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**PARTNERSHIPS PROPOSAL FORM – MOU**

**IMPORTANT: Memorandums of Understanding (MOUs) are used to show an 'intent' of collaboration without committing to specific activities. They are not legally binding, but they do signal our intention of working towards more detailed academic partnerships in future.**

**The MOU will be drafted from the information provided in the below form. If at point of signing, the MOU contains content of material difference from that detailed in this form, it should be reviewed and re-approved.**

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| **To be completed by the Faculty** | | | | |
| 1. **University of Exeter Contact** | | | | |
|  | | Faculty/ Department proposing MOU | |  |
|  | | Proposer of MOU including job title and email | |  |
| 1. **Proposed Partner** | | | | |
|  | | Name, address and website of the proposed partner. Including abbreviations and official name in local language (if applicable). | |  |
|  | | Name and contact details of key person at the proposed partner organisation. | |  |
|  | | Is this a renewal of an existing MOU or a new MOU? | |  |
|  | | Information contained within this PPF will be used to draft a MOU. If the partner has expressed a preference to use their MOU template, please confirm and provide the template to the Legal Team. | |  |
|  | | Name and job title of authorised signatory on MOU at partner. | |  |
| 1. **Rationale for the Proposed Partnership & Activity** | | | | |
|  | | Describe the purpose and benefits of developing this relationship through an MOU and provide a full description of the proposed arrangement, including the proposed activities with the partner. | |  |
| 3.2 | | How does this MOU fit with the University of Exeter’s Global Strategy or Faculty Level Global Plan?  *Leave blank if UK partner* | |  |
| 3.3 | | If the MOU is with a UK based organisation, please explain the rationale for the MOU and how it fits with the University of Exeter’s strategic objectives.  *Leave blank if Global partner* | |  |
| 1. **Quality of Partner Institution** | | | | |
| 4.1 | What evidence can be provided to show the quality of the partner e.g. rankings; other partners they work with; award recognition etc. | |  | |
| 4.2 | What evidence can be provided to show that due diligence has been adequately undertaken on the partner institution and all proposed activity, including any consideration of export controls, sanctions and security | |  | |
| 4.3 | Any further information to be included in the MOU agreement e.g. common objectives; specific areas of collaboration to explore etc. | |  | |

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| **EDUCATION –BASED MoU**  **Approval Process Once Form is Complete…** | | | |
| **Stage 1 – Faculty** | **Stage 2 - Strategic** | **Stage 3 - Quality** | **Legal Agreement** |
| The Faculty submits the completed PPF to the relevant Faculty Approval Group for stage 1 approval  The Faculty should contact [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) (for UG/PGT partnerships) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) (for PGR) for any quality and standards related queries. | The Faculty submits the PPF to the relevant strategy group for Stage 2 approval   * International (UG/PGT/PGR): Global Engagement Committee * Domestic (UG & PGT): Education and Student Experience Executive Committee * Domestic (PGR): Research and Impact Executive Committee (RIEC)   The Faculty must email [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) a copy of the stage 1 and stage 2 approvals prior to stage 3 approval. | [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) review the PPF  [[partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk)](mailto:partnerships@exeter.ac.uk) OR [[PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk)](mailto:PGRqualityandstandards@exeter.ac.uk) to submit the PPF to the relevant group/person for stage 3 approval:   * Domestic: (UG &PGT) Associate Dean for Taught Students * International (UG & PGT): Director of Global Partnerships * Domestic (PGR): Dean of Graduate Research | [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) send the final fully approved PPF to the legal team who use the information contained within it to start drafting the legal agreement for signature by both institutions send the final fully approved PPF to the legal team who use the information contained within it to start drafting the legal agreement for signature by both institutions  A first draft will be sent to the Faculty for comment before it goes to the partner  Signatories:   * International (UG/PGT): Director of Global * Domestic (UG/PGT): Associate Dean for Taught Students * Domestic (PGR): Dean of Graduate Research |