GUIDELINES FOR INTERNATIONAL AGREEMENTS

A. Agreement Approval Procedures and Timeline. Moving from initial discussions to final approval of an international agreement (MOU) by the President can take several months. MOA completion can take 6-12 months. Following the procedures below will help avoid unnecessary delays.

1. In order to formally propose an international agreement the Agreement Coordinator must submit the completed International Agreement Request and Approval form with any additional required documents to the Office of the Provost (ndsprovost@ndsu.edu). Prior to the submission of the form:
   a. The Agreement Coordinator should discuss the initiative with department chair/head and dean and secure support from the unit administrators, faculty, and staff. (See Section E. Responsibilities of originating unit requesting approval of international partnership.)
   b. Review Guidelines for International Agreements to select appropriate agreement type and develop rationale. Meet with other units for approval signatures as necessary. Gather relevant drafts or documents to include.
   c. Completion of the agreement requires review and approval by:
      • Registration and Records for agreements involving undergraduate courses/programs.
      • College of Graduate and Interdisciplinary Studies for agreements involving graduate courses/programs.
      • International Student and Study Abroad Services for agreements involving exchange students.
      • Office of Admission for agreements involving undergraduate courses/programs.
      • Technology Transfer Office for agreements involving research collaborations.

2. The agreement request will be reviewed by the International Agreements Committee (IAC), which meets monthly throughout the academic year.

3. Upon approval of the request by International Agreements Committee, a draft of the agreement (MOU or MOA) will be requested from the Agreement Coordinator which will be reviewed by NDSU Legal Counsel (from the ND Attorney General Office). NDSU prefers to use a ND Attorney General Office approved agreement template. Approved agreement templates can be found at www.ndsu.edu/provost.

4. Research related agreements will be also reviewed and approved by VP of Research and Creative Activities.

5. All agreements must be approved by the Provost.

6. An MOU/MOA shall be considered approved once the agreement has been signed by the President. The Office of the President will forward copies to the partner institution. One copy of the fully executed agreement will remain with the partner institution; the other will be held by the Office of the Provost for its records.

7. Administration of agreements will be handled as described in section E of the guidelines. The Agreement Coordinator will submit International Partnership Annual Activity Report annually to ndsprovost@ndsu.edu as described in section F.

B. Definitions.

Agreement Coordinator: An NDSU individual/staff member responsible for administering and implementing the agreement.

Memorandum of Understanding (MOU): A general agreement that establishes a broad context for institutional partnership. MOU does not specify any commitments, programs may not be implemented without a signed Memorandum of Agreement or other agreement.

Memorandum of Agreement (MOA): An agreement that specifies commitments and arrangements for a program of exchange between one or more units of the University and another institution. MOA program related types include:

- Dual Degree: Students complete the requirements for a degree from NDSU and receive a degree from their home institution as well. Includes Dual Bachelor’s Degree Program (Plus Program); Dual Master’s Degree Program; or Dual Bachelor’s Master’s Degree Program.
- Joint Degree: A single degree authorized and conferred by NDSU and partner institution.
- Articulation (Transfer): Students complete specified curriculum at partner institution and transfer to NDSU to complete their degree.
• **Student Exchange**: Reciprocal arrangement where NDSU students study at partner institution and partner institution students study at NDSU as non-degree students for a semester or academic year. Number of students and length of time allowed on exchange per year is dependent on balance of exchange student numbers between NDSU and the partner institution. Typically, tuition and student fees are paid to home institution.

• **Affiliation Agreements**:  
  o **Study Abroad (in-bound)**: Students from partner institution pay NDSU tuition and study at NDSU for up to one year.  
  o **Study Abroad (out-bound)**: Students from NDSU pay tuition to outside provider or program to study abroad.

• **Project Specific**: Provides for the conduct of specific project between NDSU and partner institution.

• **Collaborative Research**: Researchers from NDSU and partner institution work jointly to resolve a scientific inquiry of mutual interest to all parties. Collaborative research may include training of undergraduate or graduate students and Faculty Exchange – Research.

• **Joint Conference/Symposium**: NDSU and partner institution may jointly develop and host conferences/symposiums.

• **Faculty/Staff/Scholar Exchange Agreement**: A specific agreement to develop a reciprocal or non-reciprocal faculty, staff, or scholar (usually post-doctoral) exchange program between NDSU and partner institution.

C. **International Agreements Committee** reviews requests and facilitates approval of international agreements. The committee oversees implementation of international agreements. The International Agreements committee consists of representatives from Office of the Provost, Registration and Records, Office of Admission, International Student and Study Abroad Services, Graduate College, and Research and Creative Activities.

D. **Criteria and associated questions for establishing International Agreements/Partnerships.**  
1. **Impact on Research & Education Missions of the University**  
   • Do the partner institution’s academic and research programs add value to NDSU’s programs?  
   • Will the partnership add value to student experiences or contribute to faculty excellence?  
   • Will the partnership provide innovative collaborations?  
   • Will the partnership enhance NDSU’s academic and research productivity?  
   • Does the partnership lead to increased funding for NDSU?  
   • Will the partnership generate revenue or secure sustainable external funding?  
   • Does the partnership assist students in achieving career success or contribute to students’ global competencies?  

2. **Reputation of the Partner Institution and Sustainability of the Agreement**  
   • Is the partner institution accredited?  
   • Does the partner institution have highly reputable programs of interest?  
   • Will the partnership advance NDSU strategic goals?  
   • Does the partnership elevate NDSU’s visibility among key constituencies?  
   • What is the long-term viability of the partnership?  
   • Is there faculty interest and support for the proposed activity?  
   • What are the measurable expected outcomes of the partnership?  
   • Does the partnership offer student or faculty recruitment opportunities for NDSU?  
   • How will the partnership leverage future opportunities?  

E. **Responsibilities of originating unit requesting approval of international partnership**: By signing on to the agreement request, the department chair and dean accept the following responsibilities:
   • Implementing the collaboration as agreed.
   • Notifying the International Agreements Committee of any potential changes to the terms of the agreement.
• Initiating renewal of the agreement within the appropriate time period.
• Recruiting students for student related programs.
• Recruiting, nominating faculty for faculty related programs.
• Providing academic support and guidance to exchange students.
• Hosting faculty from partner institution in accordance with agreement (including arranging for campus integration, workspace).
• Covering costs associated with agreed upon exchanges of faculty and students.
• Covering costs associated with agreed upon programs and activities.

F. **Administration of agreements:** The International Agreements Committee will designate an office for the oversight and renewal of the agreement. Registration and Records will maintain a searchable online database of NDSU international partners.

G. **Review and renewal of agreements:** Each year, the Agreement Coordinator will submit an activity report to the International Agreements Committee. Agreements will be approved typically for a duration of no more than five years. Each agreement may be reviewed by the International Agreements Committee for renewal upon the recommendation of the Agreement Coordinator and the partner institution.

H. **Template for annual MOU/MOA Activity reporting**

<table>
<thead>
<tr>
<th>INTERNATIONAL PARTNERSHIP ANNUAL ACTIVITY REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The International Partnership Annual Activity Report should be submitted to the Office of the Provost, <a href="mailto:ndsu.provost@ndsu.edu">ndsu.provost@ndsu.edu</a>, copying the relevant Dean and Department Head. The annual reports will form a permanent part of the agreement record and will be utilized in the renewal process. Please complete the following requested information and questions.</td>
</tr>
<tr>
<td><strong>Partner Institution Name:</strong></td>
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<tr>
<td><strong>Agreement Type:</strong></td>
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<tr>
<td><strong>Agreement Start Date:</strong></td>
</tr>
<tr>
<td><strong>Agreement Expire Date:</strong></td>
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**Significant Collaborative Activity**

1. List significant collaborative activities that have stemmed from this agreement.
2. How would you assess the effectiveness of the partnership? Provide specific examples and data where appropriate. Examples include: number of students exchanged, collaborative projects resulting from agreement, number of faculty exchanged, etc.
3. How would you assess the partnership’s congruence with NDSU’s mission and your unit’s mission and objectives? Provide specific examples and data where appropriate.
4. What activities are planned in the coming year? Please provide specific examples and data where appropriate?

If the agreement is due for renewal within the next year, please indicate your recommendation regarding renewal of agreement:

☐ Renew  ☐Renew with modification  ☐ Do Not Renew  ☐ N/A (This agreement is not yet up for renewal)

Please explain your recommendation (including information regarding any intended modifications):

**Agreement Coordinator:**
**College and Department:**

**Telephone:**
**Email:**
Contacts in designated offices:

- **Office of Admission**: Merideth Sherlin (merideth.sherlin@ndsu.edu, 701-231-9653)
- **Business Development**: Jolynne Tschetter (jolynne.tschetter@ndsu.edu, 701-231-6743)
  [https://www.ndsu.edu/research/business_industry/](https://www.ndsu.edu/research/business_industry/)
- **Customer Account Services**: Dorreen Kramer (dorreen.kramer@ndsu.edu, 701-231-7710)
- **Export Controls**: NDSU.ExportControls@ndsu.edu, 701-231-6455
  [https://www.ndsu.edu/research/integrity_compliance/export_controls/](https://www.ndsu.edu/research/integrity_compliance/export_controls/)
- **Graduate College**: Lisa Hauck (lisa.hauck@ndsu.edu, 701-231-8260)
- **International Student and Study Abroad Services**: Alicia Kauffman (alicia.kauffman@ndsu.edu, 701-231-8046)
- **Office of the Provost**: Deborah Maertens (deborah.maertens@ndsu.edu, 701-231-8779)
- **Registration and Records**: Nicolette Rapp (nicolette.rapp@ndsu.edu, 701-231-6430)
- **Technology Transfer Office**: Henry Nowak (henry.nowak@ndsu.edu, 701-231-8173)
  [https://www.ndsu.edu/research/tech_transfer/](https://www.ndsu.edu/research/tech_transfer/)