



جامعة الأمير مقرن بن عبد العزيز
University of Prince Mugrin

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| Policy Title: | Policy for the Establishment and Evaluation of Partnerships | | | | |
| Policy Number: | UPM.VRBD. PP.01 | Version | 01 | Effective Date | Fall 2023 |

Abbreviations

| Acronym | Definition |
|---------|--|
| UPM | University of Prince Mugrin |
| VRFBDD | Vice-Rectorate for Business Development |
| VRBD | Vice-Rector for Business Development |
| SPD | Strategic Partnership Department (Works under the direction of VRBD) |
| NCAAA | National Center for Academic Accreditation and Evaluation |
| MOE | Ministry of Education |

Policy Statement:

The University of Prince Mugrin (UPM) is committed to following local regulations and international standards when establishing and evaluating partnerships. UPM recognizes the value of partnerships with partner organizations in order to achieve its mission and strategic priorities. In negotiating and setting up partnerships, UPM adopts the following key principles:

1. Compliance of the proposed outcomes of the partnership with the strategic directions of UPM.
2. Alignment of academic partnerships with relevant Saudi legislative and institutional regulatory requirements including NCAAA standards and criteria.
3. Overall enhancement of the University's domestic and international reputation and brand.
4. Protecting the quality standard of UPM and its standings. This also incorporates the academic standards of programs designed/delivered through a partnership.
5. Maintaining the partnership by avoiding any potential risks.

Purpose:

The purpose of this policy is to provide the guiding principles, which illustrate the key features of the UPM partnership process. As part of its strategic priorities, the university collaborates with a wide range of organizations locally and outside KSA in accomplishing its mission. This policy:

1. Establishes the framework for the creation, approval, operation, and evaluation of various types of partnerships in which UPM is involved.
2. Intends to support the alignment of partnership opportunities with the university strategy and priorities.
3. Clarifies the roles and responsibilities within the University in relation to partnerships and a consistent framework for partnership formation and implementation.
4. Recognizes principles, which will help in the assessment and approval of proposals to establish partnerships within UPM.

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Scope:

Following are the major departments/offices involved in the partnership policy execution:

1. Board of Trustees
2. University Council
3. President's Office
4. Vice-Rector for Academic Affairs, Colleges
5. Vice-Rector for Executive Affairs
6. Vice-Rector for Business Development
7. All local, regional, and international organizations or partners.

This policy is not applicable to the following types of agreements:

1. Agreements relating to service arrangements, which include UPM contracts established with a third party to provide products or services. For instance, student recruitment agents, and campus services such as maintenance, security, cleaning, IT infrastructure etc.)
2. Agreements related to commercial licensing or commercial activities such as banks/financial services, package offers on items/services, etc. that do not include academic or research activities.
3. Agreements relating to research funding grants received by UPM faculty members as incentives for their research activities.
4. Agreements relating to consortiums, which are contracts that enable UPM and multiple sponsors to participate together in providing research grants and equally sharing the outcomes of the research.

Policy Provisions:

This section describes the provisions of UPM's partnership policy.

Partnership Initiation and Assessment

1. The partnership initiator/s defines the initial scope and desired contributing areas by finding thematic, geographic, and strategic priorities based on the nature of the partnership and its scope.
2. In identifying potential partners, the partnership initiator/s should consider the following factors:
 - a. The most significant and relevant parameters for selecting partners with respect to the specific initiative/ activity/ program/ project.
 - b. Any specific conditions provided by the funding source/ donor such as sponsorship requirements, which may impact the selection of partners.
 - c. Technical skills, if any which the partner must possess to fulfill its responsibilities.
 - d. Realistic achievement of mutual goals.
 - e. Possibility of getting more future opportunities
 - f. Additional value to UPM's goals
3. The scope of the partnership should define the main objectives, roles, and responsibilities of each partner, vital phases if any, deliverables, and expected results of the partnership.
4. Risk assessment must be conducted for all partnerships before establishing and during renewal of an agreement.

Governance and Administration

5. Academic and research partnerships should be conducted with reputable institutions.
6. Each partnership should have a Partnership Sponsor appointed by the University President.
7. Each partnership should have a Partnership Administrator, who serves as a single point of contact with the relevant partner during the execution of the partnership agreement. The Partnership Administrator is appointed by the Partnership Sponsor.

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8. The Partnership Administrator manages the partnership on a day-to-day basis, including consultation with relevant UPM departments and with the partner organization.
9. The Partnership Sponsor may serve as the Partnership Administrator.
10. A Partnership Working Committee may be established by the Partnership Sponsor if needed. The Partnership Administrator proposes the composition of the committee to the Partnership Sponsor.
11. The working committee works under the direction of the Partnership Sponsor and helps in managing the Administrator's tasks and provides any needed recommendations.

Monitoring and Evaluation

12. The Partnership Administrator should periodically and annually monitor and evaluate the implementation of the partnership agreement by considering the following aspects:
 - a. Objective, technical, and financial aspects.
 - b. Quality of execution of the partnership and indicating if any modifications are required to make the partnership stronger and more effective.
 - c. Fulfillment of the desired objectives of the partnership agreement, achievement of added value, challenges raised and learning outcomes.
13. Each partnership must have a final evaluation at the end of the agreement.

Decision-Making and Compliance

14. The final assessment must be conducted before any decision for renewal or termination is made.
15. In deciding whether to terminate a partnership agreement, the partnership sponsor should consider the protection of UPM's interests, and any implications upon the legal, financial, and reputational status of the University.

Procedure(s) that apply:

“Procedure for the establishment and evaluation of partnerships”.

Applicable Form(s):

| Form Title | Comments |
|----------------|--|
| Pre-Agreement | The form is available on the following website: https://apex.upm.edu.sa/ords/f?p=105 For username and password, please contact VRFBD. |
| Post-Agreement | The form is available on the following website: https://apex.upm.edu.sa/ords/f?p=105 For username and password, please contact VRFBD. |

Definition(s):

| Term | Definition |
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| Partnership | Refers to any formal cooperative engagement through which UPM and a partner organization achieve a common objective or set of objectives. This often involves a commitment of resources by both partners. |
| Local | Relates to the Kingdom of Saudi Arabia. |

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Department: _____

Deanship: _____

College / Program _____

University Vice Rectorate: Business Development



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| Regional | Relates to the Middle East/North Africa (MENA) Region. |
| Partnership initiator/s | The UPM staff or faculty member/s that initiates and coordinates the establishment of a partnership agreement with the partner organization. |
| Partnership sponsor | The UPM staff or faculty member who sponsors the partnership agreement. He/She may also be the person who signs the Partnership Agreement. |
| Partnership Administrator | The UPM staff or faculty member, who manages the day-to-day tasks during the execution of the partnership agreement and is considered to be the single point of contact with the other partner organization. |
| Partnership Working Committee | A committee composed of UPM staff and faculty working under the direction of the Partnership Administrator, and helps in managing his/her tasks and provides required recommendations. |

Related Policy(ies):

1. Intellectual Property (IP) Policy
2. Commercialization policy
3. External Research Grants Policy
4. Conflict of Interest Policy

Reference(s):

NA

Policy History:

NA

Contact(s):

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Approvals:

| | | | |
|---------------------------------|---|---------------------------------|--------------------------------|
| Reviewed By: (signed) | <hr/> Prof. Abdul Kareem | Approved By: (signed) | <hr/> Dr. Bander Hajjar |
| Position: | Vice Rector Business Development | Position: | University President |
| Date: | / /2023 | Date: | / /2023 |



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