
UCLA Policy 980: International Academic Agreements

Issuing Officer: Executive Vice Chancellor & Provost
Responsible Dept: Office of International Studies and Global Engagement
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I. PURPOSE AND SCOPE

The mission of UCLA as a public research university includes the creation, dissemination, preservation, and application of knowledge for the betterment of society. To accomplish this, UCLA faculty, students, and staff engage in global activities that advance UCLA's mission. Policy 980 supports these activities by providing an administrative framework that encourages and enables international collaboration, education, exploration, research and service. This Policy ensures that international activities can be established expeditiously, operate effectively, and prompt proponents of these activities to consider and address the risks of international engagement. This protects UCLA's reputation and safeguards the faculty, students, and staff engaged in international activities.

The UCLA Office of International Studies and Global Engagement ("International Office") is responsible for the execution and administration of academic agreements between UCLA and a Foreign Organization. The Vice Provost for International Studies and Global Engagement facilitates and maintains written agreements between UCLA and Foreign Organizations, and ensures that International Agreements are consistent with and comply with University of California ("University") and UCLA policies, and applicable laws and regulations.

A faculty member or Senior Administrator (defined below) may propose an International Agreement for educational or research purposes, in support of the UCLA's teaching, research, and public service mission. This Policy defines what type of International Agreement is appropriate and outlines the required review and approval process for such agreements.

This Policy does not apply to the following types of agreements:

- A research contract or grant proposal sponsored by or jointly with a government or non-profit, including sub awards issued under grants or collaborative agreements. For more information regarding contracts and grants associated with governments and non-profits, contact the [Office of Contract and Grant Administration](#) and proposals related to industry, contact the [Technology Development Group](#);
- Purchase contracts for goods and services to be supplied to the University. For more information, contact [Business & Finance Solutions](#);
- Affiliation agreements with other U.S. based organizations to provide for the training of enrolled students as part of an approved curriculum. For more information, see [UCLA Policy 970, Affiliation Agreements](#);
- Real property rental agreements. For more information, contact the [Real Estate Office](#);
- Solicitation or acceptance of gifts. For more information, contact [External Affairs](#);
- Construction contracts. For more information, contact [Capital Programs](#);
- Copyright or Patent agreements. For more information, contact the [Technology Development Group](#);
- International subsidiaries or operations over which the University shares governance authority with another organization. For more information, see [UC International Activities Policy](#); and
- [University of California Education Abroad Program \(UCEAP\)](#). This program is the University's official study abroad program.

II. DEFINITIONS

For the purposes of this Policy:

Affiliation Agreement is a legally binding agreement between UCLA and a Foreign Organization that provides a framework to furnish education, training, or clinical experience that is integral to a specific academic degree or course objective and is not available at the home institution. Also, see [UCLA Policy 970](#).

Collaboration Agreement is a legally binding agreement between UCLA and a Foreign Organization that provides a framework for a mutually beneficial academic and/or research exchange or other collaboration, and may involve a commitment of University Resources.

Foreign Organization refers to universities, governments, government agencies, non-governmental agencies, non-profits, and other organizations that are based outside the boundaries of the United States or those based within the boundaries of the United States whose activities occur outside the boundaries of the United States.

International Agreement refers to an academic agreement with a Foreign Organization and includes Memoranda of Understanding, Collaboration Agreements, Affiliation Agreements, and Student Exchange Agreements.

Memorandum of Understanding (MOU) is a non-binding agreement that expresses a mutual intent to explore a future cooperative academic and/or research effort between UCLA and a Foreign Organization, and does not involve a commitment of University Resources.

Senior Administrator is any employee holding the title of Director or above, including but not limited to the following: Chancellor, Vice Chancellor, Associate or Assistant Vice Chancellor, Provost, Vice Provost, Associate Vice Provost, Dean, Associate Dean, Assistant Dean, Department Chair, University Librarian, Organized Research Unit (ORU) and Center Directors.

Student Exchange Agreement is a bilateral legally binding agreement, intended to be reciprocal, used for enrolled UCLA and foreign students to have an international opportunity, primarily for research experience, language acquisition, or to obtain credit for courses abroad.

University Resources means labor, materials, or assets under the control and management of the University, both monetary and non-monetary. This includes the University's names or marks, intellectual property, copyrighted materials and resources, University funds, facilities, office and classroom spaces, research materials, tools, databases, equipment, or the time or effort of University personnel.

III. POLICY STATEMENT

There are four types of International Agreements that a faculty member or Senior Administrator can propose under this Policy: 1) Memorandum of Understanding (MOU), 2) Collaboration Agreement (CA), 3) Affiliation Agreement (AA), and 4) Student Exchange. Any of the above agreements between UCLA and a Foreign Organization is required to comply with this Policy, relevant University policies and directives, including but not limited to [UC President's Memo on Enhanced Review and Approval](#).

