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**PARTNERSHIPS PROPOSAL FORM (PPF) – PROGRESSION PROGRAMMES**

This form is to be completed by staff when setting up a new collaborative partnership where a University of Exeter qualification or credit is involved.

Progression partnerships provide a recruitment route into study at the University of Exeter. Students who have successfully completed a programme at the partner institution may be considered for entry (on an individual basis) onto a University of Exeter degree programme. There is no formal commitment of acceptance onto a programme.

Before completing the form you are advised to read the Academic Partnerships Handbook which provides further guidance on the approval process. Advice on any aspect of this process is available by contacting [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk).

Progression agreements are not appropriate for PGR partnerships.

Approval process once form is complete:

1. Faculty approval: Faculty submits the completed PPF to the relevant Faculty Approval Group, e.g. Faculty Executive Group or Faculty Steering Group.
2. Strategic Approval: Faculty submits PPF and evidence of stage 1 approval to GEC for International partnerships, or to EdSEEC for UK partnerships.
   1. Please note that if there are any non-standard elements to the proposed progression partnership, additional approvals may be needed. Please contact [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) for advice.

PPF and evidence of approvals can then be sent to Legal Services to draft the legal agreement.  A first draft will be sent to the Faculty for comment before it goes to the partner.

Signatory on the final agreement: DVC for Global Engagement (or another DVC if necessary).

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| **PART 1: FOR STRATEGIC APPROVAL To be completed by the Faculty**  **This section will be considered by the relevant group giving strategic approval to the partnership** | | |
| 1. **University of Exeter Contact** | | |
|  | What form of partnership is proposed? | *PROGRESSION* |
|  | Faculty proposing partnership |  |
|  | Department proposing partnership |  |
|  | Proposer of partnership / Programme Lead in Faculty (including job title and email) |  |
|  | Faculty administration contact |  |
| 1. **Proposed Partner**   **Please note** that for international partners, the progression partnership will only be approved if the partner is included in the International Student Recruitment Team’s Qualification Guide, to ensure students are eligible to be accepted onto an Exeter programme.  <https://www.exeter.ac.uk/global/staff/qualification-guides/>  For domestic partners, quality of the partner will need to be assessed on a case-by-case basis. | | |
|  | Is the partner based in the UK or overseas (if overseas please specify where)? |  |
|  | Name and full address of the proposed partner |  |
|  | Name and contact details of key contact at the proposed partner organisation |  |
|  | Partner organisation web address |  |
|  | League table rankings or equivalent for partner |  |
|  | Is the proposed partnership supported in principle at the appropriate level in the partner organisation? Please provide details. |  |
|  | Does the proposed partner have the legal capacity, permits and licenses needed to collaborate with the University of Exeter? |  |
|  | Please confirm that due diligence has been undertaken, in line with the institutional due diligence policy (hyperlink to be added). Provide the results of recent due diligence. A full due diligence report must be submitted alongside the PPF if any amber or red risks are identified. |  |
| 1. **Rationale for the Proposed Partnership** | | |
|  | Full description of proposed arrangement (i.e. progression from programme X at a partner institution to programme Y at Exeter, with details of any special requirements).  Please provide as much detail as possible here. |  |
| 3.2 | State how the proposed collaboration fits with Faculty and/or University of Exeter’s strategic objectives. |  |
| 3.3 | If an International Partnership, does this partnership align with the University’s institutional approach to transnational education (TNE?) If not, or if this is a UK partnership, please explain the rationale for the partnership e.g. widening participation; student recruitment etc. |  |
| 1. **Proposed Partnership Activities** | | |
| 4.1 | Planned start date and duration of the partnership |  |
| 4.2 | Planned student numbers - per annum or single intake (minimum/maximum, if relevant) and any evidence of demand |  |
| 4.3 | Proposed number of annual intakes of students (normally 3, for multiple intakes) |  |

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| 1. **Policies and Procedures** | | |
| 5.1 | What are the risks that may arise from this partnership and what is your procedure for mitigating them? |  |
| 5.2 | What measures and processes will be put in place to ensure that this progression agreement is successful? E.g., partnership management, encouraging recruitment |  |
| 5.3 | What systems and metrics will be in place for assessing if this partnership has been successful? |  |
| 5.4 | When will a review of the progression arrangement (including a review of student progress) take place? |  |
| 5.5 | Any further specific information to include in the formal Legal Agreement |  |