**Partnership Initial Information Form**

This form is to capture the initial information about a proposed educational partnership so that a decision can be formed on the route of approval.

Please submit this form to the Quality Assurance Officer for Educational Partnerships in AQPO (educational-partnerships@bristol.ac.uk). This will need to be submitted in conjunction with evidence that your School and Faculty are supportive of developing a new partnership.

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| **Title of Proposal** | e.g., Single student dual award with the University of X |
| **UoB Lead Faculty and School (If relevant)** |  |
| **Other UoB Schools involved (If relevant)** |  |
| **UoB Academic Lead (including contact details)** |  |
| **UoB Administrative Lead (including contact details)** |  |
| **Title of Proposed Award** | e.g., PhD, BSc |
| **Type of collaborative provision arrangement** | e.g., Joint, dual, split-site, distance learning, taught unit provision etc. |
| **Name(s) and type (e.g., HEI, Industry, charity) of proposed partner** |  |
| **Details of any history of previous UoB collaboration with the partner** |  |
| **Knowledge of other educational partnerships that the partner has elsewhere** |  |
| **Proposed date for this collaboration to start** |  |
| **What will be the term/ duration of the arrangement?** |  |
| **Subject area of proposed collaboration** |  |
| **Are there any taught elements and if so, where will the teaching take place?** |  |
| **Description of proposed arrangement, incl:**   * **anticipated student numbers** * **time split between UoB and at partner** * **use of any special equipment or facilities**   **For PGR:**   * **supervision** * **progress monitoring** * **Exams**   **For Taught:**   * **Teaching** * **Assessment** * **Exam Board administration** |  |
| **For single student agreements, has a student been identified? If so, please provide:**   * **Name** * **Nationality/ immigration status** * **Proposed project/ topic** * **Is there a proposed start date?** * **Has the individual already started an application to be a student at UoB?** |  |
| **For multiple student agreements, how will Bristol be involved in the recruitment and application decisions?** |  |
| **Are there any immigration/ student visa considerations and if so, have these been discussed with Student Visa Services at Bristol?** |  |
| **What are the proposed fees and funding arrangements? Will there be an exchange of money between partners?** |  |
| **Rationale for proposal and proposed benefits and opportunities** |  |
| **Any early indication of issues or potential risks to explore in approval process such as:**   * **Health & safety** * **Intellectual Property Rights** * **Language** * **Data protection** * **insurance** |  |
| **Contact details for the proposed partner:**   * **Name** * **email** * **If the above is an Academic Lead, do you have a named administrative contact at the partner? If so, who?** * **Are you happy for AQPO to raise any questions directly with the partner or should contact be through you only as the UoB Academic Lead?** |  |
| **Any additional information that you have about the proposed collaboration that has not been covered elsewhere above** |  |