If a Collaboration or Affiliation Agreement includes revenue-generating activities, you must first consult Business & Finance Solutions (see [UCLA Policy 340](#)).

The faculty member or Senior Administrator who proposes an agreement must designate a coordinator or assume the role of the coordinator, to facilitate the review and approval process of the proposed International Agreement as outlined in this Policy.

Prior to the review and approval process, the International Office will consult the Office of Research Policy and Compliance for compliance with export control laws and policies, including the completion and documentation of restricted party screenings.

Where possible the development of all proposed International Agreements will begin with one of the standardized templates as outlined in Attachment A. These templates have been approved by Campus Counsel and any modifications to the template will require additional review and approval by Campus Counsel and the Vice Provost, International Studies and Global Engagement ("Vice Provost-Int'l").

In rare situations, the University may consider the possibility of granting a request to use the UCLA name, which, in addition to requiring the approval of UCLA's Administrative Vice Chancellor, may also require University of California Office of the President (UCOP) and/or outside counsel review and approval. For more information, see [UCLA Policy 110, Use of University's Names, Seals, and UCLA Trademarks](#).

Any form of agreement proposed to a faculty member or Senior Administrator by a Foreign Organization that the faculty member or Senior Administrator is interested in participating, whether it entails a commitment of

University Resources or not, should be forwarded to the International Office for its review to determine whether the request meets the criteria of an International Agreement. The International Office, with support from Campus Counsel, will advise the faculty member or Senior Administrator accordingly.

A faculty member or Senior Administrator must *not* commit or agree to commit University Resources with a Foreign Organization, except in accordance with an approved International Agreement, and the agreement must have approval from the Vice Provost- Int'l, as set out in this Policy.

A. Memorandum of Understanding (MOU)

When to use an MOU

An MOU is a non-binding agreement, used to acknowledge UCLA's and a Foreign Organization's intent to explore the possibility of engaging in a set of activities. An MOU does not involve a commitment of University Resources. Rather, an MOU describes an existing relationship where there is a strong commitment to move forward with a more detailed and binding agreement within the time frame of the MOU (such as a Collaboration Agreement).

While MOUs may have a role in supporting protocols and ceremonial activities, such use should be rare. A proliferation of unfulfilled MOU agreements, or *MOU fatigue*, weakens the effectiveness of these agreements and potentially impacts UCLA's international reputation as a signed MOU can lead to a strong expectation of future engagement.

MOU Required Review and Approval

Attachment A *UCLA's Approval Process for International Agreements Flowchart*, outlines the required review and approval process for an MOU. All MOUs are approved by the Office of International Studies and Global Engagement prior to signature.

The EVC & Provost, Vice Provost-Int'l, University Librarian, and Deans (and campus administrators to whom Organized Research Units (ORUs) report) are the only authorized signatories of MOUs, as delegated by this Policy. This authority may not be further redelegated.

B. Collaboration and Affiliation Agreements

When to use a Collaboration Agreement (CA)

A CA is a legally binding agreement, used in situations involving a commitment of University Resources by UCLA for activities with a Foreign Organization. CAs may or may not be reciprocal. Examples of CAs include, but are not limited to:

- exchange visits of scholars, researchers and/or administrators of UCLA and the Foreign Organization on an ongoing basis;
- exchange of academic or other research information and materials by the parties of the CA on an ongoing basis;
- the organization of joint conferences and/or symposia on an ongoing basis where funding or other resources are provided by UCLA, the Foreign Organization, or jointly;
- sponsorship programs that provide funding in support of collaborative research activities;
- visiting faculty programs that provide teaching commitments.

When to use an Affiliation Agreement (AA)

An AA must be established whenever a campus unit is involved in one of the following:

1. Training of UCLA students by a Foreign Organization other than the University of California.
2. Training program/workshop by UCLA faculty at a Foreign Organization that is a non-University of California facility.
3. Training program/workshop at UCLA involving foreign students or visitors.

Also, see [UCLA Policy 970](#).

CA and AA Required Review and Approval

Attachment A *UCLA's Approval Process for International Agreements Flowchart*, outlines the required review and approval process for a CA and AA.

The EVC & Provost and Vice Provost-Int'l are the only authorized signatories of international CAs and AAs, as delegated by the Chancellor, [UCLA DA 224.03](#).

C. Student Exchange Agreement

When to use a Student Exchange Agreement

A Student Exchange Agreement is intended to be reciprocal between UCLA and a foreign peer university and is not appropriate for non-bilateral education programs such as covered under [UCLA Policy 970, Affiliation Agreements](#) or revenue generating programs. A faculty member or Senior Administrator must indicate why the objectives of the proposed program cannot be achieved through UCEAP or UCLA Travel Study Programs.

The intake of students at UCLA may occur for the following terms and term combinations: (1) Fall; (2) Fall + Winter; (3) Fall + Winter + Spring; (4) Winter; Winter + Spring. Petitions for different term combinations will be reviewed on a case-by-case basis.

