Process for Forming Dual Degree, Joint Degree, Franchise and Validation Agreements

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| Business Plan to be submitted to Planning (Academic Strategy  Group) before External Partnership Scrutiny Group (EPSG)  assess proposal and sign off |

Institution Expression of Interest

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| International Partnership Office (IPO) to review and  research potential partnership.  Institutional Review and Due Diligence Report [[1]](#footnote-1)  Risk Assessment Report and Business Plan  Completed by IPO and signed by the relevant schools [[2]](#footnote-2) |

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| Institution Information  Programme Information[[3]](#footnote-3) prepared by Partner Institution with help from relevant BU Schools |

If not recommended If recommended to proceed

to proceed

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| IPO to inform party  Requesting link |

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| Draft collaboration agreement prepared by IPO based on discussion with partner and BU School) |

If not approved If approved If MOU required (feedback from EPSG to be considered)

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| MOU drafted and signed by IPO and recorded on the central data base |

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| IPO to inform party  Requesting link |

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| Institutional / Programme Approval Panel |

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| Signed copy to IPO for recording on central data base |

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| Collaboration Agreement finalised  and signed by partner institution followed by PVC Teaching & Learning |

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| Promotion of programme begins |

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| Annual review – led by IPO |

1. Visit Report from staff should be provided if available [↑](#footnote-ref-1)
2. Expression of interest from Home/EU go to EPSG as per COP [↑](#footnote-ref-2)
3. Approval of Institution Form for Validated Programmes [↑](#footnote-ref-3)