|  |  |  |
| --- | --- | --- |
| https://www.aber.ac.uk/en/media/departmental/marketingandstudentrecruitment/logos/web/Aber-Uni-logo---WEB.jpg | **ACADEMIC PARTNERSHIP APPLICATION FORM [APf\_1]**DEVELOPMENT OF AN ACADEMIC PARTNERSHIP | **APPLICATION FORM:****MEMORANDUM OF UNDERSTANDING(MOU)** |
| **Departments seeking approval for a new, or renewal of an existing, Memorandum of Understanding (MOU) must complete this form.** | **Memorandum of Understanding (MOU)** |  |

**A Memorandum of Understanding (MOU) is essentially a non-binding declaration between the University and the prospective partner stating an intention to collaborate in the future.**

The MOU may include a commitment to explore the potential to develop a type of partnership including:

Low risk partnership activities such as

o Summer Schools

o Progression (e.g. from Foundation)

o International English Centre courses

Medium/ High risk partnership activities such as

o Articulation (e.g. 2+2)

o Validation

o Dual Degree

o Franchise

Contact:

The University will normally only consider entering into select types of new partnerships, listed above.

For Exchange partnerships, please contact the Global Opportunities Office: global@aber.ac.uk

For Research partnerships, please contact Research Business and Innovation Office: drbi@aber.ac.uk

For Postgraduate PhD Partnerships, please contact the Graduate School: graduate.school@aber.ac.uk

MOU’s are typically valid for 3 years.

## Section A

## AU Proposer Information:

|  |  |  |
| --- | --- | --- |
|  | **Aberystwyth University Proposer:** | Name:  |
|  | Title: |
|  | Department(s):  |
|  | Email: |
|  | **Departments involved:**[Please list specific department(s) or state ‘University-wide’ where appropriate] |  |
|  | **Date proposal initiated:** |  |
| Section BPotential Partner Institution Information: |  |
|  | **Proposer:** | Name: |
|  | Title: |
|  | Department: |
|  | Email: |
|  | ***Where the proposer is external to the potential partner institution, please state relationship to AU and or potential Partner Institution / Agency:*** | *Relationship/Agency:* |
|  |  |  |
|  | **Name of Institution/body:****Address of Institution:** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **Institution Website url:** |  |
|  | **Institution contact person:** | Name: |
|  | Title: |
|  | Email: |
|  | Telephone number: |
|  | **Head of Institution:** | Name: |
|  | Title: |
|  |  |
|  | **Type of Institution:** | University | [ ]  | FE College | [ ]  |
|  | Other: | [ ]  | Detail(s): |
|  | **Legal Status:** | Publicly Funded | [ ]  | Private | [ ]  |
|  | Charitable | [ ]  | Other | [ ]  |
|  |  |
|  | **Range of Awards offered:** | Diploma | [ ]  | Honours Degree | [ ]  |
|  | Masters Degree | [ ]  | Research Degree | [ ]  |
|  | **Institution recognized by?** | NARIC | [ ]  | British Council | [ ]  |
|  | State Recognition | [ ]  | Detail(s): |
|  | Professional bodies | [ ]  | Detail(s): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Student Numbers:***(If applicable)* | Undergraduate |  | Postgraduate (taught) |  |
|  | Diploma |  | Postgraduate (research) |  |
|  | **Staff Numbers:***(If applicable)* | Academic |  | Support |  |
|  | **Details of national and international reputation of the institution [ranking(s), award(s) etc.]:** |  |
|  |  |
|  |  |
|  | **Existing links and nature of the links with other UK HEI’s (if any):** |  |
|  |  |
|  |  |

