

DEVELOPING THE PROPOSAL

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Outline of the procedure

1. The procedures set out below have been designed to meet the expectations of the UK Quality Code for Higher Education and to meet the common and core practices for standards and quality. They also take account of a number of guiding principles set out within the accompanying Advice and Guidance sections.
2. Having received notification that a [CPC0](#) has been noted by Collaborative Provision Committee the nominated coordinator develops the proposal to support the academic approval process.
3. The [CPC1](#) has been designed to formally record the detail of a proposal to deliver provision in partnership with another organisation.
4. The nominated coordinator completes the CPC1 and forwards this to the Clerk to the Collaborative Provision Committee for consideration at a meeting of the Committee once it has been considered by the parent School Management Team (or equivalent) and signed off by the Dean of School.
5. In addition, a University risk appetite template must be completed and submitted with the CPC1 as all new projects and initiatives must take into account and be aligned with the University's risk appetite and tolerances statement. Risk appetite is the amount or type of risk that the University is prepared to tolerate to achieve its strategic aims and objectives. The statement is a guide to all staff and other stakeholders indicating the areas where a conservative, compliance focussed approach to risk should be taken and areas where an innovative approach embracing a degree of risk would be tolerated to deliver the aspirations set out in the University strategy. This is subject to ensuring careful control and mitigation of adverse compliance, legal, reputational and financial aspects. Guidance on completing the statement can be found at this link: <https://staff.napier.ac.uk/services/governance-compliance/governance/risk-management/Pages/home.aspx> .
6. Having considered the CPC1 and the University risk appetite template the Collaborative Provision Committee will either request further information or approve the proposal to be formally submitted for due diligence scrutiny.

Underpinning principles

7. All proposals to deliver taught provision in partnership with another organisation are underpinned by an evaluative desk-top assessment of potential academic risks relating to the proposed partner and the proposed provision.
8. Information gathered during this stage of the approval process builds on and updates information recorded on CPC0.
9. The time taken to complete an evaluative desk-top assessment of potential academic risks relating to the proposed partner and the proposed provision is



set and controlled by the nominated coordinator using the academic risk assessment matrix and the University risk appetite template.

Responsibilities

The nominated coordinator

10. The nominated coordinator is responsible for:
 - a) developing the proposal by undertaking an evaluative desk-top assessment of potential academic risks relating to the proposed partner and the proposed provision using the [CPC 1 academic risk assessment matrix](#)
 - b) completing a University risk appetite template
 - c) completing the CPC1
 - d) ensuring the CPC1 and the risk appetite template are formally noted and approved by the School Management Team (or equivalent) and signed off by the Dean of School
 - e) submitting the signed CPC1 and risk appetite template to the Clerk to the Collaborative Provision Committee for consideration and approval by the Committee
 - f) attending the meeting of the Collaborative Provision Committee to facilitate discussion of the proposal if appropriate (otherwise this can be undertaken by the School representative on the Committee)
 - g) retaining all evidence used to inform the evaluative desk-top assessment of a proposed partner organisation
 - h) providing the academic approval panel with information gathered during the evaluative desk-top assessment to verify the suitability of the proposed partner organisation if required
 - i) notifying the Clerk to Collaborative Provision Committee of any changes to information recorded on a CPC1, academic risk assessment matrix or the risk appetite template once these have been approved by the Committee.
11. The Clerk to Collaborative Provision Committee must receive a signed CPC1 and risk appetite template a minimum of 10 working days in advance of the meeting at which it will be considered by the Committee.

School representatives on Collaborative Provision Committee

12. School representatives on Collaborative Provision Committee are responsible for:



- a) presenting CPC1 the academic risk assessment matrix and the risk appetite template to the Committee (if this is not undertaken by the nominated coordinator)
- b) reporting the outcome of the Committee's discussion to the nominated coordinator.

