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**Academic Quality Handbook**

**Chapter I: Collaborative Partnerships**

**Appendix I.2: Institutional Due Diligence**

This template is used to complete due diligence on the proposed partner institution before Trinity Laban enters into a formal partnership with it. The documents or information listed on this form should be provided either as appendices or as links with additional commentary provided on the form as required.

The completed form with all appendices should be submitted to the Registry who will coordinate a review of the documentation and report on findings to the Academic Standards and Quality Board.

|  |  |
| --- | --- |
| Name and title of person completing this form |  |
| **Information on the proposed partner institution** | |
| Name and address of the proposed partner institution |  |
| Location of the partner institution | UK  Overseas |
| Type of the proposed partner institution | Publicly funded organisation  Privately funded/not-for-profit organisation  Charity |
| Type of the proposed collaborative partnership | Articulation  Progression  Collaborative delivery |

|  |  |
| --- | --- |
| **Governance**  *This section must be completed for* ***all partner institutions*** *and* ***all types of partnerships****.* | |
| Mission statement |  |
| Strategic plan |  |
| Brief history of the organisation |  |
| Equal opportunities policy or equivalent |  |
| Prospectus |  |
| Organisational chart |  |
| Committee structure |  |
| Description of the management structure of the organisation |  |
| Description of the administrative structure of the organisation |  |
| Evidence of governmental recognition of the organisation |  |
| Articles of association, certificate of incorporation or other evidence confirming the legal status of the organisation |  |
| Confirmation that the organisation can legally contract with Trinity Laban |  |
| Confirmation that the potential partnership with Trinity Laban has been endorsed at the executive level of the organisation |  |
| Details of the funding sources of the organisation |  |
| Description of the financial management structures of the organisation |  |
| Most recent external accreditation or quality review report of the organisation or equivalent where applicable |  |
| Annual report or equivalent |  |
| Student visa sponsorship status (UK partner institutions only) |  |
| Information of partner institution’s insurances for e.g. public liability and professional indemnity |  |
| Is in-country government approval required for the partnership in the country of the proposed partner (such as approval by the local Ministry of Education)? If so, what is the in-country approval process and timeframe? |  |
| **Learning and teaching**  *This section must be completed for* ***collaborative delivery*** *and* ***articulation partnerships.*** | |
| Academic/education/learning and teaching strategy or equivalent |  |
| Information on the academic faculty and structure |  |
| Description of learning and teaching resources (library, IT, academic support, support for additional needs) |  |
| Description of learning and teaching facilities (classrooms, study space, accessibility) |  |
| CVs of the teaching staff (collaborative delivery partnerships only) |  |
| Academic Regulations or equivalent |  |
| Quality Assurance Handbook/Manual or equivalent |  |
| Academic staff development policy |  |
| **Finance**  *This section must be completed for* ***collaborative delivery partnerships only****.* | |
| Current budget |  |
| Most recent three years of audited accounts |  |