## Section C

## MOU Proposal

Please outline (all) type(s) of agreement/collaboration to be developed under the MOU and a brief timeline for the proposal

|  |  |  |  |
| --- | --- | --- | --- |
|  | **New Agreement:** | NEW | [ ]  |
|  | **Existing Agreement RENEWAL:** | Extension to timeframe only (no changes to content) | [ ]  |
|  | BOTH extension to timeframe plus changes to content | [ ]  |

|  |  |
| --- | --- |
|  | **Type of collaboration/partnership development to be covered in MOU:** |
|  | **Low Risk collaborative projects:** |
|  | 1. Summer Schools
 | [ ]  |
|  | 1. Progression (e.g. from Foundation)
 | [ ]  |
|  | 1. International English Centre Courses
 | [ ]  |

Low risk collaborative projects to be approved by [International Recruitment and Development](#SigIRD) and/or [International English Centre](#SigIEC) as appropriate (See Section E for Approval)

|  |  |
| --- | --- |
|  | **Medium / High Risk collaborative projects:** |
|  | 1. Articulation (e.g. 2+2)
 | [ ]  |
|  | 1. Validation
 | [ ]  |
|  | 1. Dual/Joint Degree
 | [ ]  |
|  | 1. Franchise
 | [ ]  |

Medium-High risk collaborative projects to be approved by [Academic Partnerships](#SigAPO) (See Section E for Approval)

|  |  |  |
| --- | --- | --- |
|  6.  | **Tier 4 / UKVI** Is there any involvement of Tier 4 students, either with immediate effect or at any time during the duration of the proposed agreement?**NB** If yes, please contact the Compliance Office for further guidance (compliance@aber.ac.uk)  | No [ ] *(Please continue to approval section below)*Yes [ ] *(Please contact the Compliance Office)* |
|  7. | **Proposed first intake of students:** | September 20\_\_\_\_\_\_\_ |

**Section D**

## MOU Template Wording – AU Approved wording: [ ]

*Amend the following as required and submit to the Academic Partnerships Office for approval before signature.*

**MEMORANDUM OF UNDERSTANDING**

**between**

**Aberystwyth University**

**(United Kingdom)**

**and**

**UNIVERSITY/COLLEGE NAME**

**Country**

***NB*** *Amend the potential partner name etc.*

Aberystwyth University and University/College Name, wishing to promote co-operation between the two institutions in education and in academic research, agree to explore:

***NB*** *Amend the potential areas of so-operation / project development as necessary:*

1. co-operation on academic programmes;
2. the development of joint research activities;
3. doctoral student training and development;
4. student exchange and/or visiting programmes;
5. the exchange of information, including the results of teaching and research collaboration;
6. any other activities viewed to be mutually beneficial.

The terms of co-operation for each specific activity implemented under this Memorandum of Understanding (MoU) shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity and will be the subject of separate agreements.

This MoU becomes effective from the day the representatives of both institutions affix their signatures below, and will continue for an initial period of three years, whereupon it shall be reviewed and may be extended by the mutual written agreement of both institutions. This MoU may be revised through the mutual agreement of both institutions and may be terminated by either party upon giving six months’ written notice signed by the presiding officer of the notifying party.

Any use of the names ‘Aberystwyth University’ or ‘University/College Name’, including any of its constituent schools, departments, programmes or logos, relating in any way to the activities described in this MoU, shall be subject to prior written approval.

In witness to this agreement, the following individuals append their signatures:

***NB*** *Amend to reflect relevant the AU PVC signatory - Faculty PVC (if Faculty specific) or PVC for Learning, Teaching and Student Experience (if University wide) or Vice-Chancellor AND amend for relevant potential partner legal signatory:*

**For Aberystwyth University For University/College Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prof Tim Woods (NAME)

Pro Vice-Chancellor (POST)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## MOU Template Wording – application by Partner Institution proposed wording: [ ]

*Insert proposed MOU wording for approval submit to the Academic Partnerships Office for approval before signature.*

**Section E**

## MOU Proposal REVIEW by Department/Faculty for ALL applications

[Faculty reviewed](#Faculty) [ ]

|  |  |
| --- | --- |
| **Dept. / Faculty reviewer:** | To be named |
| **Conditions of approval:***(if any)* |  |
|  |
|  |
|  |

