Email & Extension |  |
| Proposed date of first student intake | |  |
| **5. IEC** | |  |
| Lead Contact at IEC | Name |  |
| Title |  |
| Email & Extension |  |
| Author of this Report | |  |
| Date | |  |
| **6. Any Other Relevant Information** | |  |
|  | | |

**IEC Signature:**

Staff Name:

Title:

Date:

**Head of School Signature:**

Head of School Name:

School:

Date:

More head of schools can be asked to sign if more schools are involved in the partnership.