



International Agreements and Partnerships Guide

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OVERVIEW

To promote international cooperation in teaching, research, and other fields of mutual interest, UNLV establishes formal partnerships with a variety of institutional, governmental, non-profit, and business-sector partners abroad. UNLV faculty/staff interested in creating these types of partnerships should review the UNLV Global International Partnerships and Agreements Guide prior to initiating or pursuing any international agreements or partnerships.

UNLV Global's review and management of Memoranda of Understanding (MOUs) and Cooperation Agreements (CAs) provide centralized coordination, ensuring comprehensive review by all relevant campus partners. This process supports compliance, risk management, quality assurance, funding allocation, and resource planning while thoroughly addressing best practices in international student and scholar services. Finally, UNLV Global's review and management of agreements ensures strategic alignment of partnerships being formed across the university so that as many people as possible in the UNLV community can benefit from a developing partnership.

The **International Partnership Proposal Form** is designed to facilitate the establishment, renewal, modification, or termination of international agreements at UNLV. The proposal form uses conditional formatting to guide users to complete only the sections relevant to their specific document type, either a Memorandum of Understanding (MOU) or Cooperation Agreement (CA). The single proposal form applies to both MOUs and CAs. If both are required, the form must be completed twice.

MOUs show intent to continue discussions about collaboration. No activities can be carried out without a CA. CAs require General Counsel approval through UNLV Global. No MOUs or CAs are valid without the SVPAA's, Provost's, or President's signature.

This guide was established to help you navigate the agreement process. If you need any assistance along the way, please feel free to contact UNLV Global at global@unlv.edu.

DEFINITION OF AGREEMENT TYPE

Memorandum of Understanding (MOU) is the starting point of a partnership and is meant as a non-binding general understanding between institutions to start a conversation on potential international joint activities. The MOU does not initiate or formalize specific programs, exchanges, or agreements.

Cooperation Agreement (CA) follows an MOU. A CA details the scope of work between two or more institutions, particularly indicating the details of specific collaborations, compliance requirements, and which party is responsible for costs and in-kind services provided during any activity related to the partnership.

ORIGINS OF INTERNATIONAL PARTNERSHIPS

There are three entry points for UNLV to initiate potential international MOUs and CAs that allow for international education activities:

- From President/Provost/SVPAA
- From Faculty/Departments/Colleges
- From UNLV Global

Regardless of point of origin, all partnerships are subject to the guidelines specified herein.

GUIDING PRINCIPLES FOR INTERNATIONAL PARTNERSHIPS

Prior to initiating or pursuing an international agreement or partnership, UNLV faculty/staff should consider the following guiding principles:

- Potential international partners should share UNLV's core values.
- Any international partnership should provide multiple opportunities to collaborate deeply with the partner institution. While discussions over international agreements may begin with a single point of collaboration, ultimately, cooperation agreements built on multiple points of collaboration are more enduring and beneficial to both institutions.
- International partnerships must be sustainable and include considerations of adequate funding, space, and other forms of support that will allow partnership activities to be practical and durable.
- Partnerships must comply with U.S. and Nevada laws and NSHE and UNLV policies.
- Financial implications of partnerships must be outlined carefully and approved to ensure full compliance with financial requirements.
- International partnerships are coordinated through UNLV Global and must be formally reviewed and approved by the Office of General Counsel (OGC) and the SVPAA.

MOU PROCESS AND WORKFLOW

1. Hold Internal Discussions

When UNLV Global or UNLV Senior Leadership initiates a partnership, they will make initial contact with the relevant Dean or the Dean's designee, who can choose to present the opportunity to their Chairs and faculty for discussion. Any UNLV faculty member interested in initiating a global partnership should discuss this with their Chair and Dean before initiating an MOU with UNLV Global.

2. Submit the International Partnership Proposal Form

The **MOU proposal form** collects comprehensive information on proposed partnerships, including key contacts, institutional details, partnership history, and intended collaborative activities (the list of partnership activities can be expansive at the MOU stage as it is not binding, see Appendix A) and outlines alignment with UNLV's mission and goals. Additionally, it facilitates coordination among academic departments and administrative leaders, promoting efficient management and quality assurance for international collaborations.

3. Vet Partnerships through UNLV Global

The International Partnership Proposal Form is automatically routed to UNLV Global for review and assessment of the partnership request. Additionally, UNLV Global forwards the MOU request to the relevant individuals and offices impacted by the agreement, whether at the graduate or undergraduate level, who may contact UNLV Global or the requesting department with any questions or concerns.

- SVPAA
- Department Chair listed on form
- Dean listed on form
- Associate Dean of the Graduate College, Emily Lin
- Associate Vice Provost for Undergraduate Education and High Impact Practices, Jake Thompson
- Senior International Officer (SIO), Lindsey Gruber
- Associate Director/Director of International Partnerships

UNLV strives to partner with peer and aspirational peer universities worldwide to ensure excellence. Examples of the criteria used to assess prospective partner quality include, but are not limited to, the following:

- Recognition within their country by the Ministry of Education/Higher Education.
- Documentation of existing rankings (globally, nationally, and/or by academic program).

