# **University of East London Prospective Partner Form**

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| --- | --- |
| **Name of Institution** |  |
| **Address of Institution** |  |
| **Key Institutional Contacts** | Name:Position:Email:Tel: |
| Name:Position:Email:Tel: |
| Please add more rows as appropriate. |
| **Background Information of the Institution** |
| Status (*Public/Private/Charity)* |  |
| *Year founded* |  |
| *Institution’s core principles* |  |
| *Key subject areas and awarding levels* |  |
| *Language of tuition and assessment of existing programmes* |  |
| *Total number of students (breakdown by home/ international/ full-time/ part-time)* |  |
| *Professional standing (e.g. authority to deliver courses and accreditations)* |  |
| *Social media pages (e.g. Facebook, LinkedIn, Twitter…)* |  |
| *Details of competitor institutions* |  |
| ***UK Partners only:*** *are you registered with the Office for Students, and/or the Student Loans Company, and/ or do you hold a Tier 4 Sponsors licence?* |  |
| **Summary of the proposed collaboration** |
| *Type of collaboration proposed (articulation/franchise/validation/double degree, etc.)[[1]](#footnote-1)* |  |
| *Courses of interest* |  |
| *Approximate fee level students will be charged* |  |
| *Number of intakes per year with dates* |  |
| **Projected Student Numbers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
|  |  |  |  |  |
|  |  |  |  |  |

*Please set out the basis for these projections, e.g. historic patterns of recruitment to date, or market research.* |
| **International Partners only:** *Do you require approval from a local regulatory body before you partner with UEL? If so, please outline the local regulatory environment.* |  |
| **Learning Resources** |
| *Approx. size of library (e.g. number of books, journals, IT facilities, staff etc.)* |  |
| *Which electronic resources/ databases does your institution have access to?* |  |
| *Do you use a virtual learning environment? If so, which one?* |  |
| *Do you have any specialist equipment (e.g. science labs, or engineering labs)?* |  |
| **Partnership Development Strategy** |
| *How does the proposed partnership support your course development strategy?* |  |
| *In what way can UEL best support you in planned future developments?* |  |
| *Are there any other developments planned e.g. to buildings or infrastructure?* |  |
| **Previous experience of collaborations (if any)** |
| *Name of your partner institution* | *Course offered* | *Type of collaboration e.g. articulation/franchise/validation/double degree, etc.)* | *Partnership status (active/ terminated) – if terminated, please explain the reason* | *Reference (Please provide the contact details of someone at the partner who could provide a reference)* |
|  |  |  |  |  |
|  |  |  |  |  |
| *Please add more rows if necessary* |  |  |  |  |

**Notes:**

1. Please note that before any collaboration can be agreed the University will request three elements of Due Diligence
	1. Legal: To ascertain the institutions rite to awards qualifications etc.
	2. Financial: Three previous years’ accounts
	3. Reputational: To ascertain if the institution is a suitable partner
2. In general a minimum of 9 months is required from initial enquiry to operational status
3. Please email your completed form to apo@uel.ac.uk

**Appendix 1**

**Models of Collaborations at UEL**

UEL is involved in a range of collaborative relationships with other institutions. The following range of models defines the ways in which we can collaborate with other institutions:

**Franchise:** UEL may license whole programmes, or stages of programmes, designed by UEL and delivered on campus at UEL, to be delivered by a partner institution at their premises. Core modules will be as set out in the UEL programme specification for the programme, save that differences in curriculum content in core modules may be permitted to reflect cultural and regional differences as long as learning outcomes remain consistent. The partner institution may be permitted to develop a different set of optional modules, as long as they enable the programme learning outcomes to be met. Additional optional modules would need to be approved through the UEL approval procedures. UEL retains ultimate responsibility for updating programme content and programme content will be reviewed as part of the subject area’s Academic Review;

**Validation:** UEL may accredit a programme developed by another institution as equivalent to a UEL award, or leading to the award of a specific number of credits. The partner institution has responsibility for updating programme content and programme content will be reviewed as part of the partner institution’s Collaborative Review;

**Double award:** A programme of study leading to the award of both a UEL qualification and that of a partner institution. Each institution shall be responsible for the issuing of the award certificate of that institution;

**Articulation:** an arrangement whereby programmes and modules delivered by a partner institution are formally recognised for the purposes of advanced standing towards a UEL award.

1. Please see Appendix 1 for definitions [↑](#footnote-ref-1)