

**Proposal for Memorandum of Understanding or Memoranda of Collaboration**

This form is to be used to accompany a draft Memorandum of Understanding (MoU) or Memoranda of Collaboration (MoC) for signature by the Vice Chancellor or Deputy Vice Chancellor or Pro-Vice Chancellor. The process for approval is set out in the

[Policy and Procedures for Approval of Memoranda of Understanding and Memoranda of Collaboration](https://www.worc.ac.uk/aqu/documents/Memorandum_of_Understanding_and_Memorandum_of_Collaboration_Policy.pdf).

**Contacts**

|  |  |
| --- | --- |
| Proposing School/ Department |  |
| Contact  (name and email) |  |
| Name and role of  UW staff member responsible for overseeing the MoU/MoC and its activities |  |
| Name of proposed partner for MoU/MoC |  |
| Contact  (name and email) |  |

**Purpose of MoU/MoC**

|  |  |
| --- | --- |
| Nature of proposed MoU/MoC (purpose and activities it will cover and intended benefits) |  |
| Details of proposed partner for MoU/MoC (corporate status, academic standing/ reputation, other UK partnerships, financial position etc. as considered relevant) |  |
| Intended start date and duration for the MoU/MoC |  |

**Risks and Resources**

|  |  |
| --- | --- |
| Any potential risks associated with the proposal |  |
| Any resource implications associated with the proposal |  |

|  |
| --- |
| **Head of School/Department or nominee**  Name:  Signature:  Date: |

**Head of Academic Quality or nominee**

Name:

Signature:

Date:

Comments:

**Head of Worcester International or nominee**

Name:

Signature:

Date:

Comments:

**Deputy Pro Vice Chancellor Educational Partnerships or nominee**

Name:

Signature:

Date:

Comments:

Attachment: Draft MoU/MOC

The completed form and draft MoU/MoC must be copied to the Head of Academic Quality when it is submitted to the Vice Chancellor’s Office.