

<b>KEY</b>			
<b>Individual Roles:</b>		<b>Offices and Committees:</b>	
Deputy Director of Finance	DDF	Academic Board	AB
Deputy-Registrar for Academic Partnerships	DR_AP	Academic Partnerships Office	APO
Director of Finance	DF	Academic Registry	AR
Faculty PVC	FPVC	Collaborative Provision Board	CPB
Faculty Manager	FM	Departmental/Faculty level Learning and Teaching Committee	LTC
Faculty Registrar	FR	Faculty Academic Affairs Committee	FAAC
Head of Global Opportunities	H_GO	Finance Office	FO
Head of Graduate School	H_GS	Global Opportunities Office	GOO
Head of International Recruitment and Development	H_IRD	Graduate School	GS
PVC for Learning, Teaching and Student Experience	PVC_LTSE	International Recruitment and Development Office	IRDO
Registrar	R	Senate	Sen
Vice Chancellor	VC	University Executive	Exec

<b>Paperwork</b>			
Guidance notes:		Templates:	
APG_1	Guidance re Approvals	APT_1	Template for Panel Approval Report
APG_2	Guidance re Initial DD Review		
Forms:		Flowcharts:	
APF_0	Potential Partnership Questionnaire	APC_1	Flowchart for MOUs
APF_1	Application form for MOU	APC_2	Flowchart for Low-Medium Risk Agreements v3
APF_2a	Application form with Mapping for Articulation	APC_2a	Flowchart for Low risk project approval
APF_2b	Application form for MOA	APC_2b	Flowchart for Medium Risk Agreements v2
APF_3a	Initial Due Diligence Review Form	APC_3	Flowchart for High Risk Agreements v3
APF_3b	High Risk Due Diligence Form	APC_3a	Flowchart for High Risk Agreements v4
APF_4	Partner Documentation Required for Due Diligence High Risk		
APF_5a	Risk Assessment Summary Report for High Risk partnerships		
APF_5b	Risk Assessment Template Spreadsheet		

Approvals and Signatories

		APPLICATION			REVIEW	APPROVAL		
Risk Level	Type	Application	Application review	Application Approval	Due Diligence & Risk Assessment	Committee Report / Approval	Final approval Report and Management	Signatory and records
Low	MOUs	APF_1	<ul style="list-style-type: none"> <li>Departmental/ Faculty level Learning and Teaching Committee</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar <i>(if Faculty specific)</i> or</li> <li>Deputy-Registrar for Academic Partnerships</li> <li>Head of Global Opportunities</li> <li>Head of International Recruitment <i>(if University wide)</i></li> </ul>	APF_3a	FAAC (Report only)	Reported to CPB	Faculty PVC (if Faculty specific) or PVC for Learning, Teaching and Student Experience (if University wide)  <b>ALL copies to be recorded with Academic Partnerships, Academic Registry</b>
	Summer Schools and Short Programmes  Exchanges and Study Abroad <i>(AU approved templates)</i>	APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>Global Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Head of Global Opportunities</li> </ul>	APF_3a	FAAC approval <i>(if Faculty specific)</i>  Collaborative Provision Board <i>(if University-wide)</i>	Reported to Collaborative Provision Board	Faculty PVC (if Faculty specific) or PVC for Learning, Teaching and Student Experience (if University wide)  <b>ALL copies to be recorded with GOO</b>
Medium	Progression Arrangements	APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>Global Opportunities</li> <li>International Recruitment and Development</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Admissions</li> </ul>	APF_3a	FAAC (Report only)	Reported to Collaborative Provision Board	PVC for Learning, Teaching and Student Experience  <b>ALL copies to be recorded with APO</b>
	Articulation Arrangements <i>(Standard agreement/ AU template)</i>	APF_2a	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>FAAC</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Academic Partnerships</li> </ul>	APF_3a	FAAC (Report only)	Reported to Collaborative Provision Board	PVC for Learning, Teaching and Student Experience  <b>ALL copies to be recorded with APO</b>
	Joint PhD Split-Site PhD	APF_2b	<ul style="list-style-type: none"> <li>Graduate School</li> </ul>	<ul style="list-style-type: none"> <li>Head of Graduate School</li> <li>Faculty Registrar</li> </ul>	APF_3a APF_5a APF_5b	FAAC approval	Reported to Collaborative Provision Board	PVC for Research  <b>ALL copies to be recorded with Graduate School</b>
	Distance or Online Learning (DL) / Massive Open Online Courses (MOOCs)	APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>FAAC</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Academic Partnerships</li> </ul>	APF_3a APF_5a APF_5b	FAAC approval	Reported to Collaborative Provision Board	PVC for Learning, Teaching and Student Experience  <b>ALL copies to be recorded with APO</b>
High	Articulation Arrangements <i>(non-standard/ potential partner template/ where additional Joint provision is proposed e.g. Chinese MoE)</i>	APF_2a APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>FAAC</li> <li>Executive (Business Case)</li> <li>CPB</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Academic Partnerships</li> <li>Faculty Manager</li> <li>Deputy Director of Finance</li> </ul>	APF_3a APF_3b APF_4 APF_5a APF_5b	Collaborative Provision Board approval	Senate approval	VC  <b>ALL copies to be recorded with APO</b>
	Flying Faculty Branch Campus	APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>FAAC</li> <li>Executive (Business Case)</li> <li>CPB</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Academic Partnerships</li> <li>Faculty Manager</li> <li>Deputy Director of Finance</li> </ul>	APF_3a APF_3b APF_4 APF_5a APF_5b	Collaborative Provision Board approval	Senate approval	VC  <b>ALL copies to be recorded with APO</b>
	Collaborative Degrees / Joint Awards; Including Double/Dual Degree	APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>FAAC</li> <li>Executive (Business Case)</li> <li>CPB</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Academic Partnerships</li> <li>Faculty Manager</li> <li>Deputy Director of Finance</li> </ul>	APF_3a APF_3b APF_4 APF_5a APF_5b	Collaborative Provision Board approval	Senate approval	VC  <b>ALL copies to be recorded with APO</b>
	Validation	APF_2b	<ul style="list-style-type: none"> <li>Departmental/ Faculty level LTC</li> <li>FAAC</li> <li>Executive (Business Case)</li> <li>CPB</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Registrar</li> <li>Deputy-Registrar for Academic Partnerships</li> <li>Faculty Manager</li> <li>Deputy Director of Finance</li> </ul>	APF_3a APF_3b APF_4 APF_5a APF_5b	Collaborative Provision Board approval	Senate approval	VC  <b>ALL copies to be recorded with APO</b>

	<b>Franchise</b>	APF_2b	<ul style="list-style-type: none"> <li>• Departmental/ Faculty level LTC</li> <li>• FAAC</li> <li>• Executive (Business Case)</li> <li>• CPB</li> </ul>	<ul style="list-style-type: none"> <li>○ Faculty PVC</li> <li>○ Academic Registrar</li> <li>○ Director of Finance</li> </ul>	APF_3a APF_3b APF_4 APF_5a APF_5b	Collaborative Provision Board approval	Senate approval	VC  <b>ALL copies to be recorded with APO</b>
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