



## *Guidelines for Establishing an International Academic Agreement with a Partner Institution*



*Where in the world will Memorial's next agreement be?*

Memorial University encourages international collaboration and academic partnerships with foreign institutions and agencies. While informal collaboration can occur at any time, formal collaboration requires a signed agreement, typically a Memorandum of Understanding, between the partners. All such agreements must be consistent with the overall strategic goals of the university, including such international priorities as may from time to time be set.

Memorial's Internationalization Office offers the following guidelines to help academic units develop international agreements

### ***Step 1***

Identify the type of collaboration(s) to be facilitated by the MOU (e.g., undergraduate exchange, graduate exchange, faculty exchange, research partnership, dual degree program, internship and work placement, or some combination thereof) and check with the Internationalization Office to determine if an agreement currently exists between Memorial and the target institution.

## ***Step 2***

Agreements initiated by individual faculty or staff members must be approved in principle by the academic head(s) of the initiator(s) before they can be supported by the Internationalization Office. A formal rationale, addressed to the Provost and sent to the Internationalization Office, as to why the agreement should be signed is required.

## ***Step 3***

The agreement initiator will draft an agreement using Memorial's pre-vetted template(s). Any changes to this template (beyond adding requisite information), or the use of the partner's agreement template(s), will require review and approval from Memorial's General Counsel. This review and approval process can take up to 4 weeks. Memorial's pre-vetted agreement templates can be obtained by contacting the Internationalization Office at [international@mun.ca](mailto:international@mun.ca) or Zach Wheeler at [zwheeler@mun.ca](mailto:zwheeler@mun.ca)

## ***Step 4***

Once final wording has been agreed to by both Memorial and the partner institution, the Internationalization Office will create two copies of the agreement, have them signed by appropriate Memorial personnel, and courier them to the partner institution. The partner institution will sign both contracts and return one to Memorial.

## ***Step 5***

Both the Internationalization Office and appropriate coordinator will monitor progress as per the terms of the signed agreement. All agreements must have fixed terms, usually of 5 years. In the year prior to the expiration of the term, the Internationalization Office will initiate a review of activities under the MOU and seek a recommendation on its renewal.