Georgia Institute of Technology
Policies for Establishing Memoranda of Understanding and Other Agreements with Universities Outside the United States
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Many academic and research units at Georgia Tech are actively engaged now or have plans to become engaged in research, education, and other forms of collaboration with universities outside the United States. Such endeavors are important to Georgia Tech’s future and faculty members and administrators are encouraged to pursue international collaborations that are consistent with the unit and Institute strategic plan.

To protect the Institute from financial or legal issues, properly manage the agreements, and keep the Georgia Tech community informed of established relationships, certain policies must be followed when developing these international agreements.

Agreements come in many forms and at many levels (see www.oie.gatech.edu/faculty for information on types of agreements). Regardless of the type or level of agreement, the policies described below must be followed when any Georgia Tech unit wishes to establish any type of collaborative agreement with a university or other entity outside the United States.

I. Process for Establishing Agreements

a. The unit wishing to establish the agreement should begin the process in consultation with the Office of International Education (OIE). OIE keeps files of all existing agreements that may be helpful in preparation of a new agreement and has information about many GT, Board of Regents, state, and federal policies that may impact the desired collaboration.

b. The unit should prepare a draft agreement for review by the Director of the OIE. The agreement will be evaluated and edited by OIE and Legal Affairs for consistency with GT policies and procedures.

c. This draft will be forwarded to the partner institutions for their review. The unit and OIE will negotiate with the partner institution(s) as needed to achieve consensus on a final agreement.

d. Two originals of the agreement should be signed by all parties. One original will be kept by OIE and logged into a database that is available on the web. The other original will be forwarded to the partner institution for their records.

II. Required Signatures

a. All agreements, regardless of type or level, must include the signature of either the Georgia Tech Provost or President as the final signature line in the agreement unless otherwise specifically delegated. When applicable, delegation authority can be obtained from the Office of the Provost.

b. Agreements at the institute level would only involve signature by the Provost or President.

c. Agreements at the college level would include signatures of the appropriate College Dean and the President or the Provost.

d. Agreements between a college, school, center, or institute should include the signatures of relevant administrators up through the provost or president. For example, a school-to-school agreement would involve signatures by the School Chair, College Dean, and the Provost or President.