

# INTERNATIONAL MEMORANDUM OF UNDERSTANDING & STUDENT AGREEMENT PROCEDURE

<b>Policy Hierarchy link</b>	International Memorandum of Understanding & Student Agreement Policy		
<b>Responsible Officer</b>	Vice-President and Deputy Vice-Chancellor (Academic) & Vice-President and Deputy Vice-Chancellor (Research)		
<b>Contact Officer</b>	Associate Director, Global Education Office (Student Exchange), UNSW International; Director, Student and Academic Services; General Manager, Research, Division of Research		
<b>Superseded Documents</b>	International Memorandum of Understanding & Student Agreement Procedure, version 1.0, approved on the 19 February 2013		
<b>File Number</b>	2013/03154		
<b>Associated Documents</b>	<a href="#">International MOU &amp; Student Agreement Policy</a> <a href="#">International MOU &amp; Student Agreement Expression of Interest form</a> <a href="#">Joint PhD Program Policy</a> <a href="#">Joint PhD Candidature Approval Procedure</a>		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
1.1	Vice-President and Deputy Vice-Chancellor (Research)	12 March 2014	12 March 2014

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## 1. Purpose and Scope

To outline the process for UNSW staff to obtain approval for establishing a new, or renewing an existing, International Memorandum of Understanding and/or Student Agreement with international institutions.

All International Memorandum of Understanding and Student Agreements are executed at a University level as per the Delegations of Authority. International Memorandum of Understanding and Student Agreements are not to be executed at a Faculty/School/Unit level.

## 2. Definitions

**Memorandum of Understanding (MOU)** – an over arching non-legally binding document indicating an intention to undertake collaboration with an international institution. There are 3 types of MOUs covering General, Teaching and Research collaboration.

**Student Agreement** - sets out the terms and conditions of any specific arrangements made between an international institution and UNSW. There are a range of Student Agreements that may be developed within the categories of student award or non-award and teaching. They may form (i) an appendix to a MOU or (ii) a stand-alone Student Agreement.

### **Specific types of MOUs & respective Agreements**

**A. General MOU** - To facilitate academic and educational cooperation between the institutions.

**Student Award or Non-Award Agreement** - Sets out the terms and conditions for non-award or award study and may form an appendix to a General MOU.

- *Student Exchange Agreement [Non-award]* - a reciprocal agreement where students study at a partner university as non-award full-time students for one or two semesters and receive credit at the home university.
- *Student Exchange Agreement [Award]* – a reciprocal agreement where students enrolled in a dual award program under an international agreement are allowed to do so as exchange students at one of the partner universities.
- *Practicum Exchange Agreement* - a reciprocal agreement where students obtain research experience as non-award full-time research students at a partner university.
- *Study Abroad Agreement* - an agreement where students from a partner university study at UNSW as non-award full-time coursework students for one or two semesters and receive credit at the home university. This is a full-fee arrangement where students pay fees to UNSW.

**B. Teaching MOU** - Sets out an intention to collaborate with an international institution regarding coursework degree related study. The Teaching Agreement may form an appendix to a Teaching MOU.

**Teaching Agreement** - Sets out the terms and conditions and key academic and administrative arrangements for a collaborative program of study that will lead to a coursework award or awards.

- *Articulation Agreement* - is an arrangement that establishes a defined qualification pathway whereby a student is admitted to a UNSW program with the automatic granting of credit based on a completed or partially completed qualification at a partner institution. The agreement recognises the agreed prior study deemed equivalent for the purposes of enabling students to gain advanced standing. In the case of articulation arrangements based on partially completed qualifications, those leading to 48 units of credit or more advanced standing in a UNSW program should be formalised as part of a formal articulation [teaching] agreement in accordance with this procedure.
- *Twinning Agreement* - an arrangement where UNSW and a partner university each delivers part of a program leading to a single award and, by agreement, one of the institutions confers the award. It extends beyond a recognition of prior learning arrangement as it

involves academic collaboration between the institutions and students enrol with the express intent of completing the twinning qualification.

- *Dual Award Agreement* – an arrangement where UNSW and a partner university jointly develop a program pathway where students study for two awards in a defined pattern with cross-crediting of courses. Subject to meeting the agreed requirements for the awards at the respective institutions, students graduate with two awards and two testamurs, one from each institution.
- *Pathways Agreement* – an arrangement with UNSW Global or another provider for entry to a UNSW program following successful completion of a pre-University or enabling program

**C. Research MOU** - To establish research links between the institutions and to strengthen research collaboration. The Joint PhD Program agreement may form an appendix to a Research MOU.

