

## DAU 3-17 Partnership Policy

Policy Code	Policy Name		
DAU 3-17	Partnership Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> <li>- University Council</li> <li>- General Directorate of Planning, Development &amp; Quality Assurance</li> <li>- Center of Entrepreneurship, innovation, and knowledge transfer</li> <li>- Legal Affairs Department</li> <li>- Internal Audit Department</li> <li>- Colleges and academic departments</li> <li>- Community Engagement and Industry Linkage Committees at the college and department levels</li> </ul>	10/2023	10/2027	

### 1. Policy Purpose

This Policy provides a comprehensive and structured framework for establishing and managing partnerships between DAU and other entities. Also, it ensures that partnership frameworks are aligned with DAU's Mission, Core Values, and Strategic Goals, taking into consideration promoting collaboration between DAU and other entities in an innovative environment which will in turn raise the mutual benefit between DAU and its partners. In addition, it sets broad principles for the establishment, management, and governance of partnerships between the DAU and other academic external parties.

### 2. Policy Scope

This policy is applied to academic partnerships within DAU.

### 3. Policy Statement

DAU recognizes the significance of establishing partnership with diverse organizations on two levels, both locally inside Saudi Arabia and internationally. These partnerships aim to enhance the quality of the University's educational services, research endeavors, and community engagement initiatives. By collaborating with external organizations, DAU can benefit from additional expertise, resources, and new perspectives to strengthen its performance.

### 4. Policy Procedure

#### Identification of Partnership Opportunities

It is imperative for all DAU entities, especially CEI&KT, to actively seek out partnership opportunities aligned with its strategic goals and objectives. This may involve conducting research, attending conferences, networking with potential partners, and engaging with industry, government, or nonprofit organizations.

#### Proposal Development

Once a potential partnership opportunity is identified, DAU's CEI&KT develop a formal proposal outlining the objectives, scope, activities, expected outcomes, resource requirements, and potential benefits of the partnership. The proposal may also address financial arrangements, intellectual property considerations, and legal and ethical considerations.

### Internal Review and Approval

The proposal of partnership will be subjected to internal review process within DAU. This may involve review by various stakeholders, such as the general directorate of scientific research and innovation, the general directorate of planning, development & quality assurance, the community engagement unit, the colleges, the academic departments, the internal audit department, legal affairs department, etc. The review aims to assess the alignment of the proposed partnership with the university's mission, strategic goals, its feasibility, and potential benefits. The approval process may vary depending on the university's organizational structure and governance procedures.

### Negotiation and Agreement

After receiving internal approval, the General Directorate of Planning, Development & Quality Assurance, and the external partner(s) enter a negotiation phase to finalize the terms of the partnership. This includes discussing and agreeing upon key aspects such as objectives, responsibilities, financial arrangements, intellectual property rights, confidentiality, data sharing, and any other relevant terms and conditions. The negotiations may involve legal and administrative personnel from both the university and the partner organization.

### Documentation and Contracting

Once the terms of the partnership are agreed upon, the university council and legal affairs department and the partner organization document the agreement in a formal contract or memorandum of understanding (MOU). This legal document outlines the rights, obligations, and responsibilities of each party and serves as a reference point throughout the partnership.

### Implementation and Management

After the partnership agreement is in place, both DAU and the partner organization work together to implement and manage the partnership activities. This may involve establishing governance structures, assigning project leaders and teams, setting up communication channels, securing resources, and coordinating activities to achieve the agreed-upon objectives.

### Monitoring and Evaluation

DAU's CEI&KT needs to have mechanisms in place to monitor and evaluate the progress and impact of partnerships. This would involve regular reporting, performance metrics, site visits, surveys, and other evaluation methods to assess the effectiveness and outcomes of the partnership. The [Academic Partnership Evaluation Form.docx](#) used to evaluate the partnership.

### Renewal or Termination

Partnerships may have a defined duration or be open-ended. At the end of the agreed-upon period, or as circumstances change, the partnership may be subject to renewal or termination. The university and the partner organization may engage in a review process to determine whether to continue, modify, or conclude the partnership based on its performance and alignment with the changing needs and priorities of both parties.

### 5.Related Policies/ Documents/ Forms

[Academic Partnership Evaluation Form.docx](#)

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy