

TECHNOLOGICAL UNIVERSITY DUBLIN

TEMPLATE FOR THE DUE DILIGENCE REPORT ON PROPOSED COLLABORATIVE PROVISION

This Template for Due Diligence Report is to record the Due Diligence undertaken by the University on proposed collaborative provision partners. Where reference is made to other documents, these should be filed with the Due Diligence Report. The form is drafted by School, and evidence required as indicated and submitted to Partnership Office who will issue the relevant sections to the relevant functions who will be expected to respond within 10 working days.

Signed: _____ Date: _____

Head of School/Unit

Signed: _____ Date: _____

Faculty Dean

Date Submitted to Strategic Partnership Unit : _____ (dd-mm-yyyy)

Date Transferred to Academic Affairs & COO's Office: _____ (dd-mm-yyyy)

Vice President for Partnerships to sign when Due Diligence Process is completed and it is recommended that consideration of the partnership can move to stage 3: programme validation:

Signed: _____ Date: _____

Vice President for Partnerships

Section A – General and Academic Information about the Proposed Partner (Review by Strategic Partnerships)

Name of partner			
Registered address of partner			
Type of Collaboration			
Partnership Proposal Tracking Code			
Brief history of relationship with Partner			
Criteria	Evidence required	Comments by Collaboration Proposer	Comments by Strategic Partnerships
The public and legal standing of the potential partner	-Details of ownership -Written statement covering legal status of institution		
Strategy and Mission of proposed partner - is it compatible with TU Dublin?	A copy of the partner's Strategic Plan and Mission Statement or website link		
Summary of the curriculum currently on offer including a listing of all higher education provision by award, award title and level (NFQ equivalent)	-Provide a list or weblink -Prospectus		
Summary of programmes offered in partnership with other higher education institutions-joint/dual awards, articulation programmes, etc.	List partner institutions and type of relationship (if the list is extensive, include just a few with similar standing to TU Dublin)		
Description of research activities (if applicable)			
Management structure of institution. Membership of Board/Governing Body (If applicable)			

Strategic Partnerships recommends that consideration of the partnership can move to stage 3: programme validation:

Signed: _____ Date: _____
Head of Strategic Partnerships

Section B – Financial Due Diligence (Review by Finance Office)		
Criteria	Evidence Considered	Comments by Finance Office
Financial status of the partner	-Three recent years’ audited accounts -Annual general reports - VAT number (if applicable)	
Corporate structure and shareholdings or funding arrangements including overall holding company name (if applicable)		
The proposed financial arrangements/costings of collaboration- does the plan cover a realistic timeframe, indicates breakeven point and exit strategy and costs?	Programme costing template to be attached. Finance Advisor to review proposed arrangements and costings and sign off the programme costing template	
Are there any specific requirements regarding corporate and individual tax affairs that TU Dublin and / or TU Dublin staff will need to adhere to, (if applicable)?		

The Finance Office recommends that consideration of the partnership can move to stage 3 programme validation:

Signed: _____ Date: _____
Head of Finance

Section C – Quality Assurance (Review by Academic Affairs)

Criteria	Evidence required	Comments by Academic Affairs
Quality assurance arrangements currently in place, to include procedures for the development, validation, management and monitoring of academic programmes, student feedback, management and administration of student assessment	Institutional Quality Assurance procedures or weblink	
Check whether the partner has been subject to a review by the Quality Assurance authorities? If so, what was the outcome of the review?	Copy of report from partner	
Are there any accreditation or recognition requirements required by the partner i.e. from a national higher education authority, or local professional bodies?	Details, if applicable	
Terms of reference of the main Quality Assurance Committees, relevant to the collaboration if applicable	Details, if applicable	

Section D – Learning and Teaching Environment (Review by Academic Affairs)

Criteria	Evidence Considered	Comments by Academic Affairs
What learning resources are there to deliver the proposed programme, including laboratory, teaching, IT, and library facilities.	A site visit report from the Collaboration Proposer and other individuals who have been to the partner institution.	
What systems are in place for student support and information provided to students?	-Student Charter -Student Handbook	
What is the availability and quality of student accommodation, if applicable?	A site visit report from the Collaboration Proposer and other individuals who have been to the partner institution.	
What is the availability and quality of staff accommodation, if applicable?	A site visit report from the Collaboration Proposer and other individuals who have been to the partner institution.	
Policy on staff recruitment, training and development applicable to the proposed collaborative provision. Details of staff numbers, and qualifications and experience of teaching staff relevant to the proposed provision.	Policy Documents	
Where applicable describe how the Higher Education approach to learning, teaching and assessment and organisation, differs from TU Dublin and		

how this may impact on programme delivery and collaboration		
---	--	--

Academic Affairs recommends that consideration of the partnership can move to stage 3: programme validation:

Signed: _____ Date: _____
Head of Academic Affairs

Section E – Legal Due Diligence (Review by Governance and Compliance)

Criteria	Evidence Considered	Comments by Legal Unit
Details of ability to comply with Irish Data Protection requirements, Freedom of Information Requirements and Equality Requirements and other relevant legislative requirements	<ul style="list-style-type: none"> -Data Privacy Policy -Information Security Policy -Institutional Regulations -Other relevant policy documents 	
Does the proposed partner have the legal capacity to enter into the agreement?		
Is the proposed partner legally entitled to confer an award jointly with another institution (where applicable)?		

The Legal Affairs Unit recommends that consideration of the partnership can move to stage 3: programme validation:

Signed: _____ Date: _____
Head of Governance and Compliance

Section F – Human Resources (Review by Human Resource)

Criteria	Evidence Considered	Comments by Human Resource
What is the operating model of the collaboration? Will TU Dublin staff be required to work overseas and on what basis?		
Individual employees working for the TU Dublin overseas must have the right to work in the host country. What documentation is required?		
Staff development policy and practice applicable to TU Dublin Staff working with the partner organisation	Policy documents	
Health and Safety arrangements in place including details of applicable Insurance	Policy documents	

Human Resources recommends that consideration of the partnership can move to stage 3: programme validation:

Signed: _____ Date: _____

Head of Human Resources

Section G - About the country – For International Collaboration Only: (Information to be provided by the International Office and Strategic Partnerships)

Criteria	Comments by International Office	Comments by Strategic Partnerships
Overview of Education Provision in proposed jurisdiction as relevant to the proposed collaboration.		
Overview of applicable legal requirements that TU Dublin will need to cognisant of for operating in that jurisdiction		
National arrangements for Protection of Enrolled Learners		
Are there any particular issues of concern which may be at odds to the University's EDI policies?		
Are there any travel issues noted on the government's foreign travel advice website?		
Check whether there are any other known political, business or ethical issues associated with the institution which should be considered by carrying out a web search on the organisation's name and by checking with Marketing and Communications.		

The International Office recommends that consideration of the partnership can move to stage 3: programme validation:

Signed: _____ Date: _____

Head of International Office