- *Joint PhD Program* – a joint PhD is awarded by collaborating institutions that have entered into a Memorandum of Understanding on research training activities. PhD candidates approved for entry into a joint PhD program will be supervised by a UNSW supervisor and a supervisor at an approved partner institution. Each joint PhD candidature is governed by an individual student proposal and agreement outlining the specific terms.

### 3. Procedure

#### 3.1 Expression of Interest (EOI)

UNSW Academic Staff interested in establishing an International MOU or Student Agreement should complete the Expression of Interest (EOI) form, seek support from the Dean of their Faculty and then email the completed form to [internationalmous@unsw.edu.au](mailto:internationalmous@unsw.edu.au)

An administrator from UNSW International or the Division of Research will contact the proposer of the EOI if more information is required.

##### 3.1.1 Key Administrators

- **General MOUs and Agreements**
  - Associate Director, Global Education Office (Student Exchange), UNSW International.
  - Student Exchange Agreement - Associate Director, Global Education Office (Student Exchange), UNSW International.
  - Practicum Exchange Agreement – Associate Director, Global Education Office (Practicum Exchange), UNSW International.
  - Study Abroad Agreement – Assistant Director, Partnerships and Marketing Global Education Office (Study Abroad), UNSW International.
- **Teaching MOUs and Agreements**
  - Director, Student and Academic Services
- **Research MOUs and Agreements**
  - General Manager, Research, Division of Research.



Figure 1.1 Contact Office & Approver information

### 3.2 Criteria for approval

The key criteria for all International MOUs or Student Agreements is that the proposed partner is a top tier institution, exemplified by a ranking in the Shanghai Jiao Tong top 200, Times Higher Education or QS World University rankings. Alternatively, a defined long term capacity building relationship with a selected partner where the relationship is clearly defined in a UNSW Faculty/School strategy is required.

The following additional criteria apply for:

#### 3.2.1 General MOUs and Agreements

- Existing academic, teaching, mentoring and/or research connections with UNSW
- Existing relationships with other top tier institutions

#### 3.2.2 Student Non-Award Agreement

- For reciprocal agreements sufficient UNSW student interest is required at the partner institution
- Designated Exchange (or equivalent) Office which provides support and advice to students on arrival and throughout their exchange and places emphasis on providing exchange students with a high quality exchange experience
- Excellent student support services
- High quality programs that have a natural synergy with UNSW programs

#### 3.2.3 Teaching MOU and Agreements

- Rigorous admission and English language standards are required
- Students are studying high quality programs that have a natural synergy with UNSW programs
- Endorsement by Faculty Standing Committee and in certain circumstances Academic Board (e.g. New Program)
- Must result in increased student enrolment into UNSW programs from that institution
- Pathways from UNSW Global programs

#### 3.2.4 Research MOU and Agreements

- Facilitate productive, high impact, international research collaborations involving a critical mass of researchers

- Result in increased international research funding and research outputs
- Ability to showcase UNSW research and researchers
- Enhance the profile and visibility of UNSW as a research-intensive University

### 3.3 Approval Process

The initial approval for International MOUs and related Student Agreements is:

- A. General MOU or Agreement – Pro-Vice-Chancellor (International)
- B. Teaching MOU or Agreement – Pro-Vice-Chancellor (Students)
- C. Research MOU or Agreement – Pro-Vice-Chancellor (Research) or Pro-Vice-Chancellor (Research Training)

*Note – If the MOU incorporates both Teaching and Research, approval is required from both the Pro-Vice-Chancellor (Students) and Pro-Vice-Chancellor (Research) / Pro-Vice-Chancellor (Research Training).*

Final approval of all International MOUs and Student Agreements is by the Vice-President and Deputy Vice-Chancellor (Academic) or the Vice-President and Deputy Vice-Chancellor (Research) as per UNSW Delegations of Authority.

### 3.4 Execution

All International MOUs and Student Agreements are executed by the signing and mutual exchange of an MOU or Student Agreement document. An administrator from the appropriate office will make arrangements for signing and exchange of the final document with the international institution.

### 3.5 Records

All International MOUs and Student Agreements are recorded and filed in TRIM managed by Records Management.

### 3.6 Further Information

For further information on International MOUs and Student Agreements please visit the following websites:

- International intranet (LION): <http://lion.unsw.edu.au>
- Student & Academic Services: <https://my.unsw.edu.au/student/pvc/academic-administration/>
- Division of Research: <http://research.unsw.edu.au/international-research-memorandum-understanding-mou-international-universities>
- Joint PhD: <http://research.unsw.edu.au/joint-phd>

## 4. Review & Renewal

All International MOUs and Student Agreements are reviewed prior to their renewal. Renewal for Teaching MOUs is 5 years and Renewal for most MOUs and Student Agreements is 3 years unless otherwise stated in the agreement.

