POLICY STATEMENT 94
POLICY AND PROCEDURES FOR INTERNATIONAL AGREEMENTS

POLICY DIGEST

Monitoring Unit: Finance & Administration
Initially Issued: September 1, 1999

I. PURPOSE

To establish the policies and procedures for the development and approval of international agreements at Louisiana State University and A&M College.

II. DEFINITIONS

A. An *international agreement* is a document which commits any academic or research unit of the University to a relationship with an institution in another country. Such an international relationship may include (but is not limited to) the exchange of students and faculty, or conducting research, contract or public service activities.

B. A *letter of intent* is a non-binding agreement between an academic or research unit at the University to develop a formal international agreement with an institution in another country.

III. GENERAL POLICY

A. Louisiana State University reaffirms its longstanding commitment to encouraging international educational, research, and public service activities by all units of the institution.

B. The University supports and encourages the creation and implementation of new agreements that contribute to the internationalization of LSU, and help the university meet its targets for international development.

C. The Office of International Programs in the Office of Academic Affairs is responsible for managing the process by which international agreements at LSU are approved, but the academic or research unit proposing the agreement bears full responsibility for implementation and management and for meeting all costs associated with implementing the agreement, in conformance with established University regulations and practices.

D. The Office of Academic Affairs is responsible for the approval of those aspects of international agreements that relate to the exchange of students and faculty. The Office of International Programs is responsible for oversight of agreements with international institutions and the Universities' various units that deal with student and faculty exchanges, when agreements are implemented after appropriate approval through reporting lines.

IV. PROCEDURES

Any academic or research unit that wishes to establish an **international agreement** should first confer with the Office of International Programs to discuss the proposed agreement and obtain guidelines and copies of approved formats for agreements. If the proposed agreement entails commitments other than or in addition to the exchange of students and faculty (i.e., research, training or public service activities), the requirements of PS-32 must also be satisfied. Budgetary and fiscal issues, including scholarships and tuition and fee waivers, and academic issues, including admissions and enrollment implications of an agreement, should be addressed at the earliest possible stage of development. The approval and support of the chair of the department or supervisor of the unit must be secured at this stage. A draft of the agreement should be prepared and submitted to the Office of International Programs through the chair and dean of the college.

In the case of units not located in colleges, the draft agreement should be forwarded through appropriate channels. If appropriate (pursuant to PS-32), the agreement will be referred to Financial and Administrative Services (FAS) and Office of Sponsored Research and Graduate Studies (OSRGS) for review. Comments from FAS and OSRGS will be adopted in the draft agreements. The Office of International Programs will then forward the draft agreement to the Council of Vice Chancellors for review.

A standard letter of intent will be available for use. It and all subsequent revisions to it must be approved by FAS. Academic or research units wishing to prepare a **letter of intent** for review by the Office of International Programs may obtain a standard letter of intent form from that office to use when a letter of intent is requested. The Provost is authorized to approve letters of intent.

A. The international agreement will specify the University unit designated to manage LSUs participation in the linkage. Each agreement will be for a fixed period of time, ordinarily for five years, renewable under the provisions of Article 3.7.

B. When the Provost has approved the proposal, the Office of International Programs will inform the academic or research unit responsible for the agreement at LSU that it may submit the proposed agreement to its international counterpart for review and comments.

C. After receiving the comments of the institution in the other country, the academic or research unit responsible for the agreement at LSU must submit the proposed agreement to the Office of International Programs for review and recommendations.

D. If the Office of International Programs, in consultation with FAS and OSRGS when applicable, recommends approval of the proposed agreement, the agreement shall be forwarded through the Provost to the Chancellor. The Chancellor has final authority to approve or disapprove international agreements.

E. The international agreement must be signed by the appropriate representative of the institution in the other country.

F. The responsibility for organizing and paying for any official signing ceremony resides with the college or department that originates the international agreement.

G. The Office of International Programs must receive requests for the renewal of active linkage agreements a minimum of one year prior to expiration. Units proposing renewal should submit a summary of activities conducted under the auspices of the agreement. The Office of

International Programs will review the agreement, in consultation with FAS and OSRGS when applicable, and make its recommendation to the Chancellor through the Provost.

V. SOURCE

This is a revision of PS-94, which was implemented September 15, 1994.

VI. REFERENCES

A. PS-09: "Continuing Education, Outreach, and Science Programs"

B. PS-32: "Policy for Submission of Applications for Sponsored Projects;" PS___(under review): "Administration and Coordination of Student Overseas Programs;" LSU Planning Document, Release 1.2," March 30, 1998