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**Collaborative Activity Low Risk Proposal Form**

This form is used to seek approval to enter into a new collaborative relationship with a new or existing partner.

Please complete all the relevant sections in full - supplementary information can be attached if needed.

If you need assistance when completing the form, please feel free to contact the following teams for advice:

|  |  |  |
| --- | --- | --- |
| Student and staff exchanges and Study Abroad | Global Opportunities Team | [goabroad@qmul.ac.uk](mailto:goabroad@qmul.ac.uk?subject=Query%20from%20collaborative%20activity%20low%20risk%20proposal%20form) |
| International student recruitment | International Partnerships Team | [International-partnerships@qmul.ac.uk](mailto:international-partnerships@qmul.ac.uk?subject=Query%20from%20collaborative%20activity%20low%20risk%20proposal%20form) |
| Admissions entry requirements | Admissions Office | UG: [Michelle Butcher](mailto:m.butcher@qmul.ac.uk)  PGT: [Lalani](mailto:h.barrett@qmul.ac.uk) Young |
| Memorandums of Understanding | ARCS | [Collaborative-provision@qmul.ac.uk](mailto:Collaborative-provision@qmul.ac.uk) |

Proposals will be considered by the relevant Faculty Executive, together with a copy of the draft memorandum of understanding, agreement or contract. Where the prospective partner has requested to use their own template for the agreement document, the proposer *must* consult with ARCS to ensure that it meets Queen Mary requirements, *before* seeking Faculty approval. Once approved, *all* memoranda, agreements or contracts should be reviewed by ARCS *before* they are signed. All documents should be signed in accordance with the [signatory policy](https://arcs.qmul.ac.uk/quality-assurance/collaborative-provision/memoranda-and-agreements/).

If necessary, proposals which are assessed as higher risk may be referred to Partnerships Board. Please see the risk frameworks for further information about how risk is assessed.

**Section 1**

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| **Proposer information** | |
| Proposer name: |  |
| Responsible school / institute / directorate: |  |

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| **Partner information** | |
| Full name of proposed partner: |  |
| Main purpose of business: |  |
| Location of partner: (City and Country): |  |
| Main source(s) of income: |  |
| Have you worked with this partner before? | Yes  No |
| If yes please provide details of collaborative work undertaken: |  |
| Key Contact at Partner (person responsible for management of partnership): |  |

**Section 2.Type of proposed collaboration**

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| **Please tick activity type:** | **Sections to complete** |
| Memorandum of Understanding (faculty to faculty or university wide) | Complete Sections 2a, 3 |
| Student Exchange Agreement | Complete Sections 2b, 3 |
| Student recruitment (Study Abroad, articulation / progression agreements, summer schools, medical electives) | Complete Sections 2c, 3 |
| Staff Exchange Agreement | Complete Sections 2d, 3 |

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| **2a. Memorandum of Understanding (MoU)** | | |
| What is the rationale for the proposal?  (250 word maximum) | *(what are the benefits to the school and/or faculty and/or Queen Mary)*  *(for HE partners it may be helpful to comment on rankings, national position or specific disciplinary expertise)* | |
| What are the potential risks? | *(consider risk framework)* | |
| Has the partner agreed to use the standard Queen Mary MoU template? | Yes  No | If no, please attach proposed MoU document from partner |

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| **2b. Student Exchange Agreement** | | |
| What is the rationale for the proposed activity / partner?  (250 word maximum) | *(what are the benefits to the school and/or faculty and/or Queen Mary)*  *(for HE partners comment on rankings, national position or specific disciplinary expertise)* | |
| What are the potential risks? | *(consider risk framework)* | |
| What are the anticipated exchange numbers for the activity? |  | |
| Proposed start date for activity | September 2020  September 2021  September 2022 | |
| Has the partner’s curriculum been mapped to Queen Mary’s? |  | |
| What is the main language of instruction? If this is not English, please confirm if enough modules are available for students to take the correct full time credit load for the semester or year. | *(provide link to module directory if available)* | |
| Grading scale (including pass/fail mark) | *(this must be confirmed before mobility takes place- please provide link to the grading system of the university)* | |
| Please provide a link to the academic calendar (Are students able to attend for the autumn only or is there a clash with Queen Mary’s calendar?) |  | |
| All exchanges must be reciprocal; do you anticipate interest from your students to study with this proposed partner? |  | |
| How will the organisation provide pastoral and academic support to students? |  | |
| How will the organisation provide support required for students with disabilities? |  | |
| If required, is accommodation available? If not, what help is given to students seeking  accommodation? |  | |
| What is the Foreign and Commonwealth Advice on travel to the country? |  | |
| Are there significant cultural / political differences to the UK (including human rights and equality)? |  | |
| Please confirm whether you have sought advice from Global Opportunities on this partner/country? | Yes  No | |
| Has the partner agreed to use the relevant Queen Mary template? | Yes  No | If no, please attach proposed document from partner |

