

## Process for creating, submitting, and approving Memoranda of Understanding with International Universities

### Departmental Level

Faculty members and Department Heads establish a connection with an international university and discuss student and faculty exchanges.

For international degree-seeking students coming to UL Lafayette, they review the tuition and fee structure, admissions criteria, curriculum and course transfer options, student orientation and mentoring, Intensive English or ESOL needs, housing, and other practical concerns. In their proposal, they identify the benefits of the agreement for UL Lafayette, and ensure that appropriate resources are in place to run the program (courses, faculty, classrooms and labs, etc.). The Department Head submits the proposal to the Dean of the College.

Departments should ensure that proposals are consistent with UL Lafayette policies governing admissions, course transfer, residency, and other requirements. An inventory of current MOUs is available on the Academic Affairs website.

Questions about international student visas should be directed to Ms. Rose Honegger, Director of the Office of International Affairs.

### College Level

The proposal is reviewed, amended, and approved by the Dean(s) of the College(s) offering the program(s), in consultation with the Dean of the Graduate School, if the agreement involves graduate programs, and/or with the Office of Admissions, in order to verify compliance with international student requirements at the undergraduate level .

The approval of both Deans (College and Graduate School) is required for graduate student exchanges.

The Dean of the College forwards the proposal to the Office of Academic Affairs/ Programs, along with a cover letter providing a rationale for approval.


### University Level

The proposal is reviewed by the Assistant Vice President for Academic Programs (if warranted, with the help of an advisory team), who recommends the document for the Provost's approval. The document is also examined by Operational Review to ensure contractual sufficiency and compliance with University policy and relevant law.


Upon the Provost's approval, the MOU is signed by the Presidents of both Universities. Copies of the MOU are kept on file in the President's Office, Operational Review, and Academic Affairs. The documents are also made available to the Graduate School, the Office of International Affairs, and the Office of Admissions, for their reference in the implementation of the exchanges. MOUs with an expiration date must be re-submitted to Academic Affairs for continuation, once the term of the original agreement has expired, with a rationale for continuation.

## Steps for submission and approval of *Memoranda of Understanding* with International Universities


1) Department Heads work with their faculty and international contacts to draft a proposal for student and/or faculty exchange with a foreign institution.




2) The Department Head sends the proposal to the Dean of the College.



3) The Dean of the College (and the Dean of the Graduate School, for graduate programs) approves the proposal and forwards it to Academic Affairs, with a rationale for the recommendation.



4) The Assistant Vice President for Academic Programs reviews the proposal and recommends it for the Provost's approval.



5) Operational Review examines, edits, and approves the document for contractual and compliance purposes.

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## Steps for submission and approval of *Memoranda of Understanding* with International Universities

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6) The Provost approves and signs the document.



7) The President of UL Lafayette approves and signs the document. The President of the partner institution signs the document.



8) The document is archived in Academic Affairs, Operational Review, and the President's Office. An inventory of current MOUs is available on the Academic Affairs web site, with links to PDF copies of the documents.