**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)

***Stages***

**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. It is designed to gather sufficient information to allow an evaluation of the proposed partnership, including its alignment to the University’s strategy.

**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.

|  |  |
| --- | --- |
| **College & Department / Institute** |  |
| **Date** |  |
| **Brunel University London**  **Academic Lead / Partnership Manager**  *(name and contact details)* | Name:  Title:  Email: |
| **Partner Information**  *(name, type, size and location of the potential partner)*  *(specify College/School/Department if possible)* |  |
| **Partner Academic Lead** (and contact details) | Name:  Title:  Email: |
| **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?)*  *The Global Engagement Office will fill this in if unknown* |  |
| **Fit with the International Strategy 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** |  | | | |
| **RECOMMENDATIONS** | | | | |
| **Further Development Recommended** | **Yes** | | **No** | |
| **Reason for Rejection** |  | | | |
| **Requires Further Scrutiny** | **Yes** | | **No** | |
| **Risk Level** | **High •** | **Medium •** | | **Low •** |
| **Additional Information Required** | Rationale for the proposal  Potential for development  Risks | | | |
| **Additional Comments** |  | | | |
| **Approved by Vice Provost (International and Academic Partnerships)** | **Signature** | | | |
| **Date** | | | |

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