## 5. Acknowledgements

MOU policies and procedures from a range of Australian universities were reviewed and related policy documents from the following universities are gratefully acknowledged:

The University of Queensland  
Macquarie University

## Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	President and Vice-Chancellor	19 February 2013	19 February 2013	New Procedure
1.1	Vice-President and Deputy Vice-Chancellor (Research)	12 March 2014	12 March 2014	Section 3.3 and Figure 1.1

# International MOU or Student Agreement Expression of Interest



**UNSW**  
AUSTRALIA

## UNSW INTERNAL USE ONLY

Key criteria for all **UNSW International MOU and Student Agreements** are defined in the [International MOU & Student Agreement policy](#) & [International MOU & Student Agreement Procedure](#):

DETAILS OF UNSW CONTACT		
Name of Contact:		
School / Centre:		Faculty:
Contact email:		Phone:
TYPE OF MOU &/OR AGREEMENT (please bold or mark relevant section)		
<p>General MOU</p> <p style="padding-left: 40px;">Student Award or Non-Award Agreement</p> <p><input type="checkbox"/> Student Exchange [Non-Award]    <input type="checkbox"/> Student Exchange [Award]    <input type="checkbox"/> Practicum Exchange    <input type="checkbox"/> Study Abroad</p>		
<p>Teaching MOU</p> <p style="padding-left: 40px;">Teaching Agreement</p> <p><input type="checkbox"/> Twinning Agreement    <input type="checkbox"/> Articulation Agreement    <input type="checkbox"/> Dual Award Agreement    <input type="checkbox"/> Pathways Agreement</p> <p><i>Faculty Standing Committee must approve the agreement, program and credit granted with the partner institution before it is signed</i></p> <p>Date of Faculty Standing Committee approval: _____ (Documentation may be requested)</p>		
<p>Research MOU                      <input type="checkbox"/> Joint PhD Program</p>		
DETAILS OF POTENTIAL PARTNER INSTITUTION		
Name of institution:		
Country of institution:		
Institution website:		
Name of contact person:		
Email of contact person:		
STATUS OF PARTNER INSTITUTION & RELATIONSHIP WITH UNSW		
<b>Most recent university rankings according to either:</b>	<b>World</b>	<b>Regional</b>
Shanghai Jiao Tong University Academic Rankings ( <a href="http://www.arwu.org/">www.arwu.org/</a> )		
Times Higher Education Ranking ( <a href="http://www.timeshighereducation.co.uk">www.timeshighereducation.co.uk</a> )		
QS World University Ranking ( <a href="http://www.topuniversities.com/university-rankings">www.topuniversities.com/university-rankings</a> )		

# International MOU or Student Agreement Expression of Interest



**UNSW**  
AUSTRALIA

Other relevant (please specify e.g. discipline specific ranking):

**Brief description of proposed partner institution:**

## PURPOSE AND BENEFITS TO UNSW

1. Please briefly outline the purpose and scope of the proposed MOU or Student Agreement including details of strategic links, exchange of students and expected outcomes that will be achieved with timeframes (eg joint publications, exchange of reference materials, student exchange etc):

2. Please outline any prior links, history of collaboration, history of staff or student exchange, previous MOUs or Student Agreements:

## PROPOSED DATE OF SIGNING OF OFFICIAL DOCUMENT:

Please include the location & details of an official signing ceremony if applicable

## UNSW STAFF CONTACT DECLARATION

I agree that this proposed partnership aligns with Faculty strategy

Name:

Date:

Signature: \_\_\_\_\_



# International MOU or Student Agreement Expression of Interest



**UNSW**  
AUSTRALIA

## UNSW Faculty Office Use Only:

This form must be developed in consultation with, and signed off by, the relevant Dean or Dean's nominee.

UNSW FACULTY APPROVAL / RECOMMENDATIONS	
Approved by Dean or nominee.	<b>Name:</b> _____ <b>Date:</b> _____ <b>Position:</b> _____ <b>Signature:</b> _____

Please submit the signed form to [internationalmous@unsw.edu.au](mailto:internationalmous@unsw.edu.au) at least 6 weeks prior to the proposed signing date.

## UNSW Office Use Only:

### PVC INTERNATIONAL

Approved  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pro Vice-Chancellor (International)

### PVC STUDENTS

Approved  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pro Vice-Chancellor (Students)

### PVC RESEARCH or RESEARCH TRAINING

Approved  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pro Vice-Chancellor (Research) or (Research Training)

### DVC APPROVAL

Approved  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_