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 programme approval routes and forms, 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 of 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:  In all cases, at least one of the above must be supplied. If only one is supplied, an explanatory sentence must be included. |
| **Name of the proposed partner institution:** | If there is a [Rowan entry for this institution](https://hub.ucd.ie/usis/W_HU_REPORTING.P_DISPLAY_QUERY?p_query=RM405-1B&p_parameters=2009E6F1471E24A8A945E9E3200A45D32B0A54364C9863A92476FA8D8FC544FFA94FB6A8EDD93EB0487F4F9082B78A2F), please use the name listed on Rowan and a link to the partner profile. If the proposed partner is not on Rowan, please contact global.partnerships@ucd.ie. |
| **Address of the partner institution:** | Use the main campus address, unless the partnership is primarily with another campus. |
| **Name and contact details of the lead contact(s) at the partner institution:** | **Partner lead:**  Name:  Position:  Email:  Website:  Note: The lead contact should be the primary point of contact |
| **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 through 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.* | Which of the below partnership types does your proposal fit into?   1. MOU - general, non-legally binding agreement that outlines how the institutions intend to work together for the duration of the agreement. This can form the basis for future, more detailed agreements. 2. Collaborative Programmes - agreements that lead to a UCD award via:  * Pathways to existing UCD programmes (Access/Feeder or Articulation programmes) * New Programmes created with a partner institution (new double or joint degree programme)  1. Mobility - student and/or staff exchange (including Erasmus+) between the institutions. 2. Study Abroad - fee paying, incoming-only students from the partner. 3. Other: Please state   [Link to partnership types](https://www.ucd.ie/registry/staff/registryservices/curriculum/programmeapprovalpdarf/#h716542)  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 through English. This is not applicable where language education is the basis for the agreement.  If the collaboration does not lend itself to numeric indicators of success, include other qualitative, verifiable metrics for success. |
| **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. | **Please make reference to the University Strategy and your College’s College Engagement Plan. The CEP can be obtained from the Vice-Principal International for your College.**  How does this proposal align with the UCD School, College and/or University plan? Please link this to the School or College five-year plan (if and as relevant)  How does the proposed partnership align with the academic strengths and priorities of either UCD or both institutions as relevant to the partnership?What are the benefits particular to this particular partner?  If this partnership includes the recruitment of students, please include reference to the relevant Regional Plan(s) or priorities. Please consult with the Regional Lead or Global Centre for additional 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. | What is the expected duration of this partnership, and how will it be sustained financially over time?  If applicable, include details about:   * number of expected students and their fee income * scholarship details or discounts on fees based on the number of applicants being offered? * human resource requirements: will there be a need to hire new academic and/or administrative staff to manage the operational and teaching aspects of the programme? * funding associated with this partnership. * Additional facility requirements such as use of labs etc. * Any travel requirements to maintain the partnership   How will this collaboration be promoted to students or faculty, as relevant? What costs will be involved with this?  What will the partner do to promote the programme / partnership?  Where uncertain please contact your College Finance Manager. |
| **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). | Have you contacted the Export Control Office for assistance in understanding export control requirements?  Will there be any activity within the partnership where intellectual property and sensitive information is shared with the partner?  Will any research or activities within the partnership involve joint-use technologies or knowledge that could have military applications?  Have you assessed whether any materials, technology, or knowledge transfer would be restricted by export control regulations from either country?  What protocols, procedures, and safeguards will be implemented to ensure compliance with export controls related to dual-use research and to prevent unauthorised access to sensitive information?  Some examples of activities that require the completion of this section are:   * Traveling for a conference/presentation on dual-use research * Collaborating or consulting with a partner(s) outside of the EU where the research is considered dual-use * Working on a draft of a publication (pre-academic journal submission) on dual-use research where you or your partner(s) will be outside of the EU and have access to the draft. |
| **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. | Introduce the partner  Give a general overview of the partner, including the disciplines/faculties at the partner institution - highlighting specific strengths that are related to the partnership.  Detail the partner’s international standing and strategy, including their international outlook, overview of their international partnerships, etc.  Include details on the partner’s research focus, highlighting strengths that are related to this partnership.  Consortium or group links or networks and alliances membership  Work with regional leads |
| **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. | Rowan info  Detail any previous engagement with the partner either in person or via email.  Outline if there have been any previous agreements in place and why they have been discontinued (if applicable).  Consult with Regional Leads |
