# Partnership Due Diligence (non T&L): Requested information and documentation

(To be completed by CQSD and IPT when approving new partners, alongside the Partner and Programme due diligence report and site visit report.)

As part of the approval process for all new collaborations the University asks that the following information is collated. Some data will be available through desk-based research, any documentation that cannot be found online should be requested from the partner.

The University will provide the same information in return to any prospective partner; this allows both parties to understand the legal and financial standing of their prospective partner, and ensure that it is a suitable organisation with which to collaborate.

 *(Please refer to the guidance document Partnership Due Diligence (non T&L) Guidance for further information if required)*

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| Partner Details |
| Partner Name |  |
| Collaboration details (4+1, DM, T&L, Research; specify any specific Schools/Functions involved in the collaboration) |  |

Data regarding the legal standing of the partner and any education licenses required will have been collated at the MoU stage – please consult the MoU Request Form (available from the International Partnerships Team) for information

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| This data should be requested before signing an MoA with a prospective partner\* |
| Information Required | Received? (Y/N/NA) | Any identified risk: |
| An annual report or equivalent information giving an overview of the activities of the institution |  |  |
| A set of externally verified annual accounts for the last three years |  |  |
| Details of insurance cover (confirming type and extent of cover):Professional Indemnity insurance coverPublic Liability insurance cover |  |  |
| Health and Safety Policy (or equivalent) |  |  |
| Equal Opportunities Policy (or equivalent) |  |  |
| Details of the governance and academic management structure |  | (see full CQSD report for further details) |
| Details of existing teaching collaborations with Universities or other organisations |  | (see full CQSD report for further details) |
| Details of any recent external audit (ie: QAA/OFSTED/MoE) |  | (see full CQSD report for further details) |
| Region’s corruption rating |  |  |

\*Where a partner is unable to supply the requested information this should be noted and any associated risk highlighted. This does not mean that the collaboration will be rejected, this form is designed to highlight the areas of risk so an informed decision can be made.

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| Financial checks | Y/N/NA | Comments from Tax Manager at UoR re: implications |
| Will the partnership result in a ‘permanent establishment’? |  |  |
| Is the Partner an ‘Eligible Body’? |  |  |

This form should be appended to the Partnership and Programme Report for UPB and should be included in contracting information to Legal Services.