**Global Partnerships Proposal Form**

The Global Partnerships Proposal Form is jointly completed by the Proposer (section 1) and the Global Relations & Partnerships Team (section 2). Upon completion of Section 1, the proposer should email a *Word version* to [global.partnerships@ucd.ie](mailto:global.partnerships@ucd.ie) for input and completion. Only when both parties have completed their sections and agreed on the content, may Section 3: Signatures be completed.

The Global Partnerships Proposal Form outlines the strategic case for a partnership with another institution and allows for the due diligence to be captured. It should be completed whenever:

* A partnership is formed with an institution that UCD does not currently have a partnership with; or

A new partnership is proposed with an existing partner where the new partnership is deemed to be of higher risk than other existing partnerships.

For guidance on completing the Global Partnership Proposal Form, please contact [global.partnerships@ucd.ie](mailto:global.partnerships@ucd.ie).

The Global Partnerships team will submit the completed form to [UMT GEG (Global Engagement Group)](https://www.ucd.ie/governance/universitymanagementteam/umtglobalengagementgroup/) for endorsement or approval, and [UMT (University Management Team)](https://www.ucd.ie/governance/universitymanagementteam/) for approval (as appropriate).

The form **does not consider the academic case** and **a separate approval process** may be required in parallel to the strategic review in order to assess academic quality.

* For information regarding the approval process relating to academic matters, please contact [curriculum@ucd.ie](mailto:curriculum@ucd.ie)
* All governance queries should be directed to University Secretariat via [programmes@ucd.ie](mailto:programmes@ucd.ie)

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| **Section 1: Proposer to Complete** | |
| **Name and role of the proposer:** |  |
| **UCD College/Unit:** |  |
| **Email address & contact number:** |  |
| **Name of UCD staff member who will manage the partnership once approved:** | **Academic lead:**  Name:  Position:  Email:  **School, College or Unit Administrative lead (if known):**  Name:  Position:  Email: |
| **Name of the proposed partner institution:** |  |
| **Address of the partner institution:** |  |
| **Name and contact details of the lead contact(s) at the partner institution:** | **Partner lead:**  Name:  Position:  Email:  Website: |
| **Contact details for the International Office at partner institution** | Name:  Position:  Email:  Website: |
| **Please outline what success would look like for this partnership.**  **Briefly** summarise the proposed collaboration, including the nature of the academic programme and the projected number of students (if applicable). If sending UCD students to a partner institution, please confirm whether the medium of instruction and assessment will be in English. If the collaboration does not lend itself to numeric indicators of success, include other qualitative, verifiable metrics for success.  *Note: If the proposed partnership requires academic approval, the nature of the academic programme will be outlined in separate documentation.* |  |
| **Strategic case:**  Outline the strategic case for the partnership, and how it aligns with the UCD School, College and/or University plan. This includes priorities articulated in the relevant Global Engagement Strategy or Plan.  Please note that this does not cover academic approval. This focuses on identifying whether this partnership is the right fit for the School, College or University. |  |
| **Risk assessment**  Please provide information on the risk assessment for the city & country where the partner institution is located. Please consider the security status, geographical and political safety, and reputational elements.  Include the likelihood of a risk (low, medium or high) and the potential impacts (low, medium or high). Where risks have a medium or above likelihood or impact, it is important that mitigation strategies are demonstrated.  You can refer to the [DFA Travel Advice](https://www.ireland.ie/en/dfa/overseas-travel/advice/) for more information. |  |
| **Finances**  Detail the resources required to sustain this partnership.  Please outline if there will be any financial transactions between UCD and the partner institution.  If yes, please demonstrate the financial viability and sustainability defined in an appropriate action plan. |  |
| **Export Controls**  Proposers are asked to confirm that they have familiarised themselves with export controls before submitting this form. Please review UCD’s [Export Control website](https://www.ucd.ie/exportcontrols/), and the [Export Controls Intranet](https://intranet.ucd.ie/exportcontrols/) for UCD employees for further information.  Should the nature of the partner and/or location and/or collaboration type raise potential queries about Export Control, please detail the steps taken to ensure that this partnership does not violate Export Controls.  For assistance identifying the appropriate steps, please contact the Research Policy Officer at [exportcontrol@ucd.ie](mailto:exportcontrol@ucd.ie). |  |
| **Any additional information (optional)** Please provide any relevant information that you have about the proposed collaboration that has not been covered elsewhere in this form. |  |

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| **Section 2: Global Partnerships Officer to Complete** | |
| **Title of the Proposal:** | **e.g. Memorandum of Understanding/Agreement for [INSERT PARTNERSHIP TYPE]** |
| **Proposed Level of Partnership:** | School: ☐  College: ☐  University-wide: ☐  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Current ranking (if appropriate):** | National Rank (#)  Global Rank (#)  (Please indicate the source of the ranking, e.g. QS or Times Higher Education rankings. If the ranking is not particularly strong, please provide contextual information that will help UMT GEG consider the merits of this partnership. Consider including subject ranking as relevant to the partnership) |
| **Description of the partner institution:**  Please provide a comprehensive and objective description and review of the institution, distinct from the information available on the institution's website. |  |
| **Type of proposed collaboration:** | Institutional cooperation (non-legally binding MoU): ☐  Access/Feeder Programmes: ☐  Accreditation: ☐  Articulation: ☐  Co-Tutelle/ Inter-Institutional Co-Supervisory Arrangement: ☐  Double Degree Awards (multiple, dual or double): ☐  Joint Degree Awards: ☐  Learning Abroad (Exchange, Erasmus or Study Abroad): ☐  Off-Campus Delivery: ☐  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Past relationship with UCD**  Please outline if the partner has an existing or past relationship with UCD and the nature of this relationship. |  |
| **Legal status**  What is the legal status of the proposed partner institution (e.g. private vs. public university, non-profit vs. for-profit, etc.)? |  |
| **Quality Assurance**  Please provide evidence of the partner’s quality assurance and quality enhancement policies, procedures and practices. |  |
| **Student support services**  Please provide information or links to the partner institution’s student support services.  Please outline how the partner institution delivers a high-standard of student experience and student support, comparable to UCD’s**.** |  |
| **Academic Freedom**  Please provide information on the partner institution’s commitment to academic freedom.  For UCD’s Statement on Academic Freedom, please see this [Governance Document](https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=189). |  |
| **Shared Values**  Please outline how the partner university’s values, vision and mission align with the UCD values, vision and mission. Please also indicate how the partner promotes and advocates for human rights. |  |

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| **Section 3: Signatures - Only sign when sections 1 and 2 are complete** | |
| Head of School | Name:    Signature  Date: |
| Vice Principal for Internationalisation | Name:  Signature  Date: |
| College Finance Manager | Name:  Signature  Date: |
| College Principal | Name:  Signature  Date: |