# Template B4

# Due Diligence report template

# UK publicly funded institutions

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| **Name:** |  |
| **Address:** |  |
| **Proposed collaboration:** |  |
| **Sponsoring Faculty(****ies):** |  |
| **Proposed areas for collaboration:** |  |

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| **Context/background information about the institution** (including brief details of any exploratory visits carried out by the Faculty)**:** |
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| **Mission and Strategic Plan** |
| *Commentary provided by QAE (Quality Assurance & Enhancement)* |

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| **Governance structure** |
| *Commentary provided by the University Secretary’s Office* |

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| **Legal considerations:**   * **disputes** * **ownership of Intellectual Property (if different to the University’s standard position)** * **compliance with the Bribery Act 2010** * **compliance with the Equality Act 2010** * **compliance with the Modern Slavery Act 2015** * **Safeguarding policy** |
| *Commentary provided by University Secretary’s Office* |

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| **Finance reports/audited accounts or equivalent records of the Institution for the last three years, including Dunn and Bradstreet report (where appropriate)** |
| *Commentary provided by Finance* |

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| **Details of partnerships with other Universities/HEIs both within and outside the UK** |
| *Commentary provided by QAE* |

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| **References from previous validating organisations** |
| *Commentary provided by QAE* |

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| **Recent institutional and/or subject level quality inspection reports (including any recent PSRB (Professional, Statutory and Regulatory Body) reports)** |
| *Commentary provided by QAE* |

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| **Resource information** |
| *Commentary provided by QAE* |

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| **Access to Resources** |
| *Commentary provided by QAE/Library & Learning Resources*  **[delete whichever of the following statements do not apply]:**  The prospective partner **will** have access to KU resources.  OR  The prospective partner **will not** have access to KU resources.  OR  The prospective partner will have access to **licenced e-resources only** (no access to other KU resources). |

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| **Contingency Plan** |
| *Commentary provided by QAE*  See Template B13 below. |

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| **Overall summary/issues for** **particular consideration by Quality Assurance Portfolio Change Committee:** |
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**Template B13**

**Collaborative Partner Contingency Plan**

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| **Name of Partner:** |  | | | | |
| **Location:** |  | | | | |
| **Sponsoring Faculty and School** |  | | | | |
| **Head of School** |  | | | | |
| **Course** | **Collaboration type** | **Scenario 1**  **Contingency Plan a.-h.** | **Scenario 2 Contingency Plan a.-h.** | **Scenario 3 Contingency Plan a.-h.** | **Explanatory notes, including risk changes** |
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**Date Contingency Plan agreed with QAE:**

**Last date of review of Contingency Plan:**

**NOTES:**

**Scenarios**

Scenario 1 = Where the partner ceases trading at short notice

Scenario 2 = Where the University decides to terminate the partnership

Scenario 3 = Where the Partner decides to terminate the partnership with the University AND due to exceptional circumstances is unable to teach-out current students.

**Collaboration type – list those that apply for each course:**

Articulation agreement - AA

Double award – DA

Dual award – DuA

Franchised – F

Flying faculty – FF

Joint award – JA

Joint delivery – JD

Validated – V

**Contingency Plan for that scenario – list all those that apply for each scenario:**

1. Students will transfer to the University;
2. The University will make arrangements to teach students through flying faculty and/or appointment of additional staff in local temporary premises;
3. The University will provide a programme totally through distance education. (This option will normally only apply to programmes already substantially delivered through distance education);
4. Students will transfer to another KU “contingency” partner offering the same or similar KU award;
5. The University will make arrangements for another HEI to teach the programme (as a KU programme);
6. The University will provide a replacement programme through a combination of the contingency scenarios listed above;
7. Students will transfer within partner;
8. Transfer to the award of another HEI (only ever used as a last resort when all other routes have been considered and deemed non-viable.