



# Legal Affairs

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Contract Review Policy

MBZUAI-LGL-CRP- POL-V1.0

Effective Date 19/07/23

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## 1. Document Control Information

<b>Document Name</b>	Contract Review Policy
<b>Reference Number</b>	MBZUAI-LGL-CRP- POL-V1.0
<b>Department Name</b>	Legal Affairs
<b>Owner/ Updated – Developed by</b>	General Counsel
<b>Version Number</b>	01
<b>Approval Date</b>	19 Jul 2023
<b>Approved By</b>	President
<b>Date of Last Review</b>	
<b>Date for Next Review</b>	19 Jul 2025
<i>For Office Use – Keywords for search function</i>	

### Policy Review

<b>Person responsible</b>	<b>Workflow</b>	<b>Date</b>
General Counsel/Legal	Initiate	15 Jun 2023
Head of IEQA	Review	15 Jun 2023
President	Endorse	19 Jul 2023

## 2. Glossary of Terms

<b>Term</b>	<b>Definition</b>
<b>Authorized Signatory(ies)</b>	The individuals authorized by MBZUAI to sign Contracts on its behalf in accordance with the Delegation of Authority document.
<b>Contract(s)</b>	Any legally binding agreement entered by MBZUAI with the third party
<b>Contract Owner</b>	The individual responsible for initiating and managing the contract on behalf of MBZUAI, and may refer to “End-user or Procurement officer or Requester”
<b>Contract Template(s)</b>	All contract templates developed and approved by the Legal Affairs Department
<b>Contract Lifecycle</b>	the process under which a contract is initiated, reviewed, sent for signature, executed, and potentially renewed.

<b>Department</b>	Legal Affairs	<b>Approval Date</b>	19 Jul 2023
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<b>Policy</b>	Contract Review Policy	<b>Policy Owner</b>	Legal Affairs

### 3. Introduction

The Contract Review Policy ("**Policy**") establishes a guideline for the review and approval of Contracts within the University. It establishes a standardized process for the signature and approval of Contracts at MBZUAI to ensure that Contracts entered into by the University are aligned with policies and adhere to applicable laws and regulations.

All departments, and individuals involved in contract management are expected to familiarize themselves with this Policy and comply with its provisions.

By adhering to this Policy, we contribute to the effective and responsible management of Contracts at MBZUAI

### 4. Objective

The objective of having this Policy is to ensure that contracts entered by MBZUAI undergo a comprehensive and standardized review process.

The policy aims to promote consistency, accuracy, and compliance with legal and regulatory requirements in Contract management.

### 5. Scope

This Policy applies to all departments and individuals involved in the review, negotiation, and approval of Contracts on behalf of the University. It includes all types of contracts, including but not limited to agreements with suppliers, service providers, individual, consultants, companies, universities, government entities, and all other third parties.

## 6. Contract Review Policy

### 6.1. Legal Review Process

#### 6.1.1. Legal Affairs Responsibility

6.1.1.1. The Legal Affairs Department is responsible for overseeing and conducting Contract reviews.

6.1.1.2. The Legal Affairs Department will provide guidance and advice on legal matters, ensure compliance with applicable laws and regulations, internal policies, and procedures, and protect the University's rights.

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**6.1.2. Contract Owner Responsibility**

6.1.2.1. The Contract Owner is responsible for overseeing the entire Contract Lifecycle, ensuring that all contractual obligations are met, and the interests of all parties involved are protected.

6.1.2.2. The Contract Owner will provide guidance to the Legal Affairs Department, in defining the scope, objectives, specifications, deliverables, timelines, pricing, and any other requirements of the Contract and will work closely with the Legal Affairs Department to ensure the contract aligns with the organizational policies and objectives.

**6.1.3. Contract Submission Process**

6.1.3.1. All Contracts, and Contract Templates whether newly proposed or existing, must be submitted to legal using the approved contract review process or platform established by the University. The submission should include the following information:

- a. Purpose and nature of the contract
- b. Parties involved and their roles and responsibilities.
- d. financial considerations and payment terms

**6.1.4. Contract Review Process**

6.1.4.1. The Legal Affairs Department will review the submitted contracts to ensure compliance with applicable laws, regulations, and internal policies. The review may include, but is not limited to, the following:

- a. Identification and assessment of legal risks and liabilities
- b. Evaluation of contract terms, conditions, and obligations
- e. Assessment of intellectual property rights and confidentiality provisions

**6.1.5. Contract Review Outcomes**

6.1.5.1. Following the review, the Legal Affairs Department will provide feedback, recommendations, and suggested changes to the Contract. The Contract Owner should promptly address the identified legal concerns and incorporate the recommended modifications into the Contract.

**6.1.6. Compliance with Contract Review Recommendations**

6.1.6.1. All departments and individuals involved in Contract management are responsible for complying with the recommendations provided by Legal Affairs Department.

