

MoU Approval process

MoU request (Form C) to be completed by project lead

The forms are reviewed annually and can be found at <https://www.liverpool.ac.uk/aqsd/collaborative-provision/policies-and-procedures/>
Projects which may come under Export Control legislation should be referred to the Export Control Officer exportcontrol@liverpool.ac.uk. The advice provided should be included in the submission to DDP. Information relating to Export Control legislation can be found at <https://www.liverpool.ac.uk/legal/exportcontrols/>



Project lead requests approval from the Faculty EPVC or designate and Dean of School / Institute following the process in place within the Faculty.



Form C submitted to the Secretary to the Due Diligence Panel (DDP) Gill Murphy, gmurphy@liverpool.ac.uk

If the arrangement will not use the standard MoU template, the project lead can include the MoU with Form C for further advice from the representative from Legal and Governance during the meeting. Alternatively, non standard MoUs should be reviewed by the Legal Team outside of the meeting before signing.



For partnerships in China, the name of the proposed partner is notified to XJTLU by AQSD



DDP will review the information provided in Form C, and approve the request for an MoU, request further information or reject



Once DDP has approved the request, and the Legal Team have reviewed the MoU (non-standard MoUs) the MoU may be signed by the Faculty EPVC (or designate) or VC as appropriate.

The process of signing the MoU is usually managed by the project lead.
If the MoU is to be signed with a translation, the accuracy must be verified prior to signature.
A copy of the fully signed MoU to be shared with the Secretary to DDP, Gill Murphy