University of Suffolk

**Franchise agreement proposal form:   
Initial approval to proceed to detailed scrutiny**

*All sections of this form must be completed and the form appropriately authorised before it is sent to the relevant committee secretary. It should be submitted at least* ***10 working days*** *before the committee meeting at which the proposal is to be discussed.*

*Please note that once initial approval to proceed has been granted, all franchise arrangements will be subject to an institutional and course level approval process. These processes should be completed prior to any legal agreement being signed.*

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| 1. **Proposed partner institution**   *Please provide name, address and website address* | |  | | | |
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| 1. **University of Suffolk academic school(s) involved in proposed arrangement** | |  | | | |
|  | | | | | |
| 1. **Proposed date of commencement** | |  | | | |
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| 1. **University lead contact** *Please provide the name of the member of University staff coordinating the proposal and overseeing the proposed link* | |  | | | |
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| 1. **Description of proposed arrangement**   *Please provide a summary of the proposed franchise arrangement, including details of the course(s) to be franchised under the arrangement in the first instance (specifying the level of study and whether they are existing or new courses)* | | | | | |
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| 1. **Rationale for proposed arrangement**   *Please provide a summary of the rationale for the proposal, including alignment with the University’s strategic plan, relevant School plans and any existing or planned partnership arrangements. Please include information on anticipated student demand and a projection of student recruitment to franchised programmes over the next five years.* | | | | | |
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| 1. **Financial arrangements**   *Please provide a formal costing model that has been reviewed by Finance & Planning to show (i) projected income arising from the arrangement and (ii) anticipated costs in establishing and maintaining the partnership (with further detail to be provided in Appendix A).* | | | | | |
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| **DUE DILIGENCE SCRUTINY OUTCOMES** | | | | | |
| 1. **Institution type**   *(e.g. university, college, alternative provider)* |  | | | | |
|  | | | | | |
| 1. **Funding status** *(please select)* | Publicly-funded | | Private non-profit | | Private for-profit |
|  | | | | | |
| 1. **Year founded** |  | | | | |
|  | | | | | |
| 1. **Company registration number, company directors and UKPRN** *(where relevant)* |  | | | | |
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| 1. **Campus location(s)** |  | | | | |
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| 1. **HE portfolio**   *Summarise the range of existing subject areas and the level(s) of provision within the institution. Where the institution does not have experience of delivering programmes at the level proposed for franchised provision, please evaluate capacity to deliver at that level.* |  | | | | |
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| 1. **Student numbers**   *Please provide approximate student numbers within the institution at undergraduate, postgraduate taught and postgraduate research degree level* |  | | | | |
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| 1. **Language(s) of delivery and assessment within institution**   *Note: the language of delivery and assessment for any subsequent franchised provision must be English* |  | | | | |
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| 1. **Resources and staffing**   *Provide a brief summary of facilities and resources at the institution, including approximate staff numbers* |  | | | | |
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| 1. **Legal standing**   *Please confirm whether the proposed partner institution has the legal capacity to enter into this type of partnership arrangement* |  | | | | |
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| 1. **Financial standing**   *Provide a summary of the financial standing of the institution, drawing on relevant financial reports/accounts. Please highlight any business and/or ethical interests or links that might pose a reputational risk to the University. You should seek input from the University’s Director of Finance and Planning on completion of this section of the form.* |  | | | | |
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| 1. **External reviews**   *Summarise the findings of any external reviews of the proposed partner (e.g. QAA or similar national bodies)* |  | | | | |
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| 1. **Ranking**   *Provide ranking (including year) for relevant global and national league tables, where available* |  | | | | |
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| 1. **Collaboration with other UK higher education institutions (HEIs)**   *Provide information on any links with other UK HEIs. Where the organisation does work with other UK HEIs, please provide two references from those institutions* |  | | | | |
|  | | | | | |
| 1. **National context** *(for international links only)*   *Please provide commentary on any in-country recognition / accreditation requirements; the stability of the region; risks associated with working in and travelling to the country; HE culture and ethos; etc* |  | | | | |
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| 1. **Other relevant due diligence information**   *Please provide any additional information on due diligence findings* |  | | | | |
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| 1. **Evaluation of risk**   *Please summarise the key risks involved in the proposed partnership and outline how they will be mitigated (with further detail in Appendix B)* |  | | | | |
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| 1. **Approval to proceed by relevant Dean(s) of School** | | | | | |
|  | | | | | |
| Signed: | | | | Date: | |
|  | | | | | |
| 1. **Approval to proceed by Director of Finance and Planning** | | | | | |
|  | | | | | |
| Signed: | | | | Date: | |
|  | | | | | |

**COMMITTEE APPROVAL** *(for official use only)*

|  |  |  |
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| **Committee** | **Approval date** | **Minute reference** |
| **Portfolio Oversight Committee** |  |  |
| **Quality Committee** |  |  |
| **Senate** |  |  |

**Appendix A**

**Indicative financial projections for proposed partnership with [partner institution]**

**Appendix B**

**Risk assessment for proposed partnership with [partner institution]**

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| **No.** | **Risk area** | **Risk Description** | **Owner** | **Gross Risk** | | | **Risk Control Measures** | **Net Risk** | | |
| **Impact** | **Probability** | **Risk rating** | **Impact** | **Probability** | **Risk rating** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
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| **Risk Matrix** |  |  | **Likelihood** | | | | |
|  |  |  | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
|  |  |  | **Remote** | **Unlikely** | **Possible** | **Probable** | **Certain** |
|  | ***1*** | **Insignificant** | 1 | 2 | 3 | 4 | 5 |
|  | ***2*** | **Minor** | 2 | 4 | 6 | 8 | 10 |
| **Impact** | ***3*** | **Significant** | 3 | 6 | 9 | 12 | 15 |
|  | ***4*** | **Major** | 4 | 8 | 12 | 16 | 20 |
|  | ***5*** | **Fatal** | 5 | 10 | 15 | 20 | 25 |