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**International Partnerships Triage Process**

**Key Issues to be Considered in Assessing New or Existing Educational Partnerships**

*The following form should be completed for all proposed new international educational partnership arrangements for consideration and endorsement at School and Faculty level excepting those relating to* [*Memoranda of Understanding*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/CollaborativeArrangements/TypesofCollaboration/MemorandumofUnderstanding/)*, and* [*articulation*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/CollaborativeArrangements/TypesofCollaboration/Articulation/)*,* [*progression*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/CollaborativeArrangements/TypesofCollaboration/ProgressionAgreements/) *and* [*study abroad*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/CollaborativeArrangements/TypesofCollaboration/StudyAbroadStudentExchange/) *agreements, for which separate procedures apply.*

1. **General Background**

1.1 Queen’s University Lead

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Directorate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

1.2 Please identify other Schools / Institutes involved:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(If required, please add additional lines)*

1.3 Has a Partnership Management Plan been considered and who needs to be involved?

 Yes/No

1. **Details of Proposed Partner**

2.1 Contact information

 Name of Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Main Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

URL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 Does the proposed partner have the legal capacity to contract with Queen’s University?

(*Please mark)*

|  |
| --- |
| Yes |[ ]
| No |[ ]
| Don’t know  |[ ]

2.3 Identify the type of Institution / Organisation

*(Please mark)*

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Higher Education Institution – Public |[ ] [ ]
| Higher Education institution – Private |[ ] [ ]
| Other Educational Institution (e.g. FE College, Teaching College) |[ ] [ ]
| Research Institution |[ ] [ ]
| Third sector organisation (e.g. charity, voluntary group) |[ ] [ ]
| Registered Company |[ ] [ ]
| Government body or agency |[ ] [ ]
| Other *(please specify)*: |

# 2.4 What Degree Awarding Powers does the proposed partner hold, if any? *(Please mark)*

|  | **YES** | **NO** |
| --- | --- | --- |
| Degree Awarding Powers |[ ] [ ]
| Undergraduate degrees |[ ] [ ]
| Postgraduate taught degrees |[ ] [ ]
| Postgraduate research degrees |[ ] [ ]
| Joint Award - UG |[ ] [ ]
| Joint Award - PG |[ ] [ ]
| Other *(please specify)* |[ ] [ ]

2.5 What is the academic standing of the proposed partner?

*For example their position in global league tables such as Times Higher World University Rankings (Please provide evidence). Please also comment on any direct experience of student quality/performance at Queen’s.*

2.6 Does the partner operate within an established / recognised Quality Framework regime? *(e.g. QAA in the UK or regulated education provider)*

2.7 Strategic fit with Queen’s, the Faculty and School

 *(Please state how this partnership will help to achieve University/Faculty/School objectives and contribute towards Vision 2020 and other key strategic considerations)*

2.8 Strategic fit and/or benefit for the proposed partner?

2.9 Outline previous relevant experience of the proposed partner in the education area and with other partnerships, including details of any existing or past (expired/failed) engagements or formal arrangements with Queen’s University or other universities? *(Please provide details, including, but not limited to, information on any prior student exchange activity, summer school(s) and/or study abroad)*

2.10 Does the proposed partner have any agreements you are aware of with other universities? If so, which ones and for what purpose. Please indicate where any arrangements have been withdrawn with the proposed partner at the request of another institution *(if known).*

2.11 Due Diligence

2.11.1 Is the partner organisation listed on the UK government website as a Proscribed Terrorist Groups or Organisations?

<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations>

YES/NO

2.11.2 Is the named contact listed on the UK government website on the current list of designated persons, terrorism and terrorist financing?

<https://www.gov.uk/government/publications/current-list-of-designated-persons-terrorism-and-terrorist-financing>

YES/NO

2.11.3 Is the partner organisation or named contact on the UK’s list for organisations or individuals subject to financial sanctions?

<https://www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets/consolidated-list-of-targets>

YES/NO

2.11.4 Is the partner organisation or named contact on the OFSI Consolidated List?
<https://sanctionssearch.ofsi.hmtreasury.gov.uk/>

YES/NO

2.11.5 Is the partner organisation or named contact on the US Consolidated Screening List (CSL)? The CSL is a list of parties for which the United States’ Government maintains restrictions on certain exports, re-exports or transfer of items.
<https://www.trade.gov/consolidated-screening-list>

YES/NO

2.11.6 Is the partner organisation or named contact on the UN Security Council Consolidated List?

<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

YES/NO

2.11.7 Did the partner organisation’s official website raise any cause for concern?

YES/NO

2.11.8 Did an online search of news articles relating to this partner organisation cause any concern?  **Media searches can be conducted via use of Google News and/or Nexis UK accessible via our online Library Databases.**

YES/NO

* Please attach any potentially concerning articles
* Please provide information/evidence of any potentially concerning articles either by providing web links or attaching documents.
* Please include the terms below alongside your media search.  Please add any additional search terms which may be relevant to the region/geographical location etc.
*Abuse, academic freedom, bribery, controversy, corporate manslaughter, corruption, discrimination, exploitation, extremism, financial irregularity, fraud, freedom of speech, health and safety breach, human rights, illegal, litigation, slavery, safeguarding, arms trade, defence, embargoes, sanctions, tobacco, national security*

2.11.9 Please comment on any issues arising from the due diligence in questions 2.11.1-8 above?

2.12 What is the proposed duration of the partnership?

2.13 Please outline broad timescales for implementation of the partnership.

2.14 Does the School/Institution have the capacity and resources to support the proposed term/duration of the partnership?

