



# MAASAI MARA UNIVERSITY



## QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008

### COLLABORATION AND LINKAGES PROCEDURE

MMU/C&LP/C&L/2013

VERSION: A

REVISION: 0

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**PROCEDURE ON COLLABORATIONS AND LINKAGES****1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, transparency, timeliness and consistency in Collaborations and Linkages.

**1.2 SCOPE**

This procedure applies to the establishment of collaborations and linkages between the University and other Institutions/ organizations.

**1.3 REFERENCES**

- a) Quality Manual – MMU/QM/MR/2013.
- b) Current University Strategic Plan
- c) Existing MOUs
- d) Applicable Legal Requirements
- e) Linkages and Collaborations policy

**1.4 TERMS AND DEFINITIONS**

- a) MoU – Memorandum of Understanding.
- b) L&C – Linkages and Collaborations.
- c) LCC – Linkages and Collaborations Committee.

**1.5 PRINCIPAL RESPONSIBILITY**

The Senior Assistant Registrar (L&C) shall ensure adherence to this procedure.

**2.0 METHOD****2.1 Collaboration initiated by the University**

- 2.1.1 This shall start with the Senior Assistant Registrar (L&C) in liaison with the DVC (AA) and relevant schools/departments/units/ individuals identifying potential collaborators or an area that requires partnership.
- 2.1.2 The Senior Assistant Registrar (L&C) shall in liaison with the relevant school/department/initiator develop a draft concept of the proposed collaboration.
- 2.1.3 Upon identification, the Senior Assistant Registrar (L&C) shall in liaison with DVC (AA) convene Linkages & Collaborations Committee meeting to deliberate on the viability of the proposed partnership based on the following:–
  - a) Viability of the partnership, and
  - b) Mandate and objectives of the potential partner.

- 2.1.4 In the event the potential partnership is not viable, the Committee shall make recommendations to the initiator.
- 2.1.5 Upon determination of the viability of the potential partnership, the committee shall constitute a team which shall further develop the draft concept paper on the potential partnership and a negotiation program and forward the same to the DVC (AA) for recommendation.
- 2.1.6 In recommending, the DVC (AA) shall consider:–
- a) Feasibility of the collaboration, and
  - b) Mandate of the potential partner.
- 2.1.7 In the event that the partnership is not recommended for approval, the DVC (AA) shall advise the Committee accordingly.
- 2.1.8 Upon recommendation, the Senior Assistant Registrar in liaison with the Legal Officer shall develop a draft MoU.
- 2.1.9 The Senior Assistant Registrar (L&C) shall forward the Draft MoU to the respective partner for inputs.
- 2.1.10 Upon receipt of the draft MoU from the potential partner/ collaborator the Senior Assistant Registrar (L&C) shall in liaison with DVC (AA) forward the draft MoU and concept paper to Senate for consideration.
- 2.1.11 In the event senate does not recommend, the Senior Assistant Registrar shall communicate to the potential partner.
- 2.1.12 Upon recommendation by Senate the concept paper together with the draft MoU shall be forwarded to the University Council for approval.
- 2.1.13 In approving the documents, the University Council shall consider the criteria in 2.1.6.
- 2.1.14 In the event of disapproval, the University Council shall make recommendations and return the documents to the Assistant Registrar (L&C) for amendment and resubmission.
- 2.1.15 Upon approval the Senior Assistant Registrar (L&C) in liaison with the DVC (AA) shall convene a meeting with the VC and the Collaborators for signing the MoU.
- 2.1.16 Upon signing of the MoU the Senior Assistant Registrar (L&C) shall communicate to the relevant parties/ departments for implementation.

**2.2 Collaborations initiated by external parties**

- 2.2.1 This shall start with the VC receiving a proposal for partnership from a potential partner/collaborator and marking it to the DVC (AA) for further action.
- 2.2.2 Upon receipt, the DVC (AA) shall forward the proposal to the Senior Assistant Registrar (L&C) for submission to the Linkages and Collaborations Committee for consideration.
- 2.2.3 In considering the proposal for collaboration the LCC shall consider the following;
- a) Viability of the partnership, and
  - b) Mandate and objectives of the potential partner.
- 2.2.4 In the event that the LCC does not recommend, the Senior Assistant Registrar (L&C) shall advise the potential collaborator accordingly.
- 2.2.5 In the case of request for collaboration by tertiary institutions/Colleges with the University the DVC (AA) shall constitute a team to visit and inspect the College facilities.
- 2.2.6 Upon completion of the report the Senior Assistant Registrar (L&C) shall table the report in the Linkages and Collaborations Committee for consideration.
- 2.2.7 If recommended by the Linkages and Collaborations committee the Senior Assistant Registrar (L&C) in liaison with DVC (AA) shall table it in a Senate meeting for approval.
- 2.2.8 In approving the collaboration, the Senate shall consider recommendations from the committee.
- 2.2.9 In the event that Senate does not approve the proposed collaboration the Senior Assistant Registrar (L&C) shall advise the Institution seeking collaboration accordingly.
- 2.2.10 Upon approval by Senate the Senior Assistant Registrar (L&C) shall in liaison with the Legal Officer draft a MoU and forward the same to the potential partner for input.
- 2.2.11 Upon inclusion of the potential partner's input, Senior Assistant Registrar (L&C) shall be forward the same to senate for consideration.
- 2.2.12 Upon recommendation by Senate the Senior Assistant Registrar (L&C) in liaison with DVC (AA) shall forward the MoU and proposal to the VC to be tabled in the University Council for approval.

2.2.13 In approving the MoU, the University Council shall consider the recommendations from Senate.

2.2.14 The Senior Assistant Registrar (L&C) shall act on any recommendations of the University Council.

2.2.15 Upon approval by the University Council, the Senior Assistant Registrar (L&C) shall in liaison with the DVC (AA) convene a meeting with the VC and potential partners for signing.

2.2.16 Upon signing of the MoU the Senior Assistant Registrar (L&C) shall communicate to the relevant parties/ departments for implementation.

### **2.3 Monitoring and Evaluation of Links and Collaborations**

2.3.1 The Senior Assistant Registrar shall in liaison with relevant departments on a quarterly basis review the status of the implementation of the MoUs with the respective partners/ collaborators and prepare a status report.

2.3.2 In the case of collaboration with tertiary Institutions/Colleges the DVC (AA) shall constitute a team to check the implementation of the MoU by:

- a) Visits, and
- b) Receiving regular reports.

2.3.3 Upon the visit a report is prepared and forwarded to linkages and collaborations committee for consideration.

2.3.4 Upon consideration of the report by the LCC the Senior Assistant Registrar (L&C) shall forward the same to Senate for noting.

2.3.5 In case there are issues amounting to breach of MoU, Senate shall advise appropriately with the guidance of the Legal Officer.

2.3.6 If there is need to terminate the MoU the VC shall in liaison with the Legal Officer write to the collaborator as per agreement clauses on termination as contained in the MoU.

### **3.0 LIST OF APPLICABLE RECORDS**

- 3.1 Copies of Concept paper/ proposal.
- 3.2 Evidence of communication.
- 3.3 Evidence of meetings.
- 3.4 MoU template.
- 3.5 Monitoring and Evaluation reports.