**CPC0: Recording the outcome of an initial discussion**

This template has been designed to record the outcome of an initial discussion. It provides the Collaborative Provision Committee and therefore all areas of the University represented on the Committee, with early notification of a potential partnership. Completed CPC0 are retained on file for future audit and review purposes. The **CPC0 Checklist** provides an indicative list of topics to be discussed with a potential partner at the earliest opportunity. Topics included on CPC0 and the CPC0 Checklist are neither exhaustive nor mutually exclusive

1. **Proposed programme title.**

*(Intended award, SCQF level and volume of credit to be delivered)*

1. **School and subject group:**
2. **Nominated coordinator:**
3. **The proposed or existing partner.**

*(Name of organisation, country, type of organisation, for example, state-funded university, private provider)*

1. **Delete as appropriate:**

**A proposed new partner organisation**

**Proposed new provision with an existing partner**

1. **Named point of contact at the proposed or existing partner.**

*(Name of individual(s) at the partner organisation who have been involved in discussions to date)*

1. **Summary of how this proposed partnership was initiated.**

*(Eg cold calling by University, use of agent, approach by proposed partner, etc)*

1. **Summary of proposal.**

*(Mode of delivery, delivery model, proposed start date)*

1. **Summary of discussions with proposed partner to date.**

*(See CPC0 Checklist for suggested discussion topics, date discussion took place, date of next discussion with proposed partner)*

**Name of individual completing CPC0: Date:**

*By signing a CPC0 Deans of School are verifying that:*

* *the proposal aligns with University and school strategic and operational plans*
* *the school will provide sufficient resource to support the development of the proposal in accordance with this procedure.*

**Dean of School Date:**

**CPC0 Checklist**

This checklist provides an indicative list of topics to be discussed with a potential partner at the earliest opportunity. The list is neither exhaustive nor mutually exclusive.

**About the proposed partner.**

1. Type of institution (eg state-funded, privately owned)?
2. Experience in delivering higher education (eg local, UK, European, USA)?
3. Existing collaborative agreements or articulation arrangements with the University?
4. Any (other) current UK awarding partners?
5. Number of higher education students?
6. Number of staff developing and delivering higher education?
7. Subject areas delivering higher education?
8. Summary of processes for setting and maintaining academic standards and for enhancing the quality of student learning (level of equivalence to Quality Framework)?

**About the proposed provision.**

1. Intended award (SCQF level and volume of credit to be delivered)?
2. Mode of delivery (part-time or full-time)?
3. Type of delivery (eg face-to-face, on-line, blended, placement learning, etc)?
4. Number of standard modules per trimester?
5. Number of trimesters for each delivery?
6. Possible student numbers per intake?
7. Number of intakes?
8. Proposed start date?
9. Are appropriate and compatible learning facilities and resources available?

**About the proposed partnership.**

1. Level of partner involvement (eg development, delivery, assessment, administration)?
2. Where would teaching take place and by whom (eg will local tutors be used)?
3. Is there a need to credit-rate or accredit any pre-requisite admission qualifications?
4. Do any in-country statutory or regulatory bodies require to be consulted and their approval sought before the proposed programme can start?

**Other points to note.**

1. An equivalent named programme must be being delivered in Edinburgh.
2. There is a requirement for the proposal to comply with University academic regulations and Quality Framework.
3. Full account must be taken of the University’s template collaborative agreement.
4. All agreements should be signed under the legal jurisdiction of Scottish Law.
5. Clarify any in-country restrictions to working with the proposed partner.
6. Clarify the status of any pre-requisite admission qualifications.
7. Is there a need for a memorandum of understanding (or similar)?
8. Availability of video conferencing facilities?
9. Provision of social and recreational facilities for students?
10. Impression of the general working and social environment for visiting University staff?
11. Availability and suitability of accommodation for visiting University staff?