

**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 an access 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.

Before completing the form you are advised to read the Academic Partnerships Handbook which provides further guidance on the approval process.

The form has two sections and both parts should be completed. Part 1 relates to the strategic fit of the partnership being proposed and part 2 relates to the quality assurance aspects of the partnership.

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.

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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** | | |
|  | 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 |  |
|  | Type of organisation (e.g. education institution, research institute, company) |  |
|  | 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. |  |
| 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 fit with the University of Exeter’s list of key institutional partners? 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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| **PART 2: FOR QUALITY ASSURANCE APPROVAL**  **This section will be considered by the relevant group giving quality assurance approval to the partnership. It contains additional information specifically relating to the quality assurance elements of the partnership.** | | |
| 1. **Quality of Provision at HEI Partner Institution** | | |
| 5.1 | Outline the proposed partner’s quality assurance system for managing academic standards and the quality of the student learning experience. |  |
| 5.2 | Describe in detail how the partner’s provision is equivalent to the University of Exeter. |  |
| 5.3 | Does the proposed partner have the legal capacity, permits and licenses needed to collaborate with the University of Exeter? |  |
| 1. **Policies and Procedures** | | |
| 6.1 | What are the risks that may arise from this partnership and what is your procedure for mitigating them? |  |
| 6.2 | What will the procedure be for assessing if this partnership has been successful? |  |
| 6.3 | When will a review of the progression arrangement (including a review of student progress) take place? |  |
| 6.4 | Any further specific information to include in the formal Legal Agreement |  |

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| **Approval Process Once Form is Complete…** | | | |
| **Stage 1 - Faculty** | **Stage 2 - Strategic** | **Stage 3 - Quality** | **Legal Agreement** |
| Faculty submits the completed PPF to the relevant Faculty Approval Group for stage 1 Faculty approval  The Faculty should contact [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) (for UG/PGT partnerships) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) (for PGR) for any quality and standards related queries. | The Faculty submits the PPF to the relevant strategy group for Stage 2 approval   * International (UG & PGT) go to Global Engagement Committee * Domestic (UG & PGT) go to Education and Student Experience Executive Committee | partnerships@exeter.ac.uk review the PPF.  partnerships@exeter.ac.uk to submit the PPF to the relevant group/person for stage 3 approval:   * Associate Dean for Taught Students | Academic Partnerships send the final fully approved PPF to the legal team who use the information contained within it to start drafting the legal agreement for signature by both institutions.  A first draft will be sent to the College for comment before it goes to the partner.  Signatory: Associate Dean for Taught Students |