

## **GUIDELINES FOR ESTABLISHING MEMORANDA OF UNDERSTANDING (MOU) AND OTHER AGREEMENTS WITH UNIVERSITIES OUTSIDE THE UNITED STATES**

To protect UNCW from unplanned financial or legal obligations, to properly manage the agreements, and to keep the UNCW community informed of established relationships, certain guidelines and processes must be followed when developing these international agreements.

- I. **ESTABLISHMENT OF GENERAL MEMORANDA OF UNDERSTANDING INVOLVING BILATERAL EXCHANGE, STUDY ABROAD, FACULTY EXCHANGE, OR JOINT RESEARCH (not involving the payment of tuition or fees among institutions)**
  - A. The unit wishing to establish the agreement should begin the process in consultation with the Office of International Programs staff to discuss tentative form and scope of the international relationship and activities.

Topics for discussion may include:

    - 1) Program destination and design compared to existing MOUs and partnerships
    - 2) Reciprocity (the need to achieve a balance of exchange participants from and to UNCW and the partner institution)
    - 3) Safety
    - 4) Academic scope (discipline specific vs. university wide)
    - 5) Sustainability
    - 6) Program administration
    - 7) Student Exchange (responsible parties for faculty leadership, recruitment, application processes, course equivalencies, etc.).
    - 8) Faculty & Staff Mobility (salary, support, housing, transportation, living expenses, hosting, logistics, etc.)
    - 9) Other activities (resources, expectations and responsibilities)
  - B. Submit to the Office of International Programs a brief memo that includes the following:
    - 1) A brief description of partnership (a paragraph)
    - 2) Signatures of Department Chair/School Director/Unit Head
  - C. Obtain approval of intent from the appropriate Dean (or other appropriate academic officer if the unit is not administered by a dean) and provide to the Office of International Programs.
  - D. Obtain from the Office of International Programs the template MOU and finalize a draft agreeable to all parties. Office of International Programs will assist in editing the memorandum for individual programs that deviate from the standard template. MOU documents must be approved by University Legal Counsel and Office of International Programs before signing.
  - E. Obtain appropriate signatures for final MOU. MOUs will be signed by the UNCW Provost, or his or her designee, and the designated authority of the partner institution.
  - F. Two originals of MOUs will be signed. One will be kept on file at Office of International Programs. The other will be sent to the partner institution. Copies may also be kept on file in the main offices of the units that initiated the MOU.

## **II. ESTABLISHMENT OF GENERAL MEMORANDA OF UNDERSTANDING INVOLVING TRANSFER ARTICULATION, DUAL DEGREES, OR JOINT DEGREES (including those involving the payment of tuition or fees among institutions)**

- A. A unit wishing to establish the agreement should begin the process in consultation with Office of International Programs to discuss tentative form and scope of the international relationship and activities. Office of International Programs will convene the necessary units on campus during the planning stages of the MOU. These include UNCW's SACS liaison, Enrollment Management, Academic Affairs Resource Management (AARM), Business Affairs, representatives from the academic unit(s), respective dean(s), and possibly legal counsel and others as appropriate.

In addition to the aforementioned topics, discussions on these types of agreements may also include:

- 1) SACS approval/notification
  - 2) UNC General Administration (GA) approval/notification
  - 3) Transfer articulation
  - 4) Admissions requirements
  - 5) Resources (Academic Affairs Resource Management and Business Affairs Finance Section)
    - a) Off-formula budgets (general fund (103) and budgeted trust fund)
    - b) Tuition and Program rate(s)
    - c) Enrollment/Credit Hour Production projections
- B. Follow steps D, E, and F under section I of these guidelines.
- C. If SACS COC notification / approval is required, participants should keep in mind that the program is not considered in effect until approval is received in writing from our accreditor.

## **III. REQUIRED SIGNATURES**

- A. Academic Exchange Cooperative Agreements including purchases of goods/services or real estate require Vice Chancellor for Business Affairs' signature.
- B. Units wishing to establish activities with an institution with which UNCW already has a Memorandum of Understanding can execute a letter of intent or international agreement following the procedures outlined above.

## **IV. RENEWAL OF MEMORANDA OF UNDERSTANDING**

The year before expiration of an MOU (usually after four years), the Office of International Programs staff, in cooperation with the appropriate UNCW unit as needed, will review the agreement and ascertain the level of interest from all parties for renewal or non-renewal. If all parties are interested in continuing the collaboration, an addendum to the original MOU or a new MOU shall be signed by the authorized representatives that agree to extend the length of the contract.

Items to examine while considering the renewal or non-renewal of an MOU will include:

- A. Number of participants on a program over the last five years, and their feedback regarding the institution and the area.

- B. Imbalance on any exchange agreement.
- C. Responsiveness from the foreign university international or academic office.
- D. Availability of support for UNCW students (e.g. securing housing, appropriate classes, and orientation).
- E. Recommendation from the appropriate UNCW units originating the program.
- F. A review of the initial factors listed above to see if any have changed.

Dual degree and joint degree programs require periodic review by SACS COC.

**V. TERMINATING MEMORANDA OF UNDERSTANDING**

Office of International Programs staff, in cooperation with the appropriate academic unit as needed, will recommend program termination. Termination of a program requires approval by the UNCW Provost or his or her designee. Office of International Programs will keep the International Programs Advisory Committee (IPAC) apprised of establishment and termination of MOUs.

Contact the Office of International Programs for further information.  
Phone: 962-3685

Approved by Academic Coordinating Council, 10 February 2014