UCLA Approval Process for International Agreements Flowchart

The development of all proposed international agreements will begin with one of the standardized templates, as outlined below. The coordinator will complete the appropriate template and facilitate the review and approval process. For questions about which template to use and to obtain the approved template, contact the International Office or Campus Counsel.

Campus Counsel has approved these templates and any modifications will require additional review and approval by Campus Counsel and the Vice Provost, International Studies and Global Engagement (Vice Provost-Int’l).

UCLA Policy 980 sets forth the process for the required review and approval for international agreements, and it is strongly recommended that you read the Policy prior to completing the agreement templates.

**Standard Agreement Templates**

- **MOU**
  - Non-binding agreement that explores a future cooperative academic and/or research effort. Does not involve a commitment of University resources.
  - Review and Approval by Dean & Department Chair
  - Dean Signs MOU
    - Note: if the standard MOU template was modified, additional approval is required by Campus Counsel & Vice Provost-Int’l. The EVC & Provost and Vice Provost-Int’l are the only authorized signatories of a modified non-template MOU.

- **Student Exchange**
  - Bi-lateral & binding, intended to be reciprocal & used for enrolled UCLA students & foreign students.
  - * See Policy 980 section III.C. for student intake terms
  - Review and Approval by Department Chair, Faculty Executive Committee & Committee on Academic Exchange, as appropriate

- **Collaboration/Affiliation**
  - Binding academic and/or research exchange or other collaboration/training between UCLA and a foreign organization.
  - Can involve a commitment of University resources.
  - Review & Approval by Department Chair

- **Use of patented or copyrighted materials or use of specific collections or resources**
  - For use &/or possible future use of any University patented/copyrighted materials or specific collections, consult the University Librarian, Technology Development Group (TDG), UCLA Museums, &/or other campus officials/depts., as appropriate.
    - For Student Exchanges once approved and signed, the Academic Planning and Budget Office will approve the fees, and the Registrar’s office will identify and administer the appropriate exchange code or other non-degree objective enrollment code, as appropriate.

**Review & Approval by Constituent Groups**

This may include: EVC & Provost &/or Chancellor, Dean, Deans of Undergraduate & Graduate Divisions, Program Directors, Campus Counsel, Dashew Ctr, Registrar’s Office, Undergraduate or Graduate Councils, Academic Senate, International Education Office, Insurance and Risk Management, Corporate Financial Services, Committee on Academic Exchange, UCOP, &/or other campus depts/committees/officials. There may be specific agreements that require Regental approval &/or Chancellor’s signature.

- **Vice Provost-Int’l Reviews, Approves, & Signs**

**Storage of Agreements by International Office**

Int’l Office will distribute copies of signed agreement(s) to the appropriate parties on campus responsible for administering it. The original hardcopy will be retained by the Int’l Office.