Initial Proposal Form - part A

This form is suitable for new proposals for a non-binding Memorandum of Understanding or a Memorandum of Agreement for an educational collaboration with a new partner.

If your proposal relates to a research contract type please contact [RIS Legal Services](https://surreynet.surrey.ac.uk/legal-research-contract-services).

For student exchange agreements please contact the [International Mobility Manager](mailto:elizabeth.lynch@surrey.ac.uk).

**Instructions**

1. Outline your proposed partnership using the question prompts in section 1 of this form and submit to [intpartnerships@surrey.ac.uk](mailto:intpartnerships@surrey.ac.uk) (for international partners) or [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) (for UK partners).
2. A member of the International Partnerships team (IEO) (for international partners) or Academic Quality and Standards (AQS) (for UK partners) will review your proposal and will provide initial due diligence information in section 2. They will either provide a recommendation to proceed to faculty approval (sections 3 & 4) or invite further discussion / clarification.
3. If recommended to proceed, please discuss the proposal with key stakeholders and add their supporting comments to section 3.
4. Provide a copy of the completed form to your Associate Dean International (for international partners) or Associate Dean Education (for UK partners), who will arrange for Faculty review and approval (section 4).
5. Once Faculty committee approval has been provided the IEO or AQS will provide instructions on your next steps, which will vary depending on the agreement type proposed. For an MoU and progressions, the team will commence drafting. Other models will require the completion of the initial proposal form part B which will be managed by AQS/Doctoral College. You can find further information about the process within the [Code of practice for collaborative provision](https://www.surrey.ac.uk/quality-framework/codes-practice).

You are welcome to contact [intpartnerships@surrey.ac.uk](mailto:intpartnerships@surrey.ac.uk) (for international partners) or [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk) (for UK partners).

for further guidance on this process or for an informal discussion about your proposed partnership.

**SECTION 1: FOR COMPLETION BY THE PROPOSER**

1.1 CONTACT DETAILS AND TIME-SENSITIVE ISSUES

|  |  |
| --- | --- |
| Proposer name  Position  Faculty  Department/School/Centre |  |
| Partner name  Address  Coordinator name  Position  Email |  |
| Permission for IEO to communicate directly with the coordinator on your behalf | YES  NO |
| New or existing partner? |  |
| Date signed document needed by  Reason for deadline |  |

1.2 TYPE OF PROPOSAL

*Definitions for each term are available in the* [*Code of Practice for collaborative provision*](https://www.surrey.ac.uk/sites/default/files/2020-09/code-of-practice-for-collaborative-provision-2020-21.pdf) *(pp20-24), or contact* [*intpartnerships@surrey.ac.uk*](mailto:intpartnerships@surrey.ac.uk) *for advice.*

|  |  |
| --- | --- |
| Select the agreement type proposed:  *(hover over other to see the drop down list)* | Other  \**For Student exchange or study abroad agreements please contact the*  [*International Mobility Manager*](mailto:elizabeth.lynch@surrey.ac.uk)*.*  *For research contracts (confidentiality, MTAs etc.) please contact* [*RIS Legal Services*](https://surreynet.surrey.ac.uk/legal-research-contract-services)*.*  *For individual PhD arrangements, such as split or off-site provision, please contact the Head of research programmes or the Head of Quality Assurance.* |
| If you selected ‘other’, please provide more details here: |  |
| Please provide a brief description of the nature of the proposed collaboration, including the proposed split of time to be spent at Surrey/partner institution: |  |

1.3 RATIONALE

|  |  |
| --- | --- |
| Please provide a brief rationale for the collaboration. | *Please outline key facts about the partner, noting any existing links /activities, significant visits/meetings, complementarity with Surrey programmes or mutual research interests.* |
| Strategic fit: Please describe how the partnership supports the University’s strategic objectives. | *Please refer to the University’s* [*Strategies*](https://www.surrey.ac.uk/about/strategy) *to illustrate the collaboration’s alignment and benefits)* |
| Please comment on the proposed partners compliance with the [OfS B3 condition of ongoing registration](https://www.officeforstudents.org.uk/data-and-analysis/student-outcomes-data-dashboard/data-dashboard/). Are they below any of the thresholds?  *(Home institutions only)* |  |

1.4 INSTITUTIONAL BENEFITS AND RISKS

|  |  |
| --- | --- |
| Please complete a copy of the [Risk Assessment Form](https://surreynet.surrey.ac.uk/useful-resources)  Risk level identified: | Risk assessment form attached  *Please insert number X to X.* |
| What are the institutional benefits, including any funding packages that have been identified? |  |
| Have you identified any institutional risks? | YES  NO |
| If yes, please provide details. |  |

1.5 RESOURCES

|  |  |
| --- | --- |
| What resources would be required? Please provide a brief description. |  |

*Please submit this form to* [*Intpartnerships@surrey.ac.uk*](mailto:Intpartnerships@surrey.ac.uk)*. A member of the team will review the proposal and provide initial recommendations (section 2 below) within 10 working days.*

**SECTION 2 FOR COMPLETION BY THE INTERNATIONAL PARTNERSHIPS TEAM (international partners) / ACADEMIC QUALITY AND STANDARDS (UK partners)**

**2.1 INITIAL DUE DILIGENCE CHECK**

|  |  |
| --- | --- |
| Please complete the due diligence checklist  Completed by  Date |  |
| Summary of findings | *Please include relevant institutional rankings, comments on reputation, existing research collaboration and current Surrey agreements.* |

2.2 PROFESSIONAL SERVICES TEAM RECOMMENDATIONS

|  |  |
| --- | --- |
| Recommendation | Further information required  Recommended to proceed to faculty approval  Referred to another team |
| Please provide a brief summary of next steps for the proposer | *Please provide brief summary of next steps for the proposer and note any outstanding forms/templates required to supplement the proposal, such as Fee Reduction Form/ Curriculum Mapping/ site visit .* |

**SECTION 3: FOR COMPLETION BY PROPOSER (WITH INPUT FROM STAKEHOLDERS)**

3.1 FACULTY KEY STAKEHOLDER SUPPORTING STATEMENTS

|  |  |
| --- | --- |
| Please confirm that this proposal has been discussed with: | Head of Department / Executive Dean\*  Name  Supporting comments  Date  \*If proposer is a Head of Dept or Associate Dean (intl) |
| Associate Dean International (International only)  Associate Dean Education (taught programmes only)  Associate Dean Doctoral College (PGR only)  Name  Supporting comments  Date |
| Name  Supporting comments  Date |
| Associate Dean International (international partners only)  Name  Supporting comments  Date |

**SECTION 4: FOR COMPLETION BY ADI / FIEC ADMINISTRATOR**

**[INTERNATIONAL PROPOSALS ONLY]**

4. FACULTY INTERNATIONAL ENGAGEMENT COMMITTEE APPROVAL

|  |  |
| --- | --- |
| Please confirm FIEC approval ‘route’ | This proposal was considered by the FIEC and approved at the meeting dated:  Attached copy of relevant FIEC minutes |
| OR  This proposal was approved under Chair’s action on behalf of the FIEC.  Insert e-signature:  Date:  It will be reported to the FIEC meeting scheduled for [insert date]. |

4.2 FURTHER FACULTY APPROVALS [as advised by AQS/Doctoral College]

|  |  |
| --- | --- |
| Title | Faculty Education Committee  OR  Faculty Research Degrees Committee |
| Type of approval | Chair’s Action  Approved at a meeting |
| Name |  |
| E-signature |  |
| Date |  |
| Supporting Comments |  |