

Guidelines for Developing International Partnership Agreements and Initiating International Exchange Programs

Approval Process

Anyone interested in starting a new international partnership or exchange agreement (hereinafter called “initiator”) should first contact the Associate Vice-Provost for Global Affairs. In consultation with the initiator’s chair and dean, and with the overseas partner institution, DGA will develop drafts of the International Partnership Agreement (also known as Memorandum of Understanding, MOU or Agreement of Cooperation, AOC) and/or International Exchange Program Addendum. The International Partnership Agreement is a standardized, general agreement between KSU and the partner institution abroad. The Addendum is a specific agreement between KSU and the partner institutions focusing on a specific program or activity. In other words, there may be several addenda under an agreement.

Before the agreement or addendum is signed, and before students or faculty are exchanged, the initiator must submit to DGA the following:

1. *MOU Routing Form*
2. *MOU Information Sheet*
3. *MOU Signature page*

When to Propose New Partnership or Exchanges Agreement

International Partnership Agreements and/or Addenda should be approved at least six months before faculty, staff, or students are sent or received. This provides the preparation time for recruiting participants and attending to student admission and immigration issues. As much as possible, faculty exchange should precede student exchange. This helps to create faculty advocacy, a precondition for successful student recruitment and participation.

Final Approval and Notification

DGA is responsible for obtaining final approval from the President. After an agreement is signed, the following steps are followed:

1. The President’s Office will send the electronically signed agreement and/or addenda to the DGA.



2. After appropriate legal review/consultation, DGA will send a copy of the agreement to partner institution abroad. Where necessary or possible, DGA will translate the agreement into the official language of the country of partner institution.
3. DGA will send copies of the signed agreement and/or addenda to the faculty initiator and other campus departments.
4. The department will appoint a faculty coordinator for the partnership once the agreement is signed. Typically, this is the initiator.