# Template B11

# Terminating a partnership: checklist for completing the action plan

The following notes are for assistance when completing an Action Plan on termination of a partnership. QAE will work closely with faculties in drawing up the Action Plan and will hold definitive copies.

1. **Nature of collaboration**

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| Name of partner institution |  |
| Faculty |  |
| Course(s) run by partner and number of students on each year of course |  |

1. **If KU is terminating the arrangement:**

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| Draft formal letter to be sent to the Partner after QAPCC has approved the termination.Letter must be signed by the Dean (Please refer to Section B for information about consulting with other parties prior to formalising the closure.) |
| Draft the Termination Agreement (Form B12) and share/agree details with partner after QAPCC has approved the termination. Agreement to be signed by the VC and the CEO (or equivalent) of the partner. |

1. **If the partner is terminating the arrangement:**

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| Date formal letter received from partner? |
| A formal response from KU must be sent by the Dean after QAPCC has approved the termination. |

1. **Termination issues to be addressed**

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| Provision to be made for students (current and those holding offers), eg. run out course or transfer. If students are to transfer, see section 5 below. | Have the possibilities been discussed with the partner and do all parties agree?  |
| Arrangements for notifying students (current and those holding offers) of the closure and/or any transfer arrangements? |  |
| Expected final date of all students completing the course(s) |  |
| External Examiner appointments | Will it be necessary to extend an external examiner’s contract to cover the run-out? |
| Professional/Statutory body implications? | If any PSRBs accredit the course then they should be advised of the termination. |
| Institutional Agreement | If the Institutional Agreement is due to expire before the students complete then an interim contract may be required to cover the run-out period – including financial arrangements |

1. **If students are transferring to another HEI**

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| Transfer institution and course? | If the partner institution is entering into a new partnership with another institution and existing students have agreed to transfer then details of institution and course must be given here |
| Mapping of curriculum completed and by whom? | The new institution should have mapped the relevant KU curriculum onto their own to confirm that the students are able to progress |
| Student agreement to transfer? | Have existing students agreed to the transfer? Evidence of this? |
| Arrangements for transfer of student data | Student records will need to be passed on to the new institution.  |
| Agreement signed with transfer institution? Date and signatory |  |

1. **Additional information and comments**

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| Plan drawn up by |  |
| Date  |  |