

**Review of the International Agreements**  
**(Appendix II)**  
**Recommendations based on a Case Study of Korea**  
December, 2002  
*Office of International Affairs*

The Internationalization Action Council summarizes below the issues involved in initiating international partnership agreements. Our goal is to be facilitative, not prescriptive. In this sense, we do not wish to limit the entrepreneurial spirit of our colleagues with international interests and connections, but we do want to insure that the institution's legitimate needs are not ignored in the process.

Please note that these procedures are intended to apply to the formation of new partnerships rather than to the maintenance of ongoing partnerships. We believe the matter of maintenance should be addressed in future discussions.

**Recommended Procedure for Initiating International Partnership Agreements**

In the spirit of the President's Initiative on Internationalization, the University actively supports the development of focused international partnerships as well as the expedient preparation of such agreements. New agreements should be approved within the school/unit structure prior to their introduction to the Provost. These agreements should reflect priorities of the university, school/unit, and/or department. The original of the agreement should be filed in the PSU Business Office.

It is in PSU's best interest to facilitate and streamline the development of international partnerships. This need to finalize partnerships quickly must be balanced by the assurance that such partnerships fit the university's goals and priorities, which in turn means consulting with certain key offices/individuals in the early stages of development.

Therefore, before entering into any written or verbal commitments with a prospective partner institution, a memorandum should first be formulated for the Office of International Affairs and the Department initiating the idea, to consist of the following points.

Memorandum content:

- What is the genesis of the prospective partnership?
  
- Who are the actual PSU partners?
  
- What will it cost to promote and/or sustain this relationship?
  
- What faculty, staff, and financial resources are in place to sustain the partnership?
  
- Is the proposed partnership driven by an individual, without whose advocacy it will not survive or prosper? (If the answer is "yes," PSU may choose not to commit resources on the grounds that the partnership will be difficult to sustain.)
  
- What are the perceived benefits to the department?; to the University?
  
- Has your department discussed the value of this connection with respect to your departmental mission?; the University's mission or other initiatives?

- Does this initiative duplicate or compliment any of PSU's existing international partnerships?

Issues of Process:

Subsequent to review and approval by the host department and OIA, those initiating the prospective may be involved in an initial meeting with delegates from the proposed partner institution prior to developing an actual proposal. When such a meeting involves travel, please note that the individual's trip must be approved by his/her direct supervisor. Such approval is to be communicated in a timely manner to the Vice Provost for International Affairs and the Provost with regard both to the proposed trip and parameters of discussion.

If the proposed partnership is likely to involve linkage with or the sponsorship of a foreign government, the Vice Provost for Research and Sponsored Projects must be informed in advance. No documents should be signed in the name of the university during meetings between PSU "scouts" and prospective international partners. Before any documents are signed, the PSU "scout" must request explicit statement of the prospective partner's expectations/ needs. (See "Note" below.)

If PSU is to receive a delegation from the proposed partner institution, the OIA should be informed of an impending visit and expected outcomes. Depending on the nature of the visit, the Vice Provost for International Affairs may involve other parties within OIA, the Provost, or the President. If the President is meeting with the group (whether on campus or overseas), he will present official gifts from the university to the visitors. If the President is unavailable, the Provost will do so. If neither are available, an appropriate representative will do so. This may be the Vice Provost, Dean, or other party recommended by the PSU contact. OAA has fiscal responsibility for procuring official gifts, though it may delegate responsibility for arranging and distributing them to the Office of International Affairs.

When PSU is ready to enter into a partnership, the following steps are required:

1. Review proposed contract with authorized contracts officer in the Office of Business Affairs.
2. Final memorandum of understanding (MOU) crafted, with appropriate signature lines for both institutions. Consult with Vice Provost for International Affairs to assure that MOU's content and form (signature stamps, etc.) are consistent with University requirements and appropriate to the cultural context of the signing ceremony.
3. Final copy of the MOU is routed to Business Affairs for legal sufficiency and internal signature routing. Internal signatures must be obtained from the Provost, relevant Vice Provosts, and Business Office; this sign off sheet will be available from the Office of Business Affairs.
4. Provost obtains President's approval of final MOU, which is then held on file in the Office of International Affairs.

NOTE:

*CONTRACTING AUTHORITY IS LIMITED TO A SPECIFIC NUMBER OF AUTHORIZED INDIVIDUALS ON CAMPUS, AND CONTRACT PROVISIONS ARE LIMITED BY LAW, RULE, AND POLICY. DEPENDING ON THE NATURE OF THE PROPOSED PARTNERSHIP, THE AGREEMENT MAY REQUIRE REVIEW AND SIGNATURE BY OUS LEGAL COUNSEL AND THE STATE ATTORNEY GENERAL'S OFFICE. ANY AGREEMENT, TO INCLUDE THE MOST GENERAL "AGREEMENT TO AGREE," IS A CONTRACT IN THE EYES OF THE UNIVERSITY. DO NOT PREPARE ANY MEMORANDA OF UNDERSTANDING OR CONTRACTS WITHOUT CONSULTING THE BUSINESS OFFICE AND OBTAINING THE SIGNATURE OF AN AUTHORIZED CONTRACTS OFFICER (E.G., DEE WENDLER).*