## MOU Proposal APPROVAL for ALL applications

**FOR LOW RISK [If low risk project(s) ‘checked’ in section 2:2]:**

|  |
| --- |
| Approved by International Recruitment and DevelopmentPlease state conditions of approval if any:*
*
 |
| Signature:Harriet Howse [hah46] Head of International Recruitment and Development | Date:*Click or tap to enter a date.* |

|  |
| --- |
| Approved by International English CentrePlease state conditions of approval if any:*
*
 |
| Signature:Rachael Davey [rad27]Head of International English Centre | Date:*Click or tap to enter a date.* |

**FOR MEDIUM-HIGH RISK [If medium-high risk project(s) ‘checked’ in section 2:2]:**

**Reviewed by** Academic Registry, Academic Partnerships

|  |  |
| --- | --- |
| **Registry Reviewer:** | Academic Partnerships |
| **Conditions of approval:***(if any)* |  |
|  |
|  |
|  |
| **Approved by** Academic Registry, Academic Partnerships |

|  |  |
| --- | --- |
| Signature:Judith ShepherdDeputy-Registrar [Academic Partnerships] | Date:*Click or tap to enter a date.* |

|  |
| --- |
| **PVC for signature of MOU:** to be sent to **Professor Tim Woods,** ­­­­­­­­­­­­­­­­­­­­­­­­ Pro Vice-Chancellor (Learning, Teaching and Student Experience)**Date to be sent to PVC for signature:** *Click or tap to enter a date.* |

|  |
| --- |
| **Date of presentation at Faculty Academic Affairs Committee:** *Click or tap to enter a date.* |

|  |
| --- |
| **Date to be reported to Collaborative Provision Committee:** *Click or tap to enter a date.* |

## Section F

## INFORMATION

**Faculty Review:**

|  |  |
| --- | --- |
| **ARTS AND SOCIAL SCIENCES** |  |
| Sarah Whitehead, Faculty Registrar FASS - ssh@aber.ac.uk  | Malte Urban, Associate Dean FASS – mau5@aber.ac.uk |
| **BUSINESS AND PHYSICAL SCIENCES** |  |
| Alan Macmillan, Faculty Registrar FBPS - anm@aber.ac.uk  | Fred Long, Associate Dean FBAPS - fwl@aber.ac.uk  |
| **EARTH AND LIFE SCIENCES** |  |
| Rebecca Edwards, Faculty Registrar FELS - rje@aber.ac.uk | Jo Hamilton, Associate Dean FELS - jvh@aber.ac.uk |

**Governance:**

For details of Governance (including details of Senate Sub-Committees and University Calendar)

See website: <https://www.aber.ac.uk/en/corporate-information/governance/>

**Partnership Review and Approval:**

* **Academic Partnerships** **Office (APO)** within the Academic Registry collaboration@aber.ac.uk

for higher risk, interdepartmental, multi-agency projects such as Franchise, Validation and Dual/Joint degree agreements AND medium risk Student Mobility Partnerships such as Articulation arrangements;

For details of Academic Partnerships Office and related information:

See website: [Academic Partnerships - Aberystwyth University](https://www.aber.ac.uk/en/academic-partnerships/)

Email: aqsstaff@aber.ac.uk for further information or to book a consultation.

* **Global Opportunities (GO)** global@aber.ac.uka division within the Marketing and Student Recruitment department for lower risk Recruitment Student Mobility Partnerships (such as Exchange, Study Abroad and Erasmus programmes).
* **International Recruitment & Development (IRD)** international@aber.ac.uk a division within the Marketing and Student Recruitment department for lower risk Recruitment Partnerships (through both standard and advanced entry, such as progression agreements).
* **International English Centre (IEC)** tesol@aber.ac.uk

for lower risk Summer School or English Language Training

* **Research partnerships**, please contact Research Business and Innovation Office: drbi@aber.ac.uk
* **Postgraduate PhD Partnerships,** please contact the Graduate School: graduate.school@aber.ac.uk