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# Policy for the Establishment of Agreements with Overseas Institutions

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<b>Version</b>	1.0
<b>TRIM file number</b>	U27-08/88
<b>Short description</b>	This policy provides the requirements and process for the establishment of agreements with overseas institutions.
<b>Relevant to</b>	Deputy Vice-Chancellors Faculties Centres Sub Deans International International Relations Legal Office Academic Senate
<b>Approved by</b>	Deputy Vice-Chancellor (Administration)
<b>Responsible officer</b>	Manager, Office of International Relations
<b>Responsible office</b>	Office of International Relations
<b>Date introduced</b>	1 November 2008
<b>Date(s) modified</b>	
<b>Next scheduled review date</b>	1 November 2011
<b>Related University documents</b>	MOU Fact Sheet Request for International Agreement Third party due diligence
<b>Related legislation</b>	
<b>Key words</b>	International, MOU, agreements, partnerships, articulation, third party joint delivery

## **1. Introduction**

Agreements with overseas institutions play an important role in internationalising Charles Sturt University (CSU). They provide specific opportunities for internationalisation activities to occur and an opportunity to enhance CSU's international reputation.

In developing relationships with overseas institutions, CSU seeks to ensure that the relationships it establishes bring benefits to all parties, that the University's reputation is enhanced by the association and that risks are managed.

This policy is intended to ensure that CSU's international partnerships are aligned with the University's Strategy and its policy on the management of contracts. It provides a framework for the development, maintenance and management of all international agreements.

## **2. Types of International Agreements**

CSU establishes various types of agreements with overseas institutions. These include but are not limited to:

- (a) Memorandum of Understanding (MOU)
- (b) Articulation
- (c) Cooperative Program – Third Party Course Delivery
- (d) Licensing (course materials only)
- (e) Research Collaboration
- (f) Staff Exchange
- (g) Student Exchange
- (h) Agreement for Academic Cooperation – Canada

Details on these types of agreement are provided in Attachment 1.

## **3. Authority**

**3.1.** The Vice-Chancellor is the only officer authorised to sign an agreement with an overseas institution.

**3.2.** Agreements with overseas institutions are prepared by the Office of International Relations, at the request of the:

- (a) Vice-Chancellor; or
- (b) Deputy Vice-Chancellor; or
- (c) Dean; or
- (d) Centre Director

## 4. Procedure for Establishing Agreements

- 4.1. Before negotiation of an agreement with an overseas institution commences the proposed collaboration should be discussed with the Sub Dean International (for Faculty requests) and have 'in principle' approval from the appropriate Deputy Vice-Chancellor (DVC), Dean, or Centre Director.

If the proposed agreement is for Student Exchange, the proposal must be discussed with the Office of International Relations before negotiations commence.

If the proposed agreement is an Agreement for Academic Cooperation, the proposal must be endorsed by the CSU Ontario Management Group before negotiations commence.

- 4.2. Agreements for commercial activities such as agreements for Joint Cooperation – Third Party Course Delivery, must be initiated and undertaken in accordance with the Procedure for Approval of Commercial Course Offerings.
- 4.3. The proposed relationship should be consistent with University strategic objectives and aligned with the University's [International Education Strategy](#) and relevant Faculty or Centre operational plans.
- 4.4. The DVC, Dean, Centre Director or their nominated delegate should liaise with the overseas institution to:
- (a) establish the areas of academic cooperation and type of agreements that are being sought;
  - (b) determine the financial and resource commitment required by the University to establish and implement a successful agreement with the institution;
  - (c) assess the risks associated with the proposed agreement; and
  - (d) ensure that there is no conflict with existing agreements CSU has with other overseas institutions.

Details of past and current agreements with overseas institutions are maintained by the Office of International Relations. A list of CSU's current international linkages is provided at <http://www.csu.edu.au/division/oir/linkages.html>

- 4.5. Upon completion of these investigations, the DVC, Dean or Centre Director should submit the *Request for International Agreement* form to the Office of International Relations.
- 4.6. The Office of International Relations will prepare a draft agreement and forward the document to the proposing DVC, Dean or Centre Director for review.

It is CSU's preference to have the overseas institution sign an agreement prepared by CSU. However, where an overseas institution has requested that CSU sign its agreement, a copy of the proposed agreement should be attached to the *Request for International Agreement*. The Office of International Relations will coordinate CSU Legal review of the proposed agreement.

- 4.7. The Office of International Relations will liaise with the overseas institution to seek their endorsement of the agreement and will coordinate approval where required from DVC (Administration), DVC (Academic), DVC (Research), CSU Legal and other Faculties, Centres and Divisions who may be affected by the agreement.

