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| **COLLABORATIVE BUSINESS CASE PROPOSAL** |

This form should be used to collate the initial details regarding collaborative proposals, and is to be used for proposals to Fee Setting Working Group, in line with the Business Case consideration outlined within the [Collaborative Partner Approval Process](https://www.ljmu.ac.uk/academic-registry/collaborative-partners).

**Part 1 – Project Information**, should be completed by the Proposer(s) of the new Project. The proposer could be staff involved in development and discussion of the project from the School/Faculty, the Partner Institution and/or International Relations. Academic Registry can be contacted at [collaborativeprovision@ljmu.ac.uk](mailto:collaborativeprovision@ljmu.ac.uk), if the proposer has any queries regarding completion of the information which is requested.

**Part 2 – Financial Arrangements**, should be completed by Academic Registry for proposed projects with UK Partners and International Relations for proposed projects with International Partners, to record the outcome of costing activity and the proposed financial arrangements.

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| **PART 1 – PROJECT INFORMATION** |

*Part 1 will be completed by the proposer, please see guidance notes above.*

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| **PARTNER CONTACT DETAILS** | | | | | | | |
| **Name of Partner Institution** |  | | | | | | |
| **Address**  Including Country location |  | | | | | | |
| **Website** |  | | | | | | |
| **International Office or Lead HE Contact**  Name, E-mail, Title/Role, Office/Faculty |  | | | | | | |
| **Academic Contact(s)**  Name, E-mail, Title/Role, Office/Faculty |  | | | | | | |
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| **UNIVERSITY MANAGEMENT INFORMATION** | | | | | | | |
| **Lead Programme Proposer** (Liverpool John Moores University staff) |  | | | | | | |
| **Proposed Faculty/Faculties** |  | | | | | | |
| **Proposed School(s)** |  | | | | | | |
| **International Relations Sponsor** |  | | | | | | |
| **If the proposal will be supported by one Faculty only, please provide a justification**  Please provide justification for approval of the proposed partnership, considering the following:   * Subject/School strategic aims * Unique character of mobility offered * Subject specific student demand * Widening Participation objectives |  | | | | | | |
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| **PARTNER INSTITUTION INFORMATION – NEW PARTNERS ONLY** | | | | | | | |
| **Does the Partner have an existing or previous relationship with Liverpool John Moores University?**  If yes, please provide details. |  | | | | | | |
| **Does the partner currently deliver in English?**  If Partial, please provide additional details | Choose an item. | | | | | | |
| **Type of Education Provider** | Choose an item. | | | | | | |
| **Country Ranking / Background Information**  [Times](https://www.timeshighereducation.com/world-university-rankings/2017/world-ranking#!/page/0/length/25/sort_by/rank/sort_order/asc/cols/stats), [QS](https://www.topuniversities.com/university-rankings/world-university-rankings/2018), [URAP](http://www.urapcenter.org/2017/search.php),  [Ranking Web of Universities](http://www.webometrics.info/en) |  | | | | | | |
| **Partner Reputation**  Brief details of how the quality assurance of the Partner is assured. |  | | | | | | |
| **Current Student Population of Partner**  Undergraduate, postgraduate, research | **Foundation / Diploma** | | |  | | | |
| **Undergraduate** | | |  | | | |
| **Postgraduate** | | |  | | | |
| **Research** | | |  | | | |
| **UK PARTNERS ONLY** | | | | | | | |
| **Is the Partner listed on** [**Companies House**](https://www.gov.uk/get-information-about-a-company) | Yes ☐ No ☐ | | | | | | |
| **Has the organisation collaborated with, or is it currently collaborating with, any other UK HEIs?**  *If yes give details.* |  | | | | | | |
| **Is there an intention to recruit international students within this partnership?**  **If yes, does the partner have their own Tier 4 licence, or are appropriate arrangements in place?** |  | | | | | | |
| **INTERNATIONAL PARTNERS ONLY** | | | | | | | |
| **Is the Partner listed on UK** [**NARIC**](https://www.naric.org.uk/naric/login.aspx?ReturnUrl=%2fproduct%2fInternational+Comparisons%2fqualifications.aspx%3fCountryID%3d167&CountryID=167)**?** | Yes ☐ No ☐  Please provide details, such as the classification, level of partner: | | | | | | |
| **International Partners – Has the organisation collaborated with, or is it currently collaborating with, any other HEIs?**  If yes give details. |  | | | | | | |
| **CONSIDERATION OF INSTITUTIONAL OBJECTIVES AND REPUTATIONAL RISK – NEW INTERNATIONAL PARTNERS ONLY**  This section is completed by the University’s International Relations team and assesses the proposed partnership against the institution’s objectives for the development of international partnerships, set out within the University’s International Partnership Strategy. Against these institutional objectives, this section articulates the rationale for entering into the proposed partnership (in addition to financial benefit).  In order for the proposal to progress through Partner Approval, the answers to at least two of the below questions must be yes. | | | | | | | |
| Does the proposed partnership contribute to capacity building in the host country for inclusion and equitable quality education (influencing positive change)? | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
| Does the proposed partnership respond to specific sector and employer needs and country priorities? | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
