**Agreement Checklist**

To be submitted by Faculty Dean to the VP for Partnerships with draft Agreement

|  |  |
| --- | --- |
| Third Party Name: |  |
| Applicable Programme(s): |  |
| Proposed Commencement Date: |  |
| Duration of contract: |  |
| Value of Contract:\*\* |  |
| Annual Value of contract: |  |

\*\* In all cases, the value of the contract is taken as the total value over the life of the contract. For example, a three year contract with annual income or expenditure of €100,000 is valued at €300,000.

The approved supporting documentation has been provided in a Shared Drive to the Partnership Co-ordinator as follows

Approved Partnership Proposal Form: Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Programme Proposal Form: Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(including agreed costings signed by finance advisor)

Final Due Diligence Documentation (is applicable): Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Student Handbook and supporting documentation: Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Validation Report and Response: Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Draft Agreement: Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned, confirm that the relevant procedures as specified in TU Dublin Quality Framework have been complied with and are satisfied that subject to successful recruitment and signing of the agreement, the programme delivery should proceed. We confirm that the agreement follows the standard template (or that approval has been given for revisions by the Governance and Compliance Office – please attach details) and we now recommend the agreement for signature.

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**Head of School Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director & Dean Date**