Deans of School

13. By signing the CPC1, the academic risk assessment matrix and University risk appetite template Deans of School are verifying that appropriate evidence has been reviewed and retained to indicate that:
 - a) there is a sufficient level of demand for the proposed provision
 - b) the proposed financial model is viable and meets University expectations
 - c) the proposed partner has appropriate learning resources to support the delivery of the academic proposal
 - d) the proposal will be developed to mitigate against any academic risk identified by the nominated coordinator
 - e) the school will provide sufficient resource to support the continuing development of the proposal.

The Clerk to Collaborative Provision Committee

14. The Clerk to Collaborative Provision Committee is responsible for:
 - a) ensuring that the Committee receives a completed CPC1 and risk appetite template for each proposal to offer provision in partnership with another organisation
 - b) retaining an approved and signed CPC1 and risk appetite template for future internal or external audit and review purposes
 - c) receiving from the nominated coordinator notification of any changes to information recorded on a CPC1, academic risk assessment matrix or risk appetite template once these have been approved by the Committee
 - d) circulating Collaborative Provision Committee meeting minutes to appropriate School Support Service officers in each school.

Completing the CPC1

15. The [CPC1](#) has been designed to formally record the detail of a proposal to deliver provision in partnership with another organisation.
16. It provides the nominated coordinator with a mechanism to record the outcome of an evaluative desk-top assessment of potential academic risks relating to delivering the proposal in partnership with the proposed partner.



17. The CPC1 includes an [academic risk assessment matrix](#) to assist the nominated coordinator in identifying the level of academic risk relating to delivering the proposal in partnership with the proposed partner.
18. In addition, a University risk appetite template must be completed and submitted with the CPC1. The Clerk to the Collaborative Provision Committee will not accept an incomplete or unsigned CPC1, academic risk assessment matrix or risk appetite template.

The outcome of the CPC1 process

19. The approval of CPC1 by the Collaborative Provision Committee enables the proposal to be submitted for formal reputational due diligence scrutiny by the Vice Principal (International) or nominee and financial due diligence scrutiny by Finance.
20. The CPC1 provides the Collaborative Provision Committee and therefore all areas of the University represented on the Committee, with comprehensive information on:
 - a) the proposed delivery model
 - b) the proposed partner
 - c) an indicative business plan which sets out proposed student fees and distribution of income
 - d) an academic risk assessment relating to delivering the proposal in partnership with the proposed partner.
21. The risk appetite template evidences that the proposal is within the parameters set out in the risk appetite and tolerances statement
22. Having considered CPC1, the academic risk assessment matrix and the risk appetite template Collaborative Provision Committee will either approve the proposal to proceed to due diligence scrutiny or ask for further information or clarification before taking a decision.
23. In approving each CPC1, academic risk assessment matrix and the risk appetite template, Collaborative Provision Committee will note the level of due diligence scrutiny to be applied as follows:
 - **Full due diligence scrutiny** for proposals involving a new country of delivery, that is, reputational due diligence scrutiny of the country and proposed partner plus financial due diligence scrutiny of the proposal.
 - **Partial due diligence scrutiny** for proposals in an approved country of delivery but with a new partner, that is, reputational due diligence scrutiny



of the proposed partner plus financial due diligence scrutiny of the proposal.

- **A review of a previous due diligence scrutiny** for proposals with an approved partner which was undertaken five or more years previously.
 - **No requirement for a due diligence scrutiny** for proposals with an approved partner providing a due diligence scrutiny has been undertaken within the previous five years.
24. Where there are risks identified within the risk assessment template which are outwith the parameters stated in the risk appetite and tolerances statement, the proposal will be referred to the Online and Strategy Steering Group for a final decision
 25. To prevent possible delays in the remainder of the approval process any changes to information recorded on a CPC1, academic risk assessment matrix or risk appetite template must be notified to the Clerk to Collaborative Provision Committee by the nominated coordinator at the earliest possible opportunity.
 26. The CPC1, academic risk assessment matrix and risk appetite template are retained on file for future audit and review purposes.
 27. As a means of communicating the outcome of discussions more widely, appropriate School Support Service officers in each school will be sent all Collaborative Provision Committee meeting minutes.
 28. In cases where the Committee cannot support a CPC1 proposal the Convenor will provide feedback to the Dean of School.

