



PROCEDURE

Agreements with Institutions or Organizations on International Partnerships

Procedure Administrator: Director of Global Engagement

Authority: N.J.S.A. 18A:64-8

Effective Date: September 28, 2023

Index Cross-References: Procedure 2220 International Exchange Student Admissions

Procedure File Number: 2210

Approved By: Dr. Joe Bertolino, President

I. DEFINITION(S)

International Memorandum of Understanding (MOU) is an agreement that outlines general collaboration guidelines between Stockton University and an institution of higher education or organization outside of the U.S., including but not limited to international exchange student programs, foreign institutions of higher education, and United States institutions with international extensions.

International Memorandum of Agreement (MOA) is an agreement that outlines specific details and practices in collaboration projects between Stockton University and an institution of higher education or organization outside of the U.S., including but not limited to international exchange student programs, foreign institutions of higher education, and United States institutions with international extensions.

II. PROCESS

- A. Faculty or staff members interested in developing a partnership with an institution of higher education or organization outside of the U.S. must discuss the type of collaboration with the relevant Dean, supervising manager, and the Director of Global Engagement. Infrequently, International MOAs may arise through external sources. In such instances, conformance with this Procedure may not always be feasible, however, reasonable efforts should be taken to follow the Procedure as appropriate.
- B. Stockton MOU and MOA templates are available from the Office of Global Engagement and recommended for use with new partnerships. Partner institutions or organizations that wish to use their own templates must submit the proposed template for initial review by the Office of Global Engagement.
- C. The Director of Global Engagement will review and send the draft MOU or MOA to the Office of General Counsel for legal review.
- D. After approval by the Office of Global Engagement, the Office of General Counsel, and any appropriate academic review, the MOU or MOA must be shared with the collaborating institution/organization for its review and approval.

- E. Upon approval by the partner institution/organization, the MOU or MOA must be signed first by the partner institution/organization or concurrently during a formal signing ceremony.
- F. The Provost has signatory authority for an MOU or MOA implemented under this Procedure. The President may sign the MOU or MOA if required by the partner institution/organization.
- G. A final copy of the MOU or MOA with all necessary signatures will be executed by all parties. Copies with original signatures will be provided to all the partner institutions or organizations. The Office of Global Engagement will also retain a final copy. All questions on the terms and conditions of proposed or existing MOUs or MOA should be directed to the Office of Global Engagement.

Review History:

	Date
Procedure Administrator	08/19/2022
Faculty Senate	05/19/2023
Deans	08/15/2022
AA Leadership	08/19/2022
Divisional Executive	06/22/2023
General Counsel	08/21/2023
Cabinet	09/28/2023
President	09/28/2023