

Institutional Alignment & Partnership Approval



Process Documentation

| Stage | Documentation Requirements | Approval Requirements |
|--|---|--|
| Stage 1 (Outline Approval) | Due Diligence <i>To be completed by the Partnerships Officer</i> | <ul style="list-style-type: none"> Partnerships Managers (Development and Oversight) Dean of Partnerships |
| | Institutional Alignment and Partnership Approval Form <i>To be completed by a representative from the University, i.e. Partnerships Team, Regional International Office, Academic Department</i> | <ul style="list-style-type: none"> Faculty Executive Deans Dean of Partnerships |
| | Partner Self-Evaluation Form <i>To be completed by a representative from the partner institution</i> | <i>All new partnerships that progress through Stage 1 will be submitted to the Partnerships Advisory Group for information and comment. Proposals may also be referred to University Steering Group by the Faculty Executive Deans, Dean of Partnerships or PAG if further consideration or input is required.</i> |
| | Financial Appraisal <i>To be completed by the Partnerships Team with input from the Finance Team</i> | |
| Stage 2 (Alignment) | General Policies, Procedures and Processes Mapping Document <i>To be completed by a member of the Partnerships Team with input from the partner institution</i> | <ul style="list-style-type: none"> Institutional Alignment & Partnership Approval Panel |
| | Completed Alignment Documentation Checklist and associated documentation <i>Documents to be collated by a member of the Partnerships Team with input from the partner institution</i> | |
| Stage 3 (Conditions and Recommendations) | Institutional Alignment & Partnerships Approval Report <i>To be completed by a member of the Partnerships Team</i> | <ul style="list-style-type: none"> Academic Quality Standards Committee (for course approval only; otherwise for information) Education Committee Senate Council |
| | Response to Conditions and Recommendations <i>To be completed by a member of the Partnerships Team in response to the conditions and recommendations listed in the Institutional Alignment & Partnerships Approval Report</i> | |
| Completion | Legal Agreement <i>To be completed by a member of the Partnerships Team with input from the partner institution</i> | <ul style="list-style-type: none"> Signed by Registrar and Secretary |