
GUIDELINES FOR INTERNATIONAL LINKAGE AGREEMENTS Southern Illinois University Carbondale

1. INTRODUCTION

A major facet of Southern Illinois University Carbondale is its long-standing involvement in international activities. This involvement provides an opportunity for enhanced teaching, research, and public service in a unique environment. The priorities of the State and the University can be supported and extended through the involvement of students, faculty, and staff with institutions in other countries. To facilitate this involvement and to provide campus constituencies with appropriate guidelines for the establishment of formal linkages with institutions in other countries, the following requirements and procedures are provided.

The Center for International Education (“CIE”) serves as the coordinating office for the development and implementation of international agreements. It also serves as the repository for official (original) copies of the agreements. This Office also serves as a resource for those members of the University community who wish to initiate an agreement.

II. GENERAL REQUIREMENTS OF AN AGREEMENT

- A. The agreement should address one or more of the following: Research or development programs of mutual interest, exchange of scholars, exchange of students, exchange of consultants, or exchange of information and materials.
- B. The agreement should provide a framework for the formalization of plans between SIUC and the participating institution.
- C. The agreement should identify specific items in the exchange that have been negotiated, including those involving financial commitments, administrative policy, calendar, and academic programs or initiatives.
- D. Development of the agreement should be a joint effort of persons officially designated by the respective institutions. Campus constituencies as well as administrative officers should be involved in developing the agreement.

III. PREREQUISITES TO AN AGREEMENT

The formal agreement should be built upon an existing informal linkage between SIUC and the participating institution which:

- A. Demonstrates the value of formalizing a relationship between the institutions.
- B. Demonstrates clear goals and objectives of the relationship.
- C. Demonstrates a capacity for maintaining a continuing relationship.

IV. PROCEDURES FOR PROCESSING THE PROPOSAL AND DRAFT AGREEMENT

- A. All MOUs should originate from individual departments, offices, or programs with an interest in establishing linkage agreements with a particular foreign institution.
- B. The draft MOUs should be discussed with and approved by all concerned parties, including department chairs, and collegiate deans. The approvals should be recorded on the “Sign-Off Sheet for Proposed International Agreements” (see the sign-off sheet template) and submitted with the draft MOU. The Sign-Off Sheet, with signatures of the initiator, respective chairperson, and dean, will be sent to CIE for the Director, who serves as the Senior International Officer, to approve.
- C. The Director of CIE will sign off on the draft MOU.
- D. The draft MOU is then sent to the General Counsel, which approves it to legal form and scrutinizes any financial obligations and liabilities possibly generated by the draft MOU.

- E. After the draft MOU is approved to legal form, the provost will affix her signature to the sign-off sheet.
- F. The Center for International Education will then print out two (2) originals of the MOU on parchment paper, complete with the logos of both institutions. At this point, the MOU is in its final form. Both originals will then be sent, along with the sign-off sheet with all requisite approvals, to the Chancellor for signature.
- G. The MOU is then returned to the initiator, who bears the responsibility of sending both originals to the partner institution for signatures. The partner institution will send back a signed original to SIUC. The originating department will then make a copy of the signed original for its own records and send the signed original back to CIE, which will keep the signed original on file.

V. IMPLEMENTATION

- A. The Planning and Assessment Team for each MOU will have responsibility for the following:
 - 1. Maintenance of communications to promote relationships.
 - 2. Preparation of a plan of action.
 - 3. Exploration of ways and means to finance joint projects.
 - 4. On-going assessment of the success of the linkage.
- B. Each international agreement will be reviewed by the Planning and Assessment Team, the academic unit, and CIE five years after the agreement has been signed and every five years thereafter. The findings of the review will be shared with all principals involved in the establishment of the linkage.
- C. CIE will receive and file annual reports of activities on each MOU from the SIUC contact.

VI. TIMELINE FROM DRAFT TO MOU

- A. Initial draft vetted by the CIE.....one (1) week.
- B. Draft sent to General Counsel to approve as to legal form.....one (1) to four (4) weeks.
- C. Provost signs sign-off sheet.....one (1) week
- D. MOU sent to Chancellor for signature.....one (1) week
- E. MOU returned to the initiator, who then sends both copies to the foreign institution for signatures.....one (1) month.