**Preliminary Enquiry Form**

*This form should be completed according to the process set out in QA20 (section 5.2 and annex C).*

|  |  |
| --- | --- |
| Name of Lead Proposer: |  |
| Department/School: |  |
| Proposed Partner Institution: |  |
| Country: |  |
| Proposed start date: |  |
| Brief rationale for proposed collaboration: |  |

**PART ONE – DETAILS OF PROPOSAL**

|  |  |
| --- | --- |
| **Type of Collaboration**  *\*(A list of definitions can be found in QA20, Annex A)* | **Mark with ‘yes’ where appropriate** |
| Franchised |  |
| Licensed |  |
| Validated |  |
| Articulation Arrangement |  |
| Joint Delivery, Awarded by the University of Bath |  |
| Joint Delivery, Awarded by the Partner Institution |  |
| Joint Award (One award, one certificate, but awarded by both institutions) |  |
| Dual or Multiple Award |  |
| Other (please describe): |  |

|  |  |
| --- | --- |
| How will the University benefit from this collaboration? |  |
| How does this collaboration fit with the University’s Strategy? |  |
| Are there any existing links with the Partner Institution? |  |
| What is the proposed Course/Award for the collaboration? |  |
| What is the estimated number of students involved in the proposal? |  |
| For Joint Degrees, is the partner legally authorised to make such an award? |  |
| Will students be registered at each institution, and how long will they spend at each institution? |  |
| Will there be a transfer of credits? |  |
| Does this proposal include a bid for funding? |  |

**PART TWO - RISK ASSESSMENT**

*This risk assessment form should be completed in order to determine the level of risk associated with both the proposed partner and the proposed course. Please see below for general examples of both low and high-risk proposals:*

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| ***Examples of low and high risk proposals***  *Partner: well-established, well-resourced public university in China, with long-standing collaboration links with other UK HEIs*  *Course: Articulation agreement where students would articulate onto the second year of an existing course at the University of Bath*  ***Likely to be regarded a low risk overall***  *Partner: Existing ‘Strategic Partner’*  *Course: New joint undergraduate 4 year degree course (joint design, delivery, assessment and award)*  ***A low risk partner but course likely to be high risk***  *Partner: UK Private Training Provider (without degree awarding powers) with limited experience of working in collaboration with UK HEIs*  *Course: A franchise of a new University of Bath Foundation Degree (Level 5)*  ***Likely to be regarded a high risk partner but mid/low risk course***  *Partner: Well established, well-resourced, French public university with existing research collaboration with Bath*  *Course: Joint, 2 year Masters’ degree course (joint delivery, design and assessment) to be taught and assessed in French and English with a dual award (a degree and certificate from both institutions)*  ***Likely to be regarded a medium risk partner and high risk course*** |

*Please answer the questions below and send on to the appropriate staff for consideration. For guidance on completing this form, please contact Academic Registry.*

***NOTE: For proposals involving a University of Bath Strategic Partner, where a risk assessment has already been conducted, section 1 ‘Partner Risk Assessment’ does not need to be completed, please complete section 2 ‘Course Risk Assessment’.***

1. **PARTNER INSTITUTION RISK ASSESSMENT**

|  |  |
| --- | --- |
| 1.1 | Is the proposed partner a new or existing partner of the University?  *For example:*   * *a well-established partner with over four years’ experience on one or more types of collaborative provision with the University of Bath i.e. student exchange, collaborative courses* * *a new existing partner experience of up to three years on one or more types of collaborative provision with the University of Bath i.e. student exchange, collaborative courses* * *a new or well-established existing partner collaborating on activities other than educational provision* |
|  | RESPONSE |
|  | What is the legal status of the proposed partner?   * *Public or privately funded? If private funding is it a ‘for profit’ institution?* * *A University, University College, training provider, FE College?* |
|  | RESPONSE |
| 1.3 | Does the partner have significant expertise of collaborations with UK partners? If so then with whom?  *For example:*   * *Significant collaboration with other UK partners and particular expertise with the type of provision proposed* * *Significant collaboration with other UK partners* * *Limited collaboration with other UK partners* * *No current collaboration with other UK partners* |
|  | RESPONSE |
| 1.4 | What size is the partner institution and do they have significant resources?  *For example:*   * *are they well-resourced, multi-discipline institution? e.g. a public/private university* * *a well-resourced, niche institution with small student numbers? e.g. a music college/ conservatoire or theological college?* * *something in-between?* |
|  | RESPONSE |
| 1.5 | What is the educational culture and what level of academic freedom is given? UK, European, US, Asia? |
|  | RESPONSE |

1. **COURSE RISK ASSESSMENT**

|  |  |
| --- | --- |
| 2.1 | What are the proposed design/delivery/assessment/award arrangements?   * *Who is/has designed the course?* * *Who is delivering and assessing the course?* * *How many awards will there be for the student? One, two (double) or multiple?* * *If one award then is this being awarded by one institution or both, eg a joint award?* * *Is this an articulation arrangement (see QA20, Annex A for definitions)? In which case which year do the students enter the course at Bath?* |
|  | RESPONSE |
| 2.2 | At what level will the course be (using the [Framework for Higher Education Qualifications (FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf?sfvrsn=170af781_14))):   * *Level 4 or 5 (years 1 and 2 at UG)* * *Level 6 (final year UG)* * *Level 7 (Masters level – MEng, MSci, MBA etc)* * *Level 8 (PhD, Professional Doctorate, EdD, DClinPsy etc.)* |
|  | RESPONSE |
| 2.3 | Is the proposed course:   * *an existing University of Bath course which is already delivered in collaboration?* * *an existing University of Bath course?* * *a new course to be developed? (this could include an amalgamation of existing provision at both institutions)* * *an existing course delivered by the partner?* |
|  | RESPONSE |

*Once completed, this form should be sent to Academic Registry who will then circulate to all the following staff (as appropriate) for their feedback. Academic Registry will provide a summary of comments which is intended to guide the Lead Proposer to make a decision about whether to continue to stage one strategic approval (QA20 annex C):*

|  |  |  |
| --- | --- | --- |
| **Staff** | **Comments** | |
| Head of Department |  | |
| *Name* |  |
| *Date* |  |
| Dean of Faculty/School |  | |
| *Name* |  |
| *Date* |  |
| Head of Academic Quality and Standards |  | |
| *Name* |  |
| *Date* |  |
| Head of International Relations Office |  | |
| *Name* |  |
| *Date* |  |
| Head of Learning Partnerships *(UK partnerships only)* |  | |
| *Name* |  |
| *Date* |  |
| Head of Student Recruitment and Admissions (UG or PGT) |  | |
| *Name* |  |
| *Date* |  |
| Head of Student Immigration Services |  | |
| *Name* |  |
| *Date* |  |

*Only circulate to the Pro-Vice-Chancellor after receiving feedback from the above staff:*

|  |  |  |
| --- | --- | --- |
| Pro-Vice-Chancellor (Education) |  | |
| *Name* |  |
| *Date* |  |