- For private institutions, we run a name check against the U.S. State Department Foreign Terrorist Organization list.
- Other metrics and indicators, as needed and appropriate.

4. Create and Review the MOU Draft

- Using the information provided in the International Partnership Proposal Form, UNLV Global will create a draft MOU using a OGC-approved template to be reviewed by the UNLV department and the international partner.
- UNLV Global or the coordinating department will send the draft MOU to the international partner's point of contact listed on the MOU, while keeping the UNLV MOU requestor copied on the communication.
- If the partner institution requires changes, all proposed revisions must be clearly indicated using track changes and routed back to UNLV Global for review. When needed, UNLV Global will consult with the OGC, the SVPAA, and EVPP about proposed changes.
- If the international partner insists on using their version of an initial MOU, UNLV Global must route the MOU to the OGC to review, edit, and approve before any UNLV faculty/staff can sign. Using a partner template and making significant edits/additions to the MOU requires additional time to review and sign.

5. Route the MOU for Signatures

- The international partner signs first with their official approver's signature and sometimes with other institutional signatories listed as recommenders if requested.
- Once the partner institution has signed and returned the MOU, digitally or physically, depending on the requirements, the Dean(s) of any participating department, school, or college will sign as a recommender. The MOU must then be sent back to UNLV Global, where the Senior International Officer (SIO) or the Associate Director/Director of International Partnerships will initial (if standard) or the OGC(if modified). Finally, the UNLV SIO or the Associate Director/Director of International Partnerships will route the MOU to the OGC and the Senior Vice Provost for Academic Affairs (SVPAA) for official institutional review, signature, and final approval by UNLV and NSHE. When appropriate, the Executive Vice President and Provost or the President may sign in place of the SVPAA.

6. Distribute and Store the MOU

All completed agreements must route through UNLV Global to the Office of the SVPAA for processing and recording purposes, after which the fully executed MOU is stored with UNLV Global. Where applicable, a copy is sent to the department and to the Graduate College.

CA PROCESS AND WORKFLOW

1. Conduct Pre-work for CA

After an MOU is signed, discussions of the particulars between the relevant UNLV departments/colleges/units and corresponding departments/colleges/units at the partner institution begin.

- Discussions about the scope and extent of partnership activities can happen independently between UNLV faculty/staff and the partner institution's faculty/staff.
- It is recommended that discussions include the UNLV SIO, the Associate Director/Director of International Partnerships, and/or the SVPAA. This will help maximize the potential partnership areas and ensure compliance, which will save time as the CA process proceeds.
- Note that separate CAs for each particular program/area of cooperation are allowable and may be necessary, as all elements/areas of a potential partnership may not be ready to move forward in a CA at the same time.

2. Submit the International Partnership Proposal Form

The **CA form** gathers general information similar to the MOU but specifies each party's responsibilities, financial commitments, sustainability plans, and risk mitigation strategies.

- UNLV Global forwards the CA request to the following people and offices, who can contact UNLV Global or the requesting department should there be any questions or concerns.
 - SVPA
 - Department Chair listed on form
 - Dean listed on form
 - Associate Dean of the Graduate College, Emily Lin
 - Associate Vice Provost for Undergraduate Education and High Impact Practices, Jake Thompson
 - Senior International Officer, Lindsey Gruber
 - Associate Director/Director of International Partnerships

3. Create and Review the CA Draft

UNLV Global will make available the most suitable OGC-approved template for department adaptation. It is crucial that only the highlighted portions are changed and that all changes are made using track changes, which are then emailed to UNLV Global at global@unlv.edu. Any significant edits/additions to the CA require additional time to review and be routed to UNLV OGC via the SVPA.

The CA can encompass various types of collaborative partnerships (see Appendix A for a list). UNLV Global can create other templates to suit specific partnership agreement needs and circumstances. Please contact UNLV Global for assistance in crafting a suitable model template. Please note that if several partnership areas or a variety of UNLV departments/colleges/units are involved, multiple CAs may be needed.

