**Flowchart for the approval of all collaborative activity:**

The proposed collaboration should be discussed with School colleagues in the first instance. This should include your UG / PGT / T&L Director, School Lead for Internationalisation if appropriate and Head of School

Revised /9/22

Programme proposer should contact their School’s Faculty T&L Officer (EDPPP) who will set up an initial discussion to advise of the paperwork required, dependant on the nature of the collaboration so that support can be sought from the relevant colleagues.

Once agreement is received from Head of School to pursue the collaboration, proposers should complete the ‘Approval to Proceed to Next Steps’ form, outlining the proposed collaborative activity. All Approval to Proceed proposals must be accompanied by the appropriate costing template as determined by the Head of School Finance

**For collaborative activity involving an overseas partner, a business case should be taken to the Faculty Internationalisation Group for discussion to ensure any cross working activity and that the proposal fits with the Internationalisation Strategy**

Approval to Proceed form is submitted to Faculty QSDE for ‘Approval in Principle’. Documentation to be submitted with the AtP form is dependent on the nature of the collaboration and the Faculty TLO will advise as necessary but is expected to include the financial costing form as determined by the Head of School Finance

‘Approval to Proceed’ is given by the Vice-Dean for Teaching, Learning and Students/Associate Dean –Portfolio Development and subsequently the Dean once it has been considered by QSDE. For collaborations involving a joint award of the university, the Vice-President for Teaching Learning and Students should also sign the approval form

All other types of collaborative activity should adhere to the university approval process for collaborative arrangements, this includes all types of progression agreements and should go through the Faculty QSDE process

Collaborative activity involving the creation of a new programme should now adhere to the university approval process for new programmes