# Template B10

# Institutional Re-Approval Report

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| **Partner Name:** |  |
| **Course(s) delivered currently:** |  |
| **Sponsoring Faculty(ies):** |  |

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| **1. Key outcomes from institutional monitoring reports since last institutional (re)approval** |
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| **2.Legal considerations**  (private UK and overseas partners only) |
| **2.1 Have there been any changes to the legal status and/or governance structure of the partner institution since last Institutional (re)-Approval which might affect the partner’s relationship with the University?** |
| [yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |
| **2.2 Disputes - Details of any of the following which is current, or which is known to be pending, threatened or possible in relation to the Institution or the proposed collaboration:**   * Any litigation or arbitration proceedings (whether as claimant or defendant); * Any prosecution; and * Any investigation or inquiry by a governmental or official body. |
| [yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |
| **Mission Statement** |
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| **Financial Standing** |
| **2.3 Bribery Act 2010 - The Institution’s written policy that prohibits bribery. If no such policy exists, partner institutions may meet this requirement by confirming that they will adopt Kingston University’s Anti-Bribery policy.** |
| [yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |
| **2.4 Equality Act 2010 – The Institution’s assurance that they will reasonably assist the University with compliance with the Equality Act 2010 and will do nothing which might put the University in the possition of commiting an offence under that Act.** |
| [yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |
| **2.5 Modern Slavery Act 2015 – The Institution’s assurance that they will reasonably assist the University with compliance with The Modern Slavery Act 2015 and will do nothing which might put the University in the position of committing an offence under that Act.** |
| [yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |
| **2.6 Safeguarding - The Institution’s written policy that outlines its approach to safeguarding.** |
| yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |
| **2.7 Intellectual Property (overseas partners only) - Confirmation that the University owns all intellectual property rights in work done by its staff under their contracts of employment. Clarification as to who owns the intellectual property rights in work done by its students.** |
| [yes/no statement from the partner, plus commentary, if necessary, from the Executive Support Office] |

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| **3. Financial standing**  **(private UK and overseas partners only)** |
| **3.1 Is the partner still in good financial standing?** |
| [yes/no, plus commentary from the Finance Department] |

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| **4. National regulatory and statutory requirements**  (Overseas partners only) |
| **4.1 Have there been any changes to regulatory or statutory requirements of central or regional authorities in the country regarding any authorisations or licenses which the Institution and/or the University needs to obtain in order to continue with the collaboration?** |
| [yes/no, plus commentary from Kingston International Office/European Study Abroad Office if applicable] |
| **4.2 Are there any other political or ethical considerations in relation to the partnership which might have arisen since initial Institutional Approval/the last Institutional Re-approval?** |
| [yes/no, plus commentary from Kingston International Office/European Study Abroad Office if applicable] |

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| **5 Partnerships with other higher education providers in the UK or abroad** |
| **5.1 Does the partner have any new partnerships with other HEIs that have been approved since the last institutional approval/re-approval, and if so which ones?** |
| [yes/no, plus details as appropriate] |

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| **6 Confirmation that financial arrangements for students, validations and reviews have been agreed with the partner (refers to Schedule 3a/3b)** |
| *Commentary provided by QAE* |

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| **7 Contingency Plan** |
| **7.1 Is the Contingency Plan still valid?** |
| [yes/no, plus details as appropriate]  See Template B13 below. |

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| **8 Any Other Issues** |
| **8.1 Are there any other developments since the previous Institutional Approval which might affect the partner’s relationship with the University?** |
| [yes/no, plus details as appropriate] |

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| **Recommendations to Quality Assurance Portfolio Change Committee** |
| **Based on the information available, this partner should/should not\* be re-approved as a collaborative partner of the University**  [\*delete as applicable] |

**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.