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| **2c. Student recruitment (Study Abroad, articulation / progression agreements, summer schools, medical electives)** | | |
| What is the rationale for the proposed collaboration/ partner?  (250 word maximum) | *(what are the benefits to the school and/or faculty and/or Queen Mary)*  *(for HE partners comment on rankings, national position or specific disciplinary expertise)* | |
| What are the potential risks? | *(consider risk framework)* | |
| Proposed start date of activity (and end date if known) |  | |
| What are the anticipated numbers for the activity? | Year 1:  Year 2:  Year 3: | |
| Financial arrangements (fees, discounts) |  | |
| Entry requirements (published entry requirements including English language requirements for international students) | *(check either the* [*PGT course finder*](https://search.qmul.ac.uk/s/search.html?collection=queenmary-coursefinder-pg&query=&sort=title) *or* [*International Student*](https://www.qmul.ac.uk/international-students/countries/) *webpages for current equivalencies. Contact Admissions to discuss non-standard qualifications or where subject mapping is required)* | |
| Has the university’s curriculum been mapped to Queen Mary’s? Does it meet Queen Mary academic requirements? |  | |
| What is the language of instruction? |  | |
| Does the partner issue its own degrees? If not, who is the degree-awarding body? |  | |
| Is the university an approved institution on Naric? | *(contact International Partnerships Team to check this)* | |
| Does the country have a quality assurance agency or system? |  | |
| Please confirm whether you have sought advice from the International Partnerships team on this partner/country? | Yes  No | |
| Has the partner agreed to use the relevant Queen Mary template? | Yes  No | If no, please attach proposed document from partner |

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| **2d. Staff Exchange Agreement** | | |
| What is the rationale for the proposed collaboration/ partner?  (250 word maximum) | *(what are the benefits to the school and/or faculty and/or Queen Mary)*  *(for HE partners comment on rankings, national position or specific disciplinary expertise)* | |
| What are the potential risks? | *(consider risk framework)* | |
| Name(s) of staff members (if not the proposer) |  | |
| Start / end dates of activity (if known) |  | |
| Financial arrangements | *(how will costs related to the mobility e.g. travel and accommodation be covered?)* | |
| If overseas, are there any concerns from the Foreign and Commonwealth Advice about travel to the region / country? |  | |
| Is the activity covered by Queen Mary insurance policies? | *(if there are FCO concerns, contact the Insurance Manager in Finance to check coverage)* | |
| Will the proposed activities either  use existing Queen Mary intellectual property (IP), such as teaching materials, or generate IP with the partner? (provide details in box if necessary) | Yes (use of existing IP)  Yes (generate new IP with partner)  No | |
| Has the partner agreed to use the relevant Queen Mary template? | Yes  No | If no, please attach proposed document from partner |

**Section 3- Declaration of interest and approval**

By signing this form, the proposer, school/institute signatory and faculty approver all confirm that there is no conflict of interest for this proposal.[[1]](#footnote-1)

The guidelines on Standards of Business Conduct set out general principles to take into account and should be reviewed before signing as appropriate:

[Standards-of-Business-Conduct.pdf](http://www.arcs.qmul.ac.uk/media/arcs/policyzone/ARC2017-34ii-Standards-of-Business-Conduct-updated-22.2.18-v1.pdf)

**Signatures**

|  |  |
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| I declare that the details provided on this form are correct to the best of my knowledge and belief. | |
| Proposer electronic signature: |  |
| Date: |  |

**Confirmation of approval**

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| Faculty approver | Head of School / Institute / Directorate approver |
| Name | Name |
| Role | Role |
| Electronic signature | Electronic signature |
| Date | Date |

1. Queen Mary defines this as “a conflict between the private interests and the official responsibilities of a person in a position of trust”. If there is a possible conflict of interest this should be declared in the signature section and this will be reviewed as part of the consideration of the proposal. [↑](#footnote-ref-1)