

Drexel University Office International Programs (OIP)
Associate Vice Provost for International Programs

Policy for Establishing International Cooperative Agreements

Purpose and Scope

This policy governs the development and implementation of international cooperative agreements at Drexel University. The information included in this policy statement is designed to ensure that faculty and academic units understand the key elements of these agreements and the steps necessary for their approval.

International agreements are intended to enable Drexel faculty and students to reach out to institutions and colleagues in different parts of the world and facilitate a wide variety of intellectual interactions, faculty and student exchanges, and collaborative research programs. Such interactions are an important means for Drexel to establish visible and active relationships with other institutions of higher education around the globe. As such, international agreements should complement Drexel's strengths and advance Drexel's fundamental mission.

Principles

Our partner institutions should complement the University's strengths and further the core missions of teaching and research. International affiliations should be based on clear commitments from Drexel University colleges or schools and departments and the partnering institutions, and should offer long-term benefits to the participating Drexel unit(s) and the partnering institutions.

Sustainability of the affiliation should be a major factor when selecting a partner institution.

Types of Agreements:

There are essentially two kinds of written "agreements" which structure international activities at Drexel, each having different purposes yet connected to one another. The Provost has the final approval authority for all agreements entered into by Drexel University unless the agreement is executed by the President.

1. Memorandum of Understanding (MOU) or Memorandum of Cooperation (MOC)

Memoranda of Understanding (MOUs) or Memoranda of Cooperation (MOCs) reflect the parties' agreement to cooperate generally or in specified areas. MOUs or MOCs can be expected at the college level or at the university level if activities are underway or anticipated by departments of more than one college or school. When

these agreements are designated as College-to-College Agreements, they should be approved by the Dean and the Provost and signed by the Dean or Provost as appropriate. When these agreements are designated as University-to-University Agreements, they should be approved by the Provost and signed by the Provost or President as appropriate. They typically state an interest in furthering common academic interests and may or may not commit resources. Faculty members or Deans interested in discussing the possibility of a new MOU with the Office of International Programs should consider the following questions:

- What areas of activity are of mutual interest?
- What are the respective institutional priorities?
- What are the benefits of the partnership to each institution?
- Is the necessary dedicated funding available at both institutions for the desired level of activity?
- What are the measurable outcomes that can be assessed?

2. Program-Specific Agreements

Program-Specific Agreements are used to spell out in detail the specific areas and terms of collaboration including the roles, responsibilities, activities and contributions of the respective parties. For example such agreements may elaborate the details of a student or faculty exchange program, a collaborative research effort, etc. The program-specific document can be executed as a stand-alone document or it could be developed within the scope or umbrella of a broader, less detailed MOU or MOC. These agreements must be entered into with careful consideration as they define commitments of resources and acceptance of obligations. Resources may include, among other things, such things as tuition, stipends, housing, research space, and equipment.

All proposals for MOUs and Program-Specific Agreements must come through the internal routing process. Internal Approval forms and sample agreements are available at: <http://www.drexel.edu/oip/sampleforms.html>

A list of active international partnerships: <http://www.drexel.edu/oip/Agreements.asp>

Approval Process:

The administrative review process demonstrates the value that Drexel places on international collaboration. It is important that individuals or units that choose to create new partnerships abroad do so with full knowledge of existing agreements at the institution in question, and that they receive the benefit of the advice and information available at Drexel relevant to their own particular set of activities. This process also provides a means to publicize the arrangements with interested faculty and students.

To optimize cooperation, agreements should specify: the joint or reciprocal actions to be taken; the period of time during which the agreement is in force; identities of the responsible persons at both institutions; the appropriate outcomes and tangible results of the collaboration; and sources and magnitude of resources to be used in implementing the agreement. Every signed document should clearly state the intentions of the parties and should define any terms that require clarification.

For each agreement, a Drexel faculty member and a partner faculty member will be identified as the primary contacts. Review and approval must take place at all levels (Chairs, Directors, and Deans) where academic administrators are responsible for meeting the terms of agreements. Caution must be taken in drawing up agreements so that no third party may be bound to an agreement without the party's knowledge and consent. The signature of the Provost on the Internal Approval Form is necessary for final approval of formal agreements.

Two original copies of each agreement should be produced and signed by Drexel and the partnering institution(s). Each institution should retain one original copy. It is strongly suggested that the parties agree to sign two versions of each agreement, one in English and one in the official language of the partner institution if relevant.

Every year, the Drexel primary contact shall provide the Office of International Programs with a brief report summarizing activity for the previous year.

Steps:

All proposed agreements must be routed for review to the Office of International Programs. The OIP may confer with other staff in the Office of the Provost, the Office of the General Counsel, and other Drexel divisions and departments regarding revisions to the language and content of the proposed agreement.

