**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**

**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**

**SECTION B:**

**Outcome of MoU Evaluation Form**

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

|  |  |
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| **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**