



Collaboration activity record template

BLANK WORKING FORM

Blank working template. Name the actual partner and refer to a verified executed agreement or permission where applicable. An unsigned MOU draft does not prove an active collaboration. Keep original agreements and contact details in the restricted archive.

Partner institution / college coordinator / academic year

Agreement or permission reference / execution date / validity

Joint activity title / actual date / place

Purpose / roles of each partner

Participants and outputs (private attendance reference)

Outcome and evidence of contribution from each partner

Pending commitments / next action / owner / due date

Prepared by / verified by / date