**MoU Proposal Form**

**This form should be used for all proposals for Memorandum of Understanding (MoU) with potential partner institutions.**

**Please complete Section A and submit to:** [**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**Section A: Preliminary MoU Evaluation Form** *(completed by Department/Institute and College)*

This section gives a brief overview of the proposal and high-level profile of the partnership

**Section B: MoU Evaluation Outcome** *(completed by Vice-Provost International and Academic Partnerships or delegate)* This section confirms the outcome of the evaluation. For proposals being taken forward, it will set out the stages and information required for developing the MoU.

**SECTION A:**

**Preliminary MoU Evaluation Form**

The information provided in this form is to enable the Vice Provost (International and Academic Partnerships) and Global Engagement Office, in consultation with the College Vice-Deans (International or Education), to understand and evaluate a proposal at the initial stage.

|  |  |  |
| --- | --- | --- |
| **Date of Submission** | | Click or tap to enter a date. |
| **College** | | Select College. |
| **College Vice-Dean International** | **Name** | Click or tap here to enter text. |
| **Brunel Academic Lead**  **Partnerships Manager** | **Name:**  **Title:**  **Email:** | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| **Select Department** | **Department** | Choose an item. |
| **Partner Name** |  | |
| **Country** |  | |
| **Partner Contact (Academic Lead) or Key Contact** | **Name:**  **Title:**  **Department**  **Email** | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| **Partner Information**  ***(name, type, size and location (specify*** |  | |
| **National league table position** (overall and, if available, subject-specific) | |  |
| **Previous connection with Brunel**  ***(e.g. alumni in senior positions; joint publications; research, etc)*** | |  |
| **Existing agreements with Brunel**  *(****any current or previous MoUs or Agreements with Brunel?)*** | |  |
| **Fit with strategic priorities** | |  |
| **Potential and Rationale for partnership development** | |  |
| **Key Benefits**  ***(student/staff mobility, student recruitment, research collaboration, profile, etc.)*** | |  |
| **Key Risks** | |  |
| **Additional Comments**  *(****including any opportunities for other Departments/Colleges at Brunel to engage with the partner)*** | |  |
| **Target Date for MoU to be Signed**  **(*indicate when MoU is required by)*** | |  |

**Now please submit form to:**

[**partnerships@brunel.ac.uk**](mailto:partnerships@brunel.ac.uk)

**SECTION B:**

**Outcome of MoU Evaluation Form**

This form gives the outcome of the preliminary evaluation and lists any information required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Preliminary Review** | | Click or tap to enter a date. | | | |
| **RECOMMENDATION** | | | | | |
| **Risk Level** | Choose an item. | | **Approved** | | Choose an item. |
| **Evaluation Comments** | |  | | | |
| **Approval by Pro Vice Chancellor International and Sustainability** | |  | | Click or tap to enter a date. | |
| **Evaluation Response**  ***VDI/College/Department comments on evaluation and/further information.*** | |  | | | |

**Return form to Global Engagement Office to liaise with proposal lead**