Student Exchange Required Review and Approval

Attachment A *UCLA's Approval Process for International Agreements Flowchart*, outlines the required review and approval process for a Student Exchange Agreement.

The EVC & Provost and Vice Provost-Int'l are the only authorized signatories of a Student Exchange Agreement as delegated by the Chancellor, [UCLA DA 224.03](#). For student and faculty bilateral exchanges within the School of Law, see [UCLA DA 224.09](#).

D. Duration and Outcomes of Agreements

The term of an MOU, CA, and AA will be limited to no more than five (5) years and a Student Exchange Agreement term will be limited to no more than three (3) years.

The coordinator will submit a report at the end of year four (4) for MOUs, CAs, and AAs and at the end of year two (2) for Student Exchanges to the Vice Provost-Int'l describing the outcomes of the activities. If the intent is to renew the agreement, at least 6 months in advance of the expiration of the term, the coordinator will submit a report to the Vice Provost-Int'l describing the outcomes of the activities and reasons supporting the request for renewal.

For Student Exchange Agreements, the International Education office will serve as a liaison with the Foreign Organization to manage program activity while monitoring exchange imbalances and making recommendations, together with the Committee on Academic Exchange, for program renewal or cancellation.

IV. RESPONSIBILITIES

All International Agreement proposals will be prepared by and, if approved, administered by appropriate units including schools, departments, or other campus programs. The International Office will not assume responsibility for the administration or implementation of International Agreements, nor will the office be responsible for the allocation of any resources in support of such agreements.

A. Faculty Members and Senior Administrators

Faculty members and Senior Administrators are responsible for designating a coordinator to facilitate the review and approval process for the proposed agreement in accordance with this Policy.

When considering moving forward with an International Agreement proposal, the following questions should be considered:

1. Does the proposing unit have the capacity to provide oversight of the activity, specifically, to ensure that the program is implemented, conducted, and administered consistent with the terms of the agreement and to report on the activity to the International Office?
2. How would the proposed cooperative program benefit UCLA and the Foreign Organization?
3. Is the Foreign Organization one whose mission is consistent with that of UCLA? Factors to consider may include reputational risk or liability.
4. If University resources are being committed to support the proposed activities, are these resources sufficient and sustainable?

Once an approved agreement has been executed, the coordinator will be responsible for administering the agreement in accordance with its terms, including fulfilling UCLA's responsibilities.

B. Deans and Department Chairs

Deans and Department Chairs are responsible for reviewing all International Agreements proposals within their areas of responsibility, to ensure that they meet the scholarly goals and standards associated with their

programs.

When reviewing agreement proposals, the questions in section IV.A. above should be considered.

Once these and related questions have been satisfactorily addressed, the appropriate Department Chair and Dean approves the proposal and depending on the type of agreement follows the procedures as set out in this Policy, see Attachment A.

C. Coordinators

Depending on the type of agreement, coordinators are responsible for the following:

- facilitating the review and approval process in accordance with this Policy;
- if designated by the faculty member or Senior Administrator, serving as a contact person for the approved agreement and/or overseeing the administration of the activities defined by the agreement;
- submitting a report at the end of year four (4) for MOUs, CAs, and AAs and at the end of year two (2) for Student Exchanges describing the outcomes of the activities;
- evaluating whether to pursue the possibility of further collaborative activity or to propose the renewal of an expiring agreement (see section III. D.); in the case of student exchange programs: promoting the exchange, recruiting UCLA student exchange participants, and addressing any imbalance in reciprocity for the program; and
- communicating with the International Office their intention (i) to terminate the agreement, or (ii) to allow the agreement to expire or (iii) to renew the agreement within six months of the end-date of the agreement.

D. Vice Provost, International Studies and Global Engagement

The Vice Provost-Int'l is responsible for:

- ensuring that the International Office consults the Office of Research Policy and Compliance for compliance with export control laws and policies, including the completion and documentation of restricted party screenings;
- reviewing all International Agreement proposals and approving or disapproving, in accordance with relevant University policies;
- ensuring that the appropriate signatories are consulted, as appropriate;
- facilitating and maintaining all written International Agreements, ensuring that all such agreements are stored electronically and made available to authorized University personnel via the International Office Web site; and
- Reviewing reports of previously approved International Agreements, upon the request of the responsible department or unit, at the conclusion of the term of the International Agreement.

IV. REFERENCES

1. [Office of International Studies and Global Engagement](#)
2. [International Education Office](#)
3. [Insurance and Risk Management – Students Traveling Abroad](#)
4. [University of California Education Abroad Programs](#)
5. [UC International Activities Policy](#)
6. [UC President's Memo on Enhanced Review and Approval](#)

V. ATTACHMENTS

- A. UCLA Approval Process for International Agreements Flowchart

DocuSigned by:
Issuing Officer 
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Darnell M. Hunt
Executive Vice Chancellor and Provost

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**

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.

