**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**

***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**

**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 developmentRisks |
| **Additional Comments** |  |
| **Approved by Vice Provost (International and Academic Partnerships)** | **Signature** |
| **Date** |

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