| Does the proposed partnership  support students who might not otherwise be able to access to a global (international standard) higher education? | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
| Does the proposed partnership increase the opportunities for two-way student mobility, including visits and exchanges, giving students invaluable international experience that benefits them and their local economies? | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
| Does the proposed partnership introduce new routes to continuous professional development for academic staff in the host country and/or for the University and the UK, including networking for international collaborative research projects? | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
| Does the proposed partnership raise the University’s reputation and/or improve market position in the global market (to support direct student recruitment and other revenue generating schemes, e.g. joint research or enterprise activity). | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
| Does the proposed partnership provide mutual strengthening of cultural understanding and respect for securing long-term and effective partnerships? | Yes  No  If yes, please provide a brief supporting statement: | | | | | | |
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| **PARTNER INSTITUTION INFORMATION – EXISTING PARTNERS ONLY** | | | | | | | |
| **Date of Partner Approval** |  | | | | | | |
| **Existing Programme Details –** please include programme name, LJMU partner School and delivery mode. | *Please refer to the programme records within* [*Webhub*](https://aphub.ljmu.ac.uk/Staff/WH2/General/Collab/partner_list.asp)*.* | | | | | | |
| **Does the proposal involve a new type of collaborative activity with this partner?**  If yes, please confirm if additional Due Diligence activity is required. | Yes  No  *For example, a proposal for a validated or franchise programme with a partner which currently operates a study abroad arrangement.*  Yes  No  *Academic Registry will advise, in line with the Academic Partnerships Operational Guidance.* | | | | | | |
| **Are there any points to note arising from Annual Partnership Audit activity in previous three years?**  Please include any points that may be pertinent to approval of a new programme, for example themes relating to recruitment or payments. | *For UK partnerships, please contact the Collaborative Provision team at:*  [*Collaborativeprovision@ljmu.ac.uk*](mailto:Collaborativeprovision@ljmu.ac.uk) *for this information.*  *For International Partnerships, this will be completed by the International Partnerships team.* | | | | | | |
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| **PROPOSED PROGRAMME INFORMATION** | | | | | | | |
| **Type of Proposed Activity**  Refer to [Academic Partnerships Operational Guidance](https://www.ljmu.ac.uk/academic-registry/collaborative-partners/academic-partnerships-operational-guidance) for definitions  Please choose the option(s) which are currently being firmly developed. The responses will impact on the information required at due diligence stages. | Choose an item. | | | | | | |
| Choose an item. | | | | | | |
| Choose an item. | | | | | | |
| **Programme Details,** including:   * Award(s) * Subject areas – proposed Programme Titles * Credit size (if CPDs) * Delivery of the full programme or articulation / top up |  | | | | | | |
| **Mode of Delivery** | Choose an item. | | | | | | |
| **Type of Delivery**  Please provide details where delivery will be shared or non-standard. | Choose an item.  Notes - | | | | | | |
| **Programme Duration** |  | | | | | | |
| **Number of Intakes per Year and Month(s) of Intake**  Eg. One in September, Two in September and January |  | | | | | | |
| **Estimated Student Numbers**  Numbers Per Programme  Indicate Estimated Numbers of full time and part time Students Per Programme (new entry) or for mobility total number of students Out & In  *(This row should be repeated for each relevant mode of delivery.)* | **Year** | **01** | **02** | | **03** | **04** | **05** |
| **Programmes / Students** |  |  | |  |  |  |
|  |  | |  |  |  |
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| **TOTAL** |  |  | |  |  |  |
| **LJMU School Responsibilities**  Please provide a summary of the key responsibilities undertaken by the LJMU School for this programme, in addition to the standard responsibilities. For example, any teaching, assessment, moderation and enhancement activities. |  | | | | | | |
| **Proposed Start Date** |  | | | | | | |
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| **PROGRAMME AND PARTNERSHIP RATIONALE** | | | | | | | |
| **Rationale for Partnership**  To include alignment to the School, Faculty and University Strategic Vision / Strategy |  | | | | | | |
| **Identify the key benefits of the Partnership** |  | | | | | | |
| **Identify key potential risks of the Partnership, their likelihood and impact.**  Factors to be considered include:   * location of partner, * partner’s level of previous HE and collaborative experience, * scope of collaboration, * competition with existing collaborations |  | | | | | | |
| **Identify how this partnership would complement the university’s existing collaborative and/or mobility portfolio.** |  | | | | | | |
| **Have the parties involved been informed that appropriate due diligence will be carried out which may include enquiries into the status of the organisation and / or the individuals behind it?** | Yes ☐ No ☐ | | | | | | |

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| **ADDITIONAL SUPPORTING INFORMATION**  Please provide any additional/supporting information about the proposed collaboration.  For mobility proposals, include Information on the Facilities, Student Support, Accommodation (if known). |
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| **PART 2 – FINANCIAL ARRANGEMENTS** |