| **Legal status**  What is the legal status of the proposed partner institution (e.g. private vs. public university, non-profit vs. for-profit, etc.)? | National/Regional regulator  Can the partner award degrees? What is the process for establishing a new degree? (for Joint and Double degrees)  Legal capacity to enter into the agreement? |
| **Quality Assurance**  Please provide evidence of the partner’s quality assurance and quality enhancement policies, procedures and practices. | Proportionate to the degree of involvement with the partner  Links to quality assurance on partner website  List the partner’s accreditations and accrediting bodies.  Do they have a Quality Office?  Links to National quality assessment?  Quality of their teaching and learning - how often is it assessed and what are the mechanics and processes for the review.  Demonstrate that they meet the national legislative requirements for quality. What are the internal QA processes that support this? How is quality coordinated in the institution?  Liaise with UCD Quality Office. |
| **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**.** | Are the student support services relevant to the proposal?  How will the partnership impact the student experience, especially in terms of cultural adaptation, support, and access to resources?  Disability services and accessibility:  Library and learning resources:  Health and well-being services:  IT Services:  International office:  Equality, Diversity and Inclusion: |
| **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). | Does the institution have a stance on academic freedom?  Are there any news links about academic freedom and this institution?  Does the country the institution is in have a divergence from UCD’s statement on academic freedom?  Resource: [Scholars at Risk](https://www.scholarsatrisk.org/academic-freedom-monitoring-project-index/) (For background information on academic freedom, per country.) |
| **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. | UCD Values:  Collegiality: To work collaboratively and supportively with others demonstrating a commitment to teamwork and relationship building, where every contribution is valued.  Creativity: To develop and turn new and imaginative ideas into reality and to look for opportunities to go beyond traditional ways of doing things and break new ground.  Diversity: To show respect for and be inclusive of diverse backgrounds, experiences and perspectives.  Engagement: To participate proactively with people, activities, projects and initiatives which enhance the work of the University.  Excellence: To confidently pursue the highest standard in what I am doing and continuously commit to look for better ways to deliver the work of the University.  Integrity: To act in a way which is ethical, professional and is consistent with what I say and the values and expectations of the University.  Does the institution have information that shows their values align with UCD’s?  Does the country the institution is in have values that contradict UCD’s values?  Human rights assessment guiding questions:   * Has the partner been involved in human rights violations in the recent past? * Has the partner been accused of human rights violations in the recent past? * Is the partner active in a sector linked to human rights violations? * Does the partner come from a region known for its human rights violations, or is the partner situated in such a region? * Resources to use:   + [Human Rights Watch](https://www.hrw.org/) - For background information on countries, but also on companies and sectors that violate human rights.   + [Freedom House](https://freedomhouse.org/countries/freedom-world/scores) - For background information on the status of human rights abuses, per country. Please note that if a country is associated with serious human rights violations, this does not imply that the partner is also associated with those violations.   + [Business & Human Rights](https://www.business-humanrights.org/en/) - To find out whether a company is linked to potential human rights violations. |
| **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. | DFA information for the country and region in the country, if applicable.  Please outline the potential risks to UCD and UCD’s reputation.   * Will there be any reputational damage if UCD were to enter into a partnership with said partner institution? (e.g. violation of human rights, no evidence of academic freedom, etc.) * Are there any past controversies or issues associated with the partner institution that could impact UCD’s reputation? * Is the partner listed on any of the defence trackers or sanction lists by other countries? Such as [this one](https://unitracker.aspi.org.au/). * Have any news or articles in the recent past indicated potential risk with the partner? * Are there other Irish or UK institutions that partner with the university?   Please outline the potential risks to UCD students.   * Are there any identified risks related to student safety, well-being, or equity? * Is the partner situated in a geographically and geopolitically safe country/region? * Has there been any political unrest in the region in the recent past, or is there a likelihood for future unrest? * Does the partner institution have a safe campus for students, including safe and accessible accommodation, security, emergency services, etc. * What challenges could students and staff face in terms of visas, permissions, or immigration status related to this partnership? * How would issues like travel restrictions or political instability affect the continuity of the partnership? * How will students' and staff’s personal data be handled, and what measures are in place to ensure compliance with data protection laws, like GDPR? * Review <https://unitracker.aspi.org.au/>   Resources:   * [University World News](https://www.universityworldnews.com/page.php?page=UW_Main) * Google News |

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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: |