Cooperation memorandum template

Request for an international cooperation contract

**First: Introduction**

The purpose of this form is to request approval for an international cooperation contract with one of the most advanced universities in accordance with the international classification system or international bodies in the field of academic, research, development, training, and cultural activities with the project leader and the work team at Al-Baha University. The university places a high priority on international cooperation and an openness to global experiences in order to achieve its mission.

The detailed service contract will be concluded once this request in its final form has been approved.

**Second: overview bout the project**

**Project Name:**

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University name /international entity: .............................................................................................

Country: ..............................................................................................................................................

Project objectives:

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Project Scope:

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Brief about the project:

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Review of previous studies:

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Benefits of the project for Al-Baha University and the community

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Project outputs and their benefits to the University:

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Third: Team data

Al-Baha University Project Manager:

|  |  |  |  |
| --- | --- | --- | --- |
| College |  | Department |  |
| Full name |  | Degree |  |
| Name: | Office Tel. |  |
| Email |  | Mobile |  |
| Website | www. |

The participating team from Al-Baha University:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Participant name | Title | Dept. | Mobile | Email |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

The International University project Manager:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| University |  | College |  | Department |  |
| Full name |  | Degree |  |
|  | City |  |
| Email |  | Country |  |
| Website | www. | Mobile |  |

\* Attach a briefed CV – “short form”

**Points of distinction for the international party:**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |

**Fourth: The timeline for implementing the project plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **University Member** | **International****University member** | **Project Term in months** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **Total Project Term in months** |  | **Project expected kick-off date** | **Hijri** |
| **Gorgonian** |

**Fifth: The proposed budget for the project**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Item** | **SAR** | **Remarks** |
| **1** | **Project team rewards from Al Baha University** |  |  |
| **2** | **Project team rewards from the international university** |  |  |
| **3** | **Project assistants cost** |  |  |
| **4** | **Experiments costs at the international university** |  |  |
| **5** | **Travel tickets for the international university (if any)** |  |  |
| **6** | **Accommodation for the international university (if any)** |  |  |
| **7** | **Scientific equipment and software** |  | **owned by Al-Baha University** |
| **8** | **Other costs (to be specified)** |  |  |
| **9** | **Miscellaneous services (to be specified and within 3%)** |  |  |
| **International participation costs** |  |  |
| **University participation costs** |  |  |
| **Project Total Cost** |  | **…………………………… SAR** |

**Project Manager Entity Official**

Name: ………………………….. Name: …………………………..

Signature: ……………………… Signature: ………………………

Date: …………………………….. Date: ……………………………..

**Sixth: Project Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Criteria** | **Evaluation Factors** | **Max.** | **Mark** |
| **1** | **Team integration** | **Does the team support each other or are they equivalent?** | **5** |  |
| **2** | **International****Side** | **The international classification of majors at the university is globally recognized** | **5** |  |
| **The international team leader globally recognized** | **5** |  |
| **3** | **Project Value** | **The project is one of the university's priorities for development** | **10** |  |
| **4** | **Expected outputs** | **Developing and applying scientific concepts to community service** | **10** |  |
| **The university's investment returns** | **10** |  |
| **Contributions of the project on a scientific, practical, and administrative level** | **10** |  |
| **Developing the investment side of the project and its benefits for the university** | **10** |  |
| **The project is expected to benefit or involve university employees** | **5** |  |
| **5** | **Budget** | **Is the budget well planned and adequate?** | **5** |  |
| **Does the international party estimate its budget in a moderate manner?** | **5** |  |
| **External or local support for the project** | **10** |  |
| **The participation of the international organization in the sharing of financial support and the benefiting from the outputs** | **10** |  |
| **Evaluation Total Mark** | **100** |  |

Name: …………………………………. Signature: …………………………………………. Date: ………………..

**Seventh: The statement of the supervisor of the International Cooperation and Knowledge Exchange Department.**

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Name: …………………………………. Signature: …………………………………………. Date: ………………..

**Eighth: The statement of the competent vice-rector**

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Name: …………………………………. Signature: …………………………………………. Date: ………………..

**Ninth: The statement of the University President**

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**University president approval**