Approval Process for a University Level agreement

Staff who are planning to set up an agreement should consult with the International Liaison Officer and commence discussions with International Relations Section in the early stages for information and advice.

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- Approval Process Flow Chart.FINAL.doc

Faculty level collaboration, credit transfer, research collaborative program, staff visits can be drafted by Faculty using prescribed templates and be signed by Exec Dean. Need a record in IED’s database.

EXPRESSION OF INTEREST – Initiator or Faculty’s International Liaison Officer to contact International Relations Section to discuss the proposed partner and establish if it is appropriate to go further with the proposal.

PROPOSAL FORM - Initiator completes Proposal Form and a Due Diligence Report on Partner. Approvals from Chief librarian, ITS, Academic Board, Committee of Exec Deans may be required depending on the types of activity in the partnership. International Relations Section will consult with Legal Office if necessary.

APPROVAL - Proposal summary is forwarded to DVC (I&D) for consideration and approval.

<when feasible, the draft can be submitted together with the proposal for approval>

DRAFT DOCUMENT - After approval, IR prepares draft document in consultation with the initiator
<consultation with initiator is needed to ascertain the contents of the draft. Do not send draft for discussion to partner until it has been finalized internally>
When draft is accepted by Initiator, it will be sent to DVC (I&D) for approval if it was not approved at the Proposal Stage.

PARTNER REVIEW OF DRAFT – IR communicates with partner on the contents of the draft. <Depending on the complexity of the agreement, this step can take several months. In some cases, it is appropriate for initiator to discuss draft with partner>

SIGNING AGREEMENT - When the draft is agreed to by both parties, two copies of the documents are printed for signature by the VC, Faculty/ Institute level Letters of Agreement can be signed by Executive Dean or Director.
SIGNING BY COURIER- Two signed copies will be couriered to partner institution for signature; partner institution returns one copy to IED
SIGNING CEREMONY- Any intention to have a signing ceremony at UQ should be communicated early to the Visits Co-ordinator to check for signatory availability. Arrangements for the Agreement to be signed at a ceremony overseas will be managed by the Initiator and the Faculty.

RECORDS - Original document filed in Central Registry. A scanned copy attached to database record and send to initiating party.

RESPONSIBILITY AND REVIEW -
Line responsibility: Executive Dean, Program Co-ordinator, Joint Manager.
Review and reporting process - Annual reporting, Academic Program Review, triennial review, Assessment before expiry

PARTNER DRAFT -
If draft is provided by partner: IR will contact partner of any changes, consult Legal Office, forward draft to DVC for approval, inform partner to prepare final document for signing.
If translation copy is provided, IR will seek reliable assistance to verify that the translation is concise in respect of the English version.
If partner requests UQ to translate an agreement to another language, the decision to accede to the request and pay for the translation will be made by the Initiator.

S:\HUPP\Policies\Approved\2008\Senate 27 March 2008\3.70.1 Appendix 2.Approval Process Flow Chart.FINAL.doc