- 4.8. After obtaining the overseas institution's endorsement and CSU internal approvals, the Office of International Relations will provide two copies of the agreement for signing to the overseas institution.

Where a signing ceremony is requested, the Office of International Relations will liaise with relevant parties to coordinate the event. Costs of signing ceremonies will be met by the requesting DVC, Dean or Centre Director.

- 4.9. Upon return of the signed agreement to CSU, the Office of International Relations will prepare a briefing document for the Vice-Chancellor and request the Vice-Chancellor's endorsement of the agreement.
- 4.10. The Office of International Relations will courier one copy of the signed original agreement to the overseas institution and maintain one original copy in the Office of the Vice-Chancellor.
- 4.11. An electronic version of the agreement will be provided to the requesting DVC, Dean, Centre Director, CRGT (for Centre agreements) and relevant Divisions.
- 4.12. The Office of International Relations will establish a TRIM file, determine a review date and provide details of the linkage on the Office of International Relations web site.
- 4.13. For further information, including development of an international agreement contact:

Office of International Relations  
 Email: [oir@csu.edu.au](mailto:oir@csu.edu.au)  
 Phone: ext 34120

## 5. Register of Agreements

The Office of International Relations is responsible for maintaining a register of agreements held with overseas institutions.

## 6. Review of Agreements

- 6.1. The DVC (Administration) is responsible for international contract management.
- 6.2. International Agreements will be reviewed six months prior to the expiry of the agreement, or as otherwise requested by the DVC (Administration).
- 6.3. Agreement reviews will be coordinated by the Office of International Relations.

### Table of Amendments

Version number	Date	Short description of amendment

## Attachment 1. Types of International Agreements

<p><b>Memorandum of Understanding (MOU)</b></p>	<p>MOU are general non binding agreements to facilitate academic, cultural and educational contact between parties. They indicate the willingness of the parties to pursue exchanges of staff and students, short visits by staff and students, collaboration in research projects and exchange of academic materials, publications and information. Schedules of activities are not usually included in a MOU.</p>
<p><b>Student Exchange</b></p>	<p>Student Exchange enables CSU students to study at a partner university for one or two semesters. Agreements are reciprocal and allow students who are already enrolled at a partner university to study at CSU in Australia for one or two semesters.</p>
<p><b>Staff Exchange</b></p>	<p>Students involved in formal exchange programs usually pay the normal tuition and other fees at their home institution and will be exempt from payment of tuition and other fees at the host institution. Participating students normally cover all other expenses including travel to and from the destination country, health cover and living expenses.</p>
<p><b>Research Collaboration</b></p>	<p>Staff Exchange enhances the research and teaching links between institutions and promotes international understanding and friendship by stimulating and supporting intercultural activities.</p>
<p><b>Articulation</b></p>	<p>Research Collaboration Agreements are instituted to enhance the research links between institutions and to promote international understanding and friendship by stimulating and supporting intercultural activities. The signatory institutions may co-operate in the promotion of symposia, meetings, research conferences, the exchange of information and the publication of research findings. They may also undertake research projects of common interest, joint applications for research grants, establish joint laboratories for research and teaching, encourage and facilitate exchanges of researchers, technical staff, teaching staff and students and encourage and facilitate the co-supervision of PhD students. Specific research projects are added as schedules to the Research Collaboration Agreement.</p>
<p><b>Licensing (course materials)</b></p>	<p>Articulation agreements – commissioned or non commissioned, enable students who complete designated courses at an external institution to complete their degree at CSU with an agreed level of advanced standing. These are program specific agreements and are only entered into once a credit package has been approved by Faculty Board. Agreements can be multi or single-disciplinary and are detailed via Appendices attached to the agreement. Articulation agreements indicate a serious intention to develop an active relationship with an international partner.</p>
<p><b>Cooperative Program – 3<sup>rd</sup> Party Delivery</b></p>	<p>CSU may license part of its curriculum, including course materials, to another educational institution. The Licensing Agreement is a legal contract which specifies the conditions of use of the materials supplied and any ongoing support or advice to be provided by the University. It does not include delivery or award of a CSU testamur.</p>
<p><b>Agreement for Academic Cooperation - Canada</b></p>	<p>Under a Joint Cooperation Agreement, a CSU course is delivered to students at an off-shore institution with agreed academic and administrative support provided by the offshore institution. CSU has full responsibility for monitoring quality assurance in these programs.</p>

Source: Modified from the University of Adelaide <http://www.adelaide.edu.au/pvci/intafw/glossary/>