4. Route the CA for Stakeholder Sign-Off

Before the CA and the scope of work are formalized, all areas of cooperation will be routed by UNLV Global to the appropriate UNLV stakeholders for technical review to ensure that all required details are included, that the CA proposes activities that can be well-executed, and that the CA is compliant. Primary technical review begins with UNLV Global. Secondary technical review is based on the type of activities that may be involved in the international partnership. Routing for technical review at UNLV involves the following, as relevant to the CA:

- All academic departments, degree programs, and/or colleges involved
- Graduate College (if graduate)
- Office of Undergraduate Education (if undergraduate)
- Office of Admissions for admission process verification (for degree programs that require admission to UNLV)
- Office of Financial Aid and Scholarships (whenever scholarships or aid are involved)
- Office of Faculty Affairs (for faculty exchange)
- Office of Study Abroad Programs (for faculty-led programs and student international experiences)
- Office of the VP for Research (for joint/cooperative research)
- Office of Online Education (for COIL-Collaborative Online International Learning)
- Office of the Registrar and the Registrar's transfer team (for dual degrees and transfer agreements)
- Office of International Student and Scholar Compliance (regarding visa type for short-term groups coming to UNLV, degree-seeking students, professors, researchers, short-term scholars, or exchange students)
- The English Language Center (for short-term groups or individuals when English language or American culture is part of a program offering)
- Office of Academic Effectiveness for matters related to accreditation for UNLV degrees or courses offered overseas

5. Route the CA for Signatures

Once the OGC has reviewed and approved the draft CA, UNLV Global or the academic department will send the approved version to the partner institution's primary contact (as listed on the CA). The contacts listed on the CA request form will be copied on communication for their reference during the partner's internal review process. Please keep UNLV Global and the UNLV academic department copied on all messages.

If the partner institution changes the OGC-approved version, UNLV Global must send it to OGC to re-review it and approve those partner changes before routing them back to the partner university for approval/signatures. If no changes are required from the partner university, UNLV Global or department will route the CA to the international partner. Their representatives will sign as appropriate and then return to UNLV Global to begin securing the UNLV signatures. If an international partner requires wet signatures, UNLV Global will provide guidance.

- UNLV can have several different "Recommended By" signatories depending on the departments and or colleges involved in the CA. All participating deans must sign.
- Before the final approval signature, the OGC conducts a final review of the CA and confirms their approval to UNLV Global.
- The SVPAA gives the final UNLV and NSHE approval unless the CA represents revenue to the university over \$250,000. In that case, the UNLV President must be the ultimate approving authority.
- Once signed, the fully executed CA is stored with UNLV Global.

6. Distribute and Store the CA

All completed agreements must route through UNLV Global to the Office of the SVPAA for processing and recording purposes, after which the fully executed CA is stored with UNLV Global. Where applicable, a copy is sent to the department and to the Graduate College.

AGREEMENT CHECK-INS

At the agreement's midpoint, a UNLV Global team member will reach out to the UNLV contacts listed on the agreement to check on its progress and request a report through Qualtrics. These activity reports help UNLV Global track the outcomes of agreements and offer support as needed to ensure the successful execution of agreement activities.

RENEWAL OR TERMINATION

Six months prior to the end of the agreement period, UNLV Global will ask the point of contact listed on the agreement for a final report on activities produced through the agreement and whether the agreement should be renewed. UNLV Global assists with the renewal process. Any agreements that are not renewed are automatically terminated.

APPENDIX A: ACTIVITY DESCRIPTIONS

Activities Currently Supported by UNLV

Exchange of Faculty/Staff - A program where faculty members from two partner institutions swap teaching or research roles, typically for a semester or academic year, to promote academic collaboration, cultural exchange, and professional development. Funds from the home institution or the UNLV department may be used.

Joint Research Projects - Collaborative research efforts between faculty members or research teams from both institutions, sharing expertise, resources, and findings, often with the aim of publishing joint papers or developing new projects, sometimes including faculty or student mobility between institutions.

Faculty-led Study Programs - Programs where faculty members from one institution lead a group of students to study abroad at a partner university or another location, often focused on specific academic topics and including both coursework and cultural experiences. The only cost that can be paid to UNLV is tuition. Other costs are paid for directly by the student or paid to a UNLV-approved study abroad provider.

COIL (Collaborative Online International Learning) - An international program that connects students and faculty from different institutions around the world through online collaborative learning, allowing them to work together on projects or courses without requiring physical travel or any costs.

Short-Term Programs - Academic or cultural programs lasting less than one semester, usually including English language instruction, cultural training, or deep dives into special topics. These programs are typically hosted for visiting student groups.

Transfer of Credit Agreement - An agreement between two or more educational institutions that outlines how academic credits earned at one institution will be recognized and applied toward a degree or program at UNLV.

Establishment of Dual Degree Programs - A program in which students pursue two separate degrees from two institutions simultaneously, typically spending time at each campus in each country, with students meeting the academic requirements for both degrees before graduation.

Activities Currently NOT Supported by UNLV

Home Pay Student Exchange - A program allowing students from one institution to study at a partner institution for a specific period, often a semester or academic year, with the expectation that students from the partner institution will reciprocate and study at the originating institution with each student paying tuition and fees only to their home institution.

International Joint Degrees - An academic program where two or more institutions collaborate to offer a degree jointly awarded by both partner institutions on one diploma, typically after fulfilling a set of requirements that include study at both institutions.