*Part 2 will be completed by Academic Registry for proposed projects with UK Partners and International Relations for proposed projects with International Partners, please see guidance notes above.*

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| **Total estimated financial benefits of the new project**  To include projected income and expenditure to the University over a five year duration (for all programmes if more than one) | | | | | | | |
|  | **Year 00** | **Year 01** | **Year 02** | **Year 03** | **Year 04** | **Year 05** | **Total** |
| ***Income*** |  |  |  |  |  |  |  |
| ***Expenditure*** |  |  |  |  |  |  |  |
| ***Surplus (£)*** |  |  |  |  |  |  |  |
| ***Surplus (%)*** |  |  |  |  |  |  |  |
| ***Contribution (£)*** |  |  |  |  |  |  |  |
| ***Contribution Rate (%)*** |  |  |  |  |  |  |  |

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| **Fee to the University per student per Invoicing Point** |  |
| **Agreed minimum number of students per cohort intake** |  |
| **Minimum fee per Invoicing Point** |  |
| **Are there any additional charges?** |  |
| **Will there be a separate Validation Charge?**  If yes, please confirm:   * How much will this be? * Will this be charged in addition to student fees or only if the programme doesn’t recruit for 2 years after the APP approved start date. |  |

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| **PART 3 – ENDORSEMENT AND APPROVAL** |

***Note*** – for proposals where the partnership arrangement does not involve a financial arrangement which requires the approval of FSWG, FMT will provide both endorsement and the final approval of the Business Case Proposal, and the consideration will progress to full Due Diligence in line with the Academic Partnerships Operational Guidance.

**ENDORSEMENT**

Where the proposal will apply across more than one Faculty, this section will need to be complete by each FMT involved with the proposal.

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| **Endorsement by Faculty Management Team (FMT)** | |
| **Outcome** (delete as appropriate)**:** | I do/do not support this proposal. |
| **Comments**   * If the proposal is not supported, please provide appropriate commentary. * If the proposal is supported and the contribution is below expected norms, please include appropriate commentary. | |
| **Name:** | **Date:** |
| **Signed:** |

**APPROVAL**

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| **Approval by Fee Setting Working Group (FSWG)**  For proposals where a financial arrangement/programme fee is required for the project proposal. | |
| **Date(s) of FSWG Consideration** |  |
| **Outcome** (delete as appropriate)**:** | Approve / Not approve |
| **Chair of FSWG:** |  |
| **Signed:** |  |

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| **APPENDIX 1 – INVOICING INFORMATION** |

**To inform Invoicing Activity**, please confirm below the financial information, to be included within the Contractual Agreement once the proposed programme(s) are approved.

*A separate version of the table below should be completed for each pattern of study that will be offered, for example for full time and part time, for each target award, for full programmes or for top up programmes.*

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| **Payment Terms for** |  |
| **Programme Duration** |  |
| **How many credits will be delivered within each year of delivery of the programme?**  This is based on a 12 month period from the point of registration |  |
| **Please specify the number of Invoicing Points for a single Programme cohort[[1]](#footnote-1)** *(definitions below)***.** |  |
| **Fee to the University per student per Invoicing Point** |  |
| **Agreed minimum number of students per cohort intake**  The minimum number of New Starters which the University will charge for at the first and subsequent Invoicing Points. |  |
| **Multiple intakes per year**  For example, two in September and January. If there is more than one entry point, please confirm how this will map to the specified invoice points. |  |
| **Minimum fee per Invoicing Point**  For programmes with more than one Invoice Point, please specify if the fee is the same or different per Invoicing Point. |  |
| **Any additional charges**  To be invoiced in addition to the minimum fee and per student charge. If included, the frequency of this payment to be specified. |  |

**Agreement to Invoicing Information**

Please confirm the date of agreement and append the e-mail confirmation for the following:

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| **Agreement by partner** |  |
| **Agreement by Finance – that the invoice information is consistent with the Collaborative Business Proposal approved by FSWG** |  |
| **Agreement by Registry Services – that the invoice information can be operationalised** |  |

**DEFINITIONS**

**A single programme cohort** – a defined group of students starting a programme together at an approved ‘start date’.

**Invoicing Point** – usually the University will issue an Invoice to a partner following student registration, and subsequently following re-registration. Within the table below, each time the University issues an invoice, this is referred to as an Invoicing Point. For example:

* For a programme of less than 12 months or a Masters level programme of 15 months or less, this will usually be once at the beginning of the programme.
* For a full time programme of 3 years, this will usually be defined per level.
* For a part time programme of more than one year, this should usually include a payment point at the beginning of each year of delivery.

1. Partners will be invoiced at least once per year, usually in September/October. The model of invoicing, and how this works for the pattern of study for a defined programme, should be articulated.

   Note, if a Partner would prefer to stagger payments across the academic year, one invoice can still be issued, and a payment plan will need to be discussed during the negotiation of the contract, and will require approval by Finance. [↑](#footnote-ref-1)