

Title: International Institution-to-Institution Agreements Memoranda of Interest and Memoranda of Understanding	Policy No: 3.15
Category: Academic Administrative Processes	Effective: Fall 2010

Policy Statement: All international institution-to-institution agreements involving academic credit must be approved and signed by the Provost/Vice President for Academic Affairs. Initiation of any new agreement, and modification or termination of an existing agreement must be coordinated through the Academic Affairs Point of Contact designee and approved by the Provost/Vice President for Academic Affairs. All international institution-to-institution original signed agreements will be housed in the Office of Academic Affairs.

Background: As global competency initiatives increased during the 2007-2008 academic year, primarily in the form of international institution-to-institution agreements, it became clear guidelines and infrastructure were needed in order to ensure clarity, assignment of responsibility, and the smooth implementation of each. International institution-to-institution agreements of many types were being created independently by colleges and the Office of International Services. There was no coordination of these efforts nor did the agreements follow a standard format. Since the agreements were initiated by various entities within the University, there was no central repository for signed memoranda. Initially, the Provost requested that copies of all agreements be housed within the Office of Academic Affairs; however, when a review of the agreements was made, the request to house the agreement expanded to include creation of an infrastructure and procedures for international institution-to-institution agreements.

Purpose: Create an infrastructure and procedures for international institution-to-institution agreements.

Implementation Date: Fall 2010

Related Procedures:

1. The originator of an international institution-to-institution agreement will first contact the Academic Affairs Point of Contact designee.
2. Agreements will follow the models approved by Academic Affairs. Substantial differences in language must be approved by the provost.
3. Coordination of the agreement language as well as the coordination of implementation activities will be the responsibility of the Point of Contact designee.

Coordinating Offices: Office of International Services, Enrollment Management, Academic Advising, Bursar, College Deans' Offices, Jackson College of Graduate Studies, Centre for Global Competency Study Tour and Study Abroad Points of Contact

Point-of-Contact for Academic Affairs: Vice President/Provost for Academic Affairs

Policy approved by the Vice President for Academic Affairs on May 21, 2010.

Key Words: International Agreements, Memorandum of Interest, Memorandum of Understanding