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## 6.2. Approval of Contract Templates

### 6.2.1. Contract Template Review Process

- 6.2.1.1. The Legal Affairs Department is the only department that is responsible for identifying the need of creating new Contract Templates.
- 6.2.1.2. All departments must submit the Contract Templates to Legal for review and approval before they can be utilized within the University.
- 6.2.1.3. When a department requires a **creation, modification, or utilization** of an existing Contract Template, they must submit a request to Legal that specifies the requirements, purposes, and key provisions of the proposed commitment.
- 6.2.1.4. The Legal team shall assess whether an existing Contract Template can be adapted to meet the requirements or if a new template needs to be created.

### 6.2.2. Contract Template Approval

- 6.2.2.1. Following the submission request, the Legal Department shall provide guidance on the correct template, or specific clauses that should be included to address any legal and regulatory requirements.
- 6.2.2.2. The Legal Department shall ensure that the Contract Template is clear, concise, and accurately reflects the intended purpose and obligations of the parties involved.
- 6.2.2.3. Upon completion of the review, the Legal Department shall submit the approved revised Contract Template to the Contract Owner.

## 6.3. Contract Approval Process and Signature

### 6.3.1. Contract Approval

- 6.3.1.1. Once the Contract has been reviewed and any necessary amendments have been made, the Contract Owner or Legal Affairs Department shall submit the final version of the Contract for endorsement/approval.
- 6.3.1.2. The Contract Approval Form, along with the final Contract, shall be submitted to the appropriate authority for endorsement/approval in accordance with the MBZUAI Delegation of Authority (“DOA”)
- 6.3.1.3. Once the Contract has received final approval, the Legal Affairs Department shall instruct and inform the Contract Owner who has the authority as the Authorized Signatory of the Contract.
- 6.3.1.4. **As a general rule**, the Authorized Signatories are either the President, Provost, VP of Research, or the VP of Corporate Services. The Legal Affairs Department shall provide explicit instructions for which Authorized Signatory should sign that particular Contract.

### 6.3.2. Delegation of Authority

- 6.3.2.1. The Delegation of Authority has clearly defined the endorsement/approval process.

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6.3.2.2. The Contract Approval Form shall specify the level of authority required for each Contract, ensuring appropriate signatories are involved.

**6.3.3. Contract Records**

6.3.3.1. All contract-related documents, including the Contract Approval Form, final contract, and associated correspondence, are maintained in a centralized contract repository, with a copy sent to Legal Affairs.

**6.3.4. Training and Communication**

6.3.4.1. The Legal Affairs Department can provide training and guidelines on the Contract signature and approval procedure to all relevant personnel involved in the contract process.

6.3.4.2. Regular communication and updates are shared with MBZUAI community by the General Counsel to ensure awareness of the process and any modifications.

**6.4. Contract Performance Monitoring**

**6.4.1. Contract Monitoring Responsibility**

6.4.1.1. The Contract Owner shall monitor contract performance throughout its duration to ensure all parties are fulfilling their obligations and shall address any performance issues or disputes promptly and initiate necessary corrective actions.

**6.4.2. Contract Amendments and Renewals**

6.4.2.1. The Contract Owner shall evaluate the need for contract amendments or modifications based on changing circumstances or emerging requirements and collaborate with the relevant stakeholders to negotiate and finalize changes. All changes or modifications, to the Contract, require the same management and legal process as set forth herein.

6.4.2.2. The Contract renewal process will follow a similar review process as the initial Contract, including a legal review, and an assessment of any changes or modifications.

**6.4.3. Contract Closure**

6.4.3.1. The Contract Owner shall ensure all obligations and deliverables have been fulfilled and document and archive all relevant contract information, correspondence, and supporting documentation for future reference.

6.4.3.2. The Contract Owner shall coordinate with the finance department to ensure accurate and timely payment processing and settlement of any financial obligations.

**6.4.4. Disciplinary Action and Penalty**

6.4.4.1. Failure to adhere to this Policy or any Legal recommendations may expose the University to legal risks and could result in disciplinary action.

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## 7. Related Documents

Section	Related Document(s)
6.2	Contract Approval Form
6.2	Delegation of Authority

## 8. Version History

Version number	Person responsible	Date of change	Comments
V1.0	General Counsel	19/07/2023	New Document

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**Attachment**

**Contract Approval Form**

*This Contract Approval Form serves as a record of the approval process and should be retained with the Contract documentation for future reference.*

**Contract Information**

Contract Details	Date
Contract Reference	Contract Duration
Contract Type	Contract Value
Counterparty	

**Endorsement**

Legal Review	<i>[Name, Date, and Signature]</i>
Finance Review	<i>[Name, Date, and Signature]</i>
Contract Owner Review	<i>[Name, Date, and Signature]</i>
	<i>It also could include any additional department and individual that were involved in the Contract Lifecycle</i>

**Authorized Signatory Approval**

Name	Signature	Date

**President Approval (if required)**

<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Signature
	Date

Comments (if any):

Attachment: Endorsement/Approvals per DoA

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