

**Form pdarf1: FROM 2019/2020**

**UCD PARTNERSHIP PROPOSAL**

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| * This proposal form should be completed for educational collaborations with partner institutions and agencies external to UCD. The completed form should be submitted to global.partnerships@ucd.ie which includes the UMT Global Engagement Group (GEG), and then forwarded to umt@ucd.ie, the University Management Team (UMT), for consideration by the relevant University committee. For information regarding the approval process relating to [collaborative](https://www.ucd.ie/registry/staff/registryservices/curriculum/collaborativeprogrammes/) and other educational arrangements, refer to the published [PDARF Approval Process](https://www.ucd.ie/registry/t4media/PDARF%20FLOW%20CHART%20FEB%202023.pdf) or contact curriculum@ucd.ie. For international institutional partnership queries please contact global.partnerships@ucd.ie. Governance queries should be directed to University Secretariat via programmes@ucd.ie.
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**Section A:**

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| **1.** | **Title of Partnership/Programme**  |  |
| **2.** | **Type of Partnership** |  |

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| **3.** | **Name of UCD Programme Director***Please include School affiliation, email address and phone number* |  |
| **4.** | **UCD College** |  |
| **5.** | **UCD Governing Board with oversight** |  |

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| **6.** | **Name of Partner Institution***Please include full postal address* |  |
| **7.** | **Partner Institution National & Global Rankings** | National Rank (#): Ranking system used (ex. Times Higher, QS, etc.): Global Rank (#): Ranking system used (ex. Times Higher, QS, etc.):  |
| **8.** | Partner Institution Contact Person*Please include School and/or College affiliation, email address and phone number* |  |
| **9.** | **Description/Status of Partner Institution** |  |
| **10.** | **Contact details of International Office at Partner Institution** *(if applicable)* |  |

**Section B:**

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| **11.** | **Outline in detail the way in which this partnership fits with the UCD School and College Strategic Plans**  |  |

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| **12.** | **Programme Summary***Please describe the structure of any collaborative programme(s): e.g. NFQ levels, total credits, programme duration, etc.* |  |

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| **13.** | **Financial Analysis** *Please outline the resource implications of the partnership, including (where relevant) the expected annual enrolment and the projected annual income* |  |

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| **14.** | **Management/Governance Arrangements** *Please describe the management or governance arrangements to oversee the partnership and/or any programmes associated with it* |  |

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| **15.** | **Existing relationship with UCD** *If there is an existing relationship with the partner and UCD, please describe the nature of the relationship; if there is not, please outline the benefits of establishing a relationship with the partner* |  |

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| **16.** | **Relationship with other Irish Institutions***Do other Irish institutions have relationships with this partner? If so, please describe the nature of these relationships* |  |

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| **17.** | **Due Diligence**Please answer the following key questions. These responses are required with respect to any partnership or collaboration (regardless of the level of risk associated with the collaboration):* How will the reputation of UCD be enhanced in the partner country or region by this association?
* Is there institutional approval of and/or management support for this partnership by all partners?
* Does the partner have robust quality assurance and quality enhancement policies, procedures and practices?
* Does the partner have the legal capacity to enter into an Agreement regarding this partnership?
* Is there clarity on financial matters such as sharing of costs and income regarding this partnership?

Where necessary, and on a case-by-case basis, the University Management Team (UMT) may determine that a more detailed process for due diligence is required. An expanded list of due diligence questions, as well as a *UCD Due Diligence Pro Forma* template, is available at ‘Information Sheet #1c – Due Diligence and Risk Management’ (this may be found via the link for ‘Collaborative Programmes’ at <http://www.ucd.ie/registry/adminservices/curriculum/curriculum_progs.html>. The University Management Team (UMT) may also consider the necessity of a *Partnership Case Clinic* to assist in the evaluation of a proposed collaboration. |  |

**Section C:**

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| **18.** | **Head of School**(Print Name & Signature) |  |
|  | **Comments**(to be completed by the Head of School) |  |
|  | **Signature and Date**(to be completed by the Head of School) |  |

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| **19.** | **College Finance Manager**(Print Name & Signature) |  |
|  | **Comments**(to be completed by the College Finance Manager) |  |
|  | **Signature and Date**(to be completed by the College Finance Manager) |  |

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| **20.** | **College Principal**(Print Name & Signature) |  |
|  | **Comments**(to be completed by the College Principal) |  |
|  | **Signature and Date**(to be completed by the College Principal) |  |