**Appendix 2**

**PARTNER REVIEW – INITIAL REPORT**

**Section 1: About the partnership**

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| **Name of Partner** |  |
| **Institution Address** |  |
| **Partnership Model** |  |
| **Institution Type** | Choose an item. |
| **Programmes delivered currently and their link department at BU** |  |
| **Original Partnership start date** |  |
| **Key changes to the Partnership since the last Partner Review** |  |

**Section 2: Summary of Outcomes**

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| **Issues raised by BU for consideration** |  |
| **Issues raised by the Partner for consideration** |  |
| **Recommendation to ASEC** | [ ] Partner be re-approved for a further period  [ ] a Partner Review event be held  [ ] initiate action to close the Partnership |
| **Recommended Further Actions** |  |
| **Additional Comments** |  |

**Section 3: Outcomes of due diligence checks**

| **Due diligence evidence** | **Document/evidence received from partner** | **Comments and Recommendations** | **Comments/Recommendation provided by** |
| --- | --- | --- | --- |
| Copies of most **recent quality / inspection reports** (i.e. OfS, Ofsted, awarding bodies, professional and statutory bodies) |  |  | **Academic Quality** |
| Details of **existing or historic partnerships** with other HEI’s (UK and international).  Where these collaborative partners have been subject to QAA Institutional Review / Higher Education Review / Ofsted please include the sections of the report relating to collaborative provision with the institution |  |  | **Academic Quality** |
| Evidence of the **secure financial standing** of the partner institution (the audited accounts or equivalent records for the last 3 years) |  |  | **Finance and Performance** |
| Evidence that the Institution holds Highly Trusted Sponsor Status (HTS) – Immigration Tier 4 Licence (required for admitting international students) |  |  | **Student Administration** |
| Evidence of **the legal status of the institution IF THERE HAVE BEEN ANY CHANGES SINCE INITIAL APPROVAL**.  This should include:   * Name, trade name (if different) and principal address; * A copy of the constitutional documents for the Institution; * Evidence that the Institution has power to enter into the proposed collaboration * Description of the ownership and governance structure of the Institution * Details about how the Institution is funded |  |  | **Legal Services** |
| Details of any of the following **disputes** which are current, known to be pending, in relation to the Institution:   * Any litigation or arbitration proceedings (claimant or defendant) * Any prosecution * Any investigation or inquiry be a governmental or official body |  |  | **Legal Services** |

**Section 4: Evaluation of the partnership arrangements**

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| **Outcomes of Annual Monitoring Reports since previous Partner Review** |
| *Academic Quality to confirm whether annual monitoring reports over the period have been satisfactory. In particular:*   * *Have issues been actioned year on year?* * *Are there any recurring issues?* * *Comment on student satisfaction data as detailed in the annual monitoring reports* |

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| **For International Partners - Have there been any changes to the regulatory or statutory requirements of central or regional authorities in the country regarding any authorisations or licenses which the Institution and/or BU needs to obtain in order to continue with the collaboration?** |
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| **Any other issues (are there any other developments since the previous Partner Review which might affect the partner’s relationship with the University?)** |
| *Academic Quality, in conjunction with the Faculty, to complete this section. Consideration should be given as to whether there any issues of a political or ethical nature in relation to the partnership which might have arisen since the last Partner Review. In particular:*   * *Has the Partner’s adherence to BU’s quality assurance processes been satisfactory?* * *Does the Partner’s mission statement and institutional strategic plan remain appropriately aligned with BU’s?* * *Are there aspects of the partnership which would benefit from further development and enhancement?* |

**Appendix 2.1: Evidence reviewed for the Partner Review Initial Report**

***Typically these will include:***

***From the Partner***

* *Mission Statement*
* *Articles of Governance*
* *HE Strategy or equivalent*
* *Annual Accounts*
* *Relevant policies for statutory duties and management of HE provision*
* *Reports from engagements with external agencies for academic quality assurance*
* *Reports from accreditation reviews for HE provision*

***From BU***

* *AMER Summaries, Action Plans and supporting documents*
* *External Examiner Reports for academic provision leading to BU awards and responses to these*
* *Link Tutor Reports*
* *Programme Approval and Review Reports*