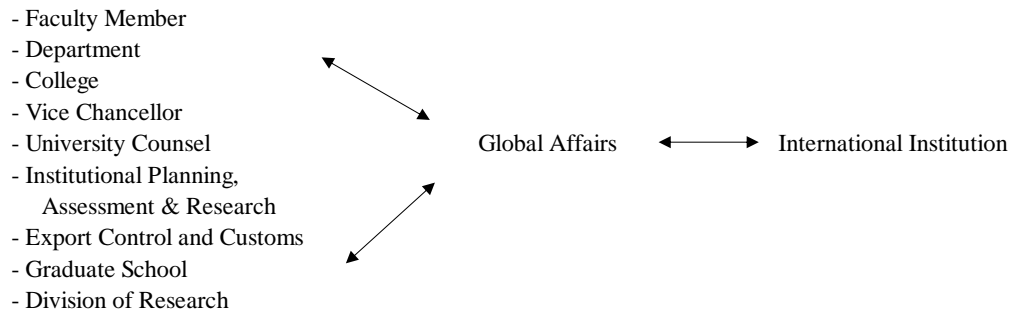


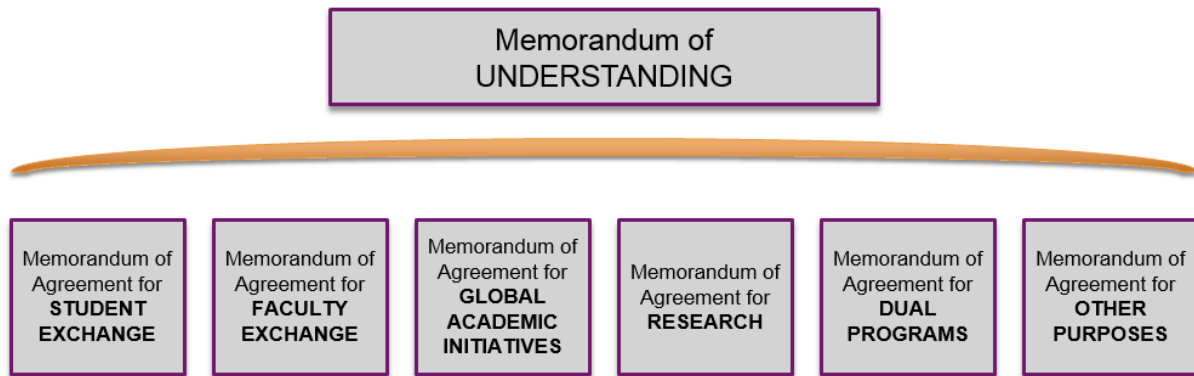
Development of a Memorandum of Understanding or Memorandum of Agreement between East Carolina University and an international organization or institution

To facilitate the efficient development of agreements between East Carolina University (ECU) and international academic, research or other institutions, the Office of Global Affairs (OGA) in consultation with the Office of University Counsel, the Office of Institutional Planning, Assessment and Research, and the Provost's Office has established the following procedures. These procedures are designed to streamline and harmonize the approval process while ensuring clear communication between various stakeholders. As shown in the figure below, the role of OGA is to serve as liaison between ECU stakeholders and as the intermediary with the international institution. It is the responsibility of OGA to facilitate discussion between relevant parties, acquire necessary approvals, monitor progress, and periodically review the agreement. OGA also serves as the university's representative in negotiations with the international institution.



ECU recognizes two forms of international agreement. A *Memorandum of Understanding* is a broad acknowledgement that the signatories have formed an official relationship and commits the signatories to investigate more specific activities that will lead to mutual benefit, without binding the parties to any particular actions. A *Memorandum of Agreement* is a more explicit document that details specific activities that will take place between the parties. The duration of ECU international agreements is typically three to five years. All international agreements require review before renewal.

As shown in the figure below, MOAs can involve student exchange, faculty exchange, dual degree programs, joint research programs, or other cooperative activities. The existence of an MOU between ECU and another institution does not require a specific MOA; however, if an MOA is desired an MOU must be either in place or be developed concurrently. This system allows the university at large to benefit from a specific partnership by offering a platform to expand activities into other areas.



Step 1: Meet with the Assistant Vice Chancellor (AVC) for Global Affairs to discuss the potential activities and benefits of the proposed agreement. The AVC will provide feedback and advice on what type of agreement is necessary and how to proceed in completing the ECU MOU or MOA template

Step 2: Provide OGA with a letter signed by an academic Department Head and Dean, expressing an interest in establishing an MOU/A with the given institution or organization. The letter should: a) indicate that unit faculty have reviewed and approved the agreement; b) include an explanation of why the partnership is beneficial to the university and department, and c) summarize the specific provisions to be incorporated into the agreement based on discussions with the AVC.

Step 3: Provide OGA with contact information for the International Office or the academic counterpart at the international institution for future communication purposes.

Step 4: OGA will liaise with the partner's International Office and ECU stakeholders (Office of University Counsel, Office of Institutional Planning, Assessment, and Research, the Graduate School, the Department head and Dean's office) until an agreed upon MOU/A can be established.

Step 5: Once ECU stakeholders and the partner's International Office approve the document, the OGA will draft a letter of support for the partnership.

Step 6: OGA will present a packet including the MOU/MOA, the department's letter of support, and the OGA letter of support to Academic Council for approval and signature by the appropriate Vice Chancellor. If necessary, OGA will liaise with the partner's International Office to acquire any additional required signatures.

Step 7: The original signed MOU/MOA and an electronic copy will be housed with the Office of Global Affairs. Agreements will be cataloged electronically and available to ECU faculty and staff via the Office of Global Affairs website.

Step 8: In compliance with ECU and SACSCOC policies, a copy of the signed MOU/MOA establishing a collaborative academic arrangement will be sent to SACSCOC as notification of a Procedure One substantive change.

Step 9: After finalizing the document, OGA will follow up with the unit of record (academic department) annually to catalog and periodically review the partnership's progress.