

## **GUIDELINES FOR DEVELOPING INTERNATIONAL AGREEMENTS**

NJCU encourages the development of international agreements involving faculty, students, and research facilities to enhance cooperation, diversity, and understanding between countries and cultures. A set of guidelines is essential to facilitate the development of international agreements. Agreements should meet the following requirements:

- The initiative enhances the educational mission of New Jersey City University
- A significant possibility for collaboration exists in at least one of the following areas: student exchange, faculty exchange, or research
- For student exchanges, potential should exist for long-term interest and activity
- It must be financially feasible and able to be implemented without negative financial impact on the University
- The initiative must involve, and have support from, relevant academic departments or administrative offices
- Relevant departments at both institutions should possess comparable strengths and should show a strong willingness to sustain an on-going relationship
- If the proposed agreement is in a region or country where NJCU already has similar relationships, there must be a strong rationale for the establishment of the proposed agreement and a demonstrated benefit to the University
- The agreement must be vetted by the University through established procedures and an infrastructure to administer the program at both institutions must be identified

### **I Types of International Agreements**

A Memorandum of Understanding (MOU) recognizes a shared interest between parties in exploring areas that may lead to specific projects in the future; no clear projects or plans are outlined. MOUs are preliminary ceremonial documents drafted to reflect or promote good will between the parties and the intention to solidify specific obligations and commitments in an Agreement at a later date.

An Exchange Agreement is a document outlining the terms and conditions providing for an exchange of faculty and staff between NJCU and an institution located outside the United States. Exchange Agreements stipulate the details and implementation procedures for a specific program of exchange or collaboration and may in some cases involve a commitment of resources. Exchange Agreements may be negotiated department to department, college to college, or in a broad-based institutional capacity.

Other types of agreements may address activities which have financial or other proprietary implications for the university; for example, a student recruitment contract or a collaboration in a research activity. A written agreement is essential for this category of cooperation as the University may incur liability as a result.

## **II Process to Develop an International Agreement**

Prepare a brief proposal in which articulates the rationale for the agreement. If a draft agreement is available, attach the agreement to the proposal. The proposal should:

- Discuss how the agreement fits the university's mission and identify the benefits it offers to NJCU
- Identify the NJCU department[s] involved and the exchange partner's institution and department[s]
- Indicate the size, demographics, and the nature of the partner institution- public or private, and whether the institution is accredited in its home country
- Indicate the type of student and/or academic activity proposed
- Discuss budgetary implications
- In the case of student exchange, verify that the partner institution has experience with this type of program and possesses the facilities to accommodate inbound students [housing, language support, etc]
- Assess the potential for developing interdisciplinary programs at NJCU to support the agreement

## **III Guidelines for Exchange Agreements:**

An agreement should address the following issues:

1. *Parties*: The agreement should note the parties involved in the agreement. If the agreement will be made between individual departments or entities, this should be stated, not simply list the University as the maker of the agreement.

2. *Exchange Balance*: The agreement should specify that a student exchange will be balanced in terms of number and level of participation. In most cases, each institution should host and send the same number and level of participants each year. If this is not practical, the relationship must balance over time. Agreements should include language addressing the mechanism to correct imbalances.

3. *Tuition*: In student exchanges, tuition and fees are typically paid to the Home University and are waved by the Host University. Other arrangements must be noted in the agreement.

4. *Accommodations*: How will participants be housed, who is responsible for the cost, and who is responsible for the procurement of housing?

5. *Compensation*: Will the Host University provide any funding to support the visitors' activities, such as a housing allowance, stipend or honorarium?

6. *Degree Status*: The agreement must address whether students will pursue a degree program while participating in an exchange program. Generally, exchange students do not earn a degree at the host institution.

7. *Articulation*: Academic credits earned at the Host institution will be recognized at the Home institution

8. *Access to University Resources*: The agreement should describe the rights of and limitations on participants while at the host institution. For example, will students be able to enroll in all NJCU majors? Will there be limitations on the access to student services and facilities (health plans, sports programs, etc)? Do not develop an agreement that allows inbound participants access to high demand academic programs without the consent of the department involved.

9. *Travel*: Who is responsible for the cost of participant travel?

10. *Language Ability*: The agreement should note the partner institutions' expectations concerning language proficiency. In student exchanges, inbound students must meet the University's minimum English proficiency requirements. Visiting scholars should be certified by the Home institution as having a level of language proficiency adequate for the proposed program at the Host university.

11. *Insurance*: All participants must have appropriate health insurance. J1 exchange visitors in the US must have insurance that meets State Department requirements.

12. *Intellectual Property*: The products of research are covered under the university's intellectual property policy.

13. *Duration/Termination*: Agreements must be of finite duration. Most agreements are made for a period of 3-5 years, with the possibility of renewal. Termination language should be included. Most agreements indicate that six months notice is sufficient to terminate. Visiting students or faculty are typically allowed to complete their programs if the agreement is terminated.

14. *Immigration Issues*: Both inbound and outbound participants typically need visas issued by the host country to participate in an exchange program. Visa application procedures often require significant preparation time that affects application deadlines and scheduling.