 *(Please detail any resource implications e.g. staff time, number of staff committed to delivery, non-pay, equipment or facilities and specify if additional budget allocation will be necessary)*

2.15 What are the key responsibilities of each partner in the proposed arrangement?

2.16 Does the proposed partnership relate to the following? *(Please mark)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Proceed to**  |
| Education |[ ] [ ]  Section 3 |
| Student Exchange |[ ] [ ]  Section 4 |

1. Proposed Education Partnership

3.1 Please select the type of partnership under consideration

|  |  |
| --- | --- |
|  | **Please mark** |
| Validation / franchise  |[ ]
| Joint / dual awards |[ ]
| Flying Faculty |[ ]
| Collaborative Research Degree Programme (joint supervision) |[ ]
| Other *(please specify)* |[ ]

3.2 What type of award will be covered by the proposed partnership?

|  |  |
| --- | --- |
|  | **Please mark** |
| Undergraduate (UG) |[ ]
| Postgraduate Taught (PGT)  |[ ]
| Postgraduate Research (PGR) |[ ]
| Pre – degree or Foundation |[ ]

3.3 Please provide a broad outline of the proposal?

3.4 Expected student numbers to Queen’s University

*(Please indicate if more than one academic year – is there a minimum/maximum of student numbers required?)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Year (e.g. 2025-26)** | **UG** | **PGT** | **PGR** |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Year 5 |  |  |  |
| **Total** |  |  |  |

3.5 What are the teaching and/or supervisory arrangements for the proposed partnership e.g. where and who?

3.6 Has appropriate curriculum matching/mapping been undertaken e.g. where partner provision is a factor in the proposed arrangement, has partner content been assessed and deemed appropriate to equivalent levels of study at QUB?

Yes / No / Not applicable

If yes, please provide appropriate details of anticipated use of partner provision.

3.7 What is the language of instruction and assessment at the partner university? Are courses available in English?

(Please comment)

3.8 Is the quality of student learning opportunities and experiences at the partner institution considered, or likely to be, comparable to those at Queen’s and adequate to enable students to achieve the appropriate academic standards expected for a Queen’s award?

(*Please comment)*

3.9 Is the quality of student support at the partner institution considered, or likely to be, comparable to those at Queen’s, for example academic guidance; immigration support service and orientation; wellbeing and disability services?

(*Please comment)*

3.10 Please complete the [University Risk Assessment pro forma](https://www.qub.ac.uk/directorates/media/Appendix%2003%20-%20Risk%20Assessment.docx) and provide commentary on the resultant scoring, including any potential mitigations that may be considered in support of the proposed arrangement.

(*Please comment)*

3.11 In the case of a proposed joint, dual or double award, please comment on how the proposed partner/arrangement meets the following key principles ([University’s Policy on Dual and Joint Awards](https://www.qub.ac.uk/directorates/media/Appendix%2004%20-%20University%20Policy%20on%20Joint%20and%20Dual%20Awards.docx)).

(i) The proposed partner institution must be of equivalent academic standing to Queen’s with a compatible mission and ethos.

(ii) Where the partner institution is in a country with Higher Education accreditation and/or quality assurance requirements then it should be able to demonstrate that it meets those requirements.

(iii) The proposed partner institution should be recognised as excellent in the relevant discipline area(s).

(iv) The partnership proposal should support the University’s strategic goals and should provide strategic value as determined by the Faculty Management Committee. The proposal must be supported by the Faculty Management Committee.

(v) There should be clear benefits for the University and for the students on the proposed joint/dual award.

(vi) Dual degree arrangements should be entered into only where a joint degree is not legally possible (for example in China) or where the dual degree is of benefit to Queen’s.

 **Proceed to Section 5**

4. Proposed Student Exchange Partnership

4.1 Expected number of students to be exchanged per academic year

*(numbers to/from the partner should normally be equal)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **UG** | **PGT** | **PGR** |
| *Example* | *2 x one semester* |  |  |
| From Queen’s |  |  |  |
| To Queen’s |  |  |  |

4.2 What is the language of instruction and assessment at the partner university? Are courses available in English?

(Please comment)

4.3 Students on which Queen’s degree pathways/subject areas will be able to participate in this student exchange?

(Please comment)

4.4 Is the quality of student learning opportunities at the partner institution considered, or likely to be, comparable to those at Queen’s and adequate to enable students to achieve the appropriate academic standards expected for a Queen’s award?

(*Please comment)*

4.5 Is the quality of student support at the partner institution considered, or likely to be, comparable to those at Queen’s, for example academic guidance; immigration support service and orientation; wellbeing and disability services?

(*Please comment)*

4.6 Is university accommodation guaranteed for exchange students and what is the average cost?

(Please comment)

4.7 Are there any other fees charged by the partner university to incoming exchange students?

(*Please comment)*

 **Proceed to Section 5**

5. Endorsement of the Proposal

*Approval: Head of School and School Management Board/School Executive Committee*

I confirm that I am satisfied with the content of this proposal.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

*Approval: Faculty Executive Committee*

I confirm that I am satisfied with the content of this proposal and agree as follows:

1. That the proposal should progress to full business case development (to include completion of the international partnerships business plan template and New Programme Approval to Proceed documentation) for further consideration by FEC

YES/NO

1. That the proposal should progress to consideration by the Education Committee (Quality and Standards) without the requirement for a full business case.

YES/NO

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title:

Signed: \_\_\_\_

Date: