

Guidelines for Establishing an International Academic Agreement

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Guidelines Owner:	Office of Academic Affairs & Provost
Coordinating Unit(s):	All schools and units
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Overview

International academic agreements, including international Memoranda of Understanding (MOUs), include both non-binding and legally binding documents between Tulane University and another academic institution (typically another university) that describe an intended course of action between the institutions. In academic matters, these activities may include, but are not limited to: exchanges of faculty, staff or students; visiting faculty, scholars or students; special tuition rates; joint non-credit instruction such as workshops or conferences; or the eventual establishment of special degree programs.

Tulane supports high-quality international collaborations, and thus encourages MOUs which enable faculty, departments, academic units, and schools to explore possible collaboration with peer universities. As a result, the Office of Academic Affairs has developed the following guidelines which should be used to develop an international agreement prior to signing.

Procedure

1. International academic agreements or MOUs must first be discussed with and given preliminary approval by the relevant Dean of the school or unit leader, as well as the Associate Provost for International Affairs, to proceed with developing a draft agreement.
2. When possible, Tulane encourages using a draft template agreement provided by OGC. A draft of the MOU should be shared with the Associate Provost for International Affairs for further review, including review by Tulane's Office of General Counsel (OGC). The draft must be provided in English and in an editable electronic format.
3. The Associate Provost for International Affairs and OGC will offer revisions as needed and then provide a recommendation to the Provost or their designee for signature.
4. International academic agreements or MOUs must be signed by the Provost or their designee, unless the President's signature is called for instead. After the Provost or their designee has signed the international agreement, the Dean, department chair and/or unit leader, as well as their designee, as applicable, may additionally sign the international academic agreement or MOU.



5. If a Tulane template is being used or the agreement is not legally binding, review will be expedited. Otherwise, draft international academic agreements that are legally binding should be submitted to the Associate Provost for International Affairs at least eight (8) weeks prior to the intended date of execution, unless the Office of Academic Affairs approves an exception. Some agreements due to their nature may be reviewed more quickly, while others if they are more complex may take longer.