The Drexel initiator of an exchange or other agreement should complete the following for submission to the Office of International Programs

- Internal Approval Routing Form for International Cooperative Agreement
- Draft Agreement (for example, a draft MOU or Student Exchange Agreement)

Both the Internal Approval Form and sample agreements can be found at: <http://www.drexel.edu/oip/sampleforms.html>.

Completed forms and draft agreements should be mailed or brought to the Office of International Programs: Randell Hall, Suite 235, University City Campus.

Any agreement that does not follow these procedures will be considered null and void by the university and subject to immediate termination.

- An Internal Approval Routing Form must be completed and signed ***before*** any new agreement is executed on behalf of Drexel University. A Routing Form

should also be completed for each project or agreement that is being submitted for re-approval.

- Sample Agreements can be found on the Office of International Programs site.
- The Application Form should be signed by the Faculty Initiator, Department Chair, and Dean and then submitted with the draft agreement to the Office of International Programs.
- The Office of International Programs will forward the Form and draft agreements to the General Counsel's Office, Study Abroad, and other administrative offices for review and approval as appropriate.
- After approval, the original executed, final version of the agreement should be filed in the Office of International Programs. A copy of the executed agreement should be filed in the appropriate Dean(s)'s office.
- At the beginning of each academic year, the Office of International Programs will review the list of active agreements and will inform Colleges and Schools of agreements expiring at the end of that academic year.

For questions regarding these steps or help with the approval process, please contact the Office of International Programs.

Points to keep in mind when developing international agreements:

1. *Parties.* The agreement must specifically and accurately name the University units bound by the agreement, as well as the names of the international partners.
2. *Duration.* Agreements must state a finite duration; most agreements are made for a period of three years, with a possibility of review and renewal for another term with the agreement of both parties.
3. *Limitation of financial commitment.* Agreements must include language limiting the University's financial commitment to available funding and to the agreement's specific terms.
4. *Review.* Agreements must provide for periodic reviews. The partners should evaluate if the program is meeting its goals. In doing this, they should consider the desirability of continuing the agreement or decide whether revisions to the agreement are needed.
5. *Amendments.* Agreements must include procedures for amending terms.
6. *Agreement administration.* An agreement must identify the unit of the University that will administer the terms of the agreement. This unit is responsible for oversight of the activities governed by the agreement and ensures that activities comply with University regulations. Some agreements might name a specific administering officer.
7. *Approvals.* Agreements must be approved by the heads of the initiating unit (i.e., director or chair), the Dean of the school or college and the Provost.

Points to keep in mind when considering undergraduate and graduate student exchanges :*

1. *Balance.* For exchanges, agreements should provide a range or "quota" for the number of participants in each direction. While, in practice, Drexel may receive more visitors than it sends out, care must be taken to make sure that a proper level of reciprocity is maintained over time. Exchange agreement should provide mechanism for bringing an "unbalanced" exchange back into balance.
2. *Admission and selection process.* While an overseas partner may nominate visiting faculty or students, Drexel gives final approval. An exchange agreement should specify eligibility criteria and the status the visitor will have while at the Drexel. An agreement, for instance, may stipulate that eligibility is restricted to students who have reached a certain stage of study, and that they will be admitted as non-degree candidates for up to a single year. An agreement may also state expectations concerning language capability.
3. *Non-discrimination.* Agreements should stipulate that both parties agree to assign qualified students to the program regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, height, or weight.
4. *Stipends/salary.* Agreements should state how participants in an exchange will be compensated. Exchange agreements for faculty and staff must cover salary support, including any compensation such as fringe benefits, summer salary, honoraria, relocation allowance, etc.
5. *Tuition.* Under most student exchange agreements, participants pay usual tuition and fees to their home institution and are not assessed fees at the host institution. An agreement should stipulate any additional fees and expenses that participants will be expected to pay (e.g., support costs, housing, health insurance).
6. *Student status and degree eligibility.* Exchange students generally may not earn a degree at Drexel. Such agreements must state that participation in an exchange program does not entitle the participant to enter into a degree program. At the graduate level, students may be hosted as Special Students or Visiting Scholars. Agreements should state the status visitors will have and should define the rights and limitations of such status.
7. *Access to University resources.* The agreement should identify limits or privileges regarding selection of courses or access to services and facilities such as libraries, computer services, health plans, analytical services, administrative support, sports programs, and the like.
8. *Travel.* The agreement should state whether travel costs, including travel to meetings, are to be provided as part of the exchange, and how this responsibility is to be apportioned.
9. *Accommodations.* The agreement should define responsibilities for finding and providing housing; if housing assistance is not provided, this should be stipulated in the agreement.

10. *Insurance.* Agreements must stipulate that exchange participants must have health insurance. If visitors are to provide for their own insurance, the agreement may require that the partner institution confirm each participant's coverage.

* For undergraduate exchanges, please consult the Study Abroad Office.