

International Agreement Approval and Signing Process

Purpose

Provide a process for review and approval of international agreements. International agreements refer to a commitment by UNO to engage in activities with international universities or entities outside of the United States.

Types of international agreements

1. Memorandum of Understanding
2. International Exchange, Visiting Student Programs (VSP), and Mobility Agreements
3. Articulation Agreements
4. Agent Agreements

Agent Agreements

Potential international recruiters/agents will be vetted according to the criteria below prior to entering into any agreement with UNO. INPR is responsible for the initial vetting process. The criteria for reviewing recruiters/agents includes:

1. The ownership and governance structure of the recruiter/agent organization is clear and transparent, effectively managed and operates with transparency.
2. The recruiter/agent has a strong knowledge of the U.S. higher education system and agrees to represent UNO accurately and in accordance with the UNO brand.
3. The recruiter/agent has a practice of honestly representing itself and its college/university clients.
4. Financial agreements are clear for both parties. The agent/agreement keeps accurate financial records.
5. The recruiter/agent must provide one or more references from current universities that the recruiter/agent represents.

Board of Regents

All agent agreements that exceed \$25,000 per year in contingent fees must be approved by the Board of Regents prior to obtaining signatures. Nebraska Revised Statutes Section [73-204](#) requires any contingent fee contract reasonably anticipated to result in the payment of a contingent fee in excess of \$25,000 per year to be executed by the University's highest executive officer upon thirty days' notice to the public. Contingent fee is defined in Neb. Rev. Stat. Section [73-202](#) as: "any fee, whether commission, percentage, contingent fee or otherwise denominated, which is a percentage or portion of the amount or value recovered, obtained, or involved."

Process

All potential partners will be vetted with the UNO compliance office and import/export control prior to entering into any of the agreements below.

- Memorandum of Understanding (MOU)
- International Exchange, VSP, and Mobility Agreement
- Articulation Agreement
- Agent Agreement

Use of Standardized Agreement Templates:

- Proposed agreements should begin with the UNO standardized templates for international agreements developed by International Programs and approved by the University of Nebraska General Counsel's office.
 - MOU Template
 - International Exchange and Mobility Agreement Template
 - Visiting Student Program Agreement Template
 - Articulation Agreement Template
 - Agent Agreement Template

Internal Review and Approval:

1. All agreements must be sent to the Assistant Director of Global Partnerships for initial vetting.
2. All international agreements will be reviewed by University of Nebraska General Counsel if there are revisions from the approved template.
3. The Review process for reviewers includes reviewing the organization or institution for any concerns or reservations. If there are any changes to the approved template, reviewers will be notified to review those changes, as well.
4. All agent agreements with a contingency fee in excess of \$25,000 per year must be approved by the Board of Regents before signatures are obtained.
5. The review process at each stage is expected to take no longer than 1 week.
6. If the agreement is not approved at any stage, the Associate Vice Chancellor for Global Engagement will address the concerns and revise the document. The revised document will then begin anew the review and approval process.

Global Partnership Agreement Approval and Signing Process

All agreements will be reviewed by the International Review Committee (IARC) (Appendix 1) prior to proceeding with college specific discussions, internal approval, and signing.

MOU Approval and Signing Process

1. Request preliminary approval from IARC to work with specified organization or institution via DocuSign Routing Form for MOUs (Appendix A)
2. A. If college specific:
 - Internal discussion with appropriate college
 - Discussion introducing college to partner
- Send DocuSign with following signing order
 1. Request internal approval on agreement via DocuSign Routing form for MOUs
 - Dean of the associated college(s)
 - Vice Chancellor for Research as appropriate
 2. Designated Liaison for the sponsoring department or college or Vice Chancellor for research as appropriate
 3. Executive Associate to the Senior Vice Chancellor, cc
 4. Senior Vice Chancellor for Academic Affairs, Signer
 5. Executive Assistant to the Chancellor, cc
 6. Chancellor, Signer
- B. If not college specific
- Send DocuSign with following signing order
 1. Executive Associate to the Senior Vice Chancellor, cc
 2. Senior Vice Chancellor for Academic Affairs, Signer
 3. Executive Assistant to the Chancellor, cc
 4. Chancellor, Signer
3. Send to Partner institution for signatures
4. File agreement per Agreement Filing Guidelines (Appendix 2)

Exchange, VSP and Mobility Agreement Approval and Signing Process

1. Request preliminary approval from IARC to work with specified organization or institution via DocuSign Routing Form for Exchange, VSP and Mobility Agreements (Appendix B)
2. A. If agreement is college specific:
 - Internal discussion with appropriate college
 - Discussion introducing college to partner
- Send DocuSign with following signing order
 1. Request internal approval on agreement via DocuSign Routing Form for Exchange, VSP, and Mobility Agreements
 - Dean of the associated college(s)
 - Vice Chancellor for Strategic Institution and Student Success
 - Vice Chancellor for Research as appropriate
 2. Designated Liaison for the sponsoring department or college or Vice Chancellor for research as appropriate
 3. Executive Associate to the Senior Vice Chancellor, cc

4. Senior Vice Chancellor for Academic Affairs, Signer
 5. Administrative Associate, Office of Vice Chancellor for Business and Finance, cc
 6. Vice Chancellor of Business and Finance, Signer
 7. Executive Assistant to the Chancellor, cc
 8. Chancellor, Signer
- B. If agreement is **not** college specific
- Send DocuSign with following signing order
 1. Request internal approval on agreement via DocuSign Routing Form for Exchange, VSP, and Mobility Agreements:
 - Vice Chancellor for Strategic Institution and Student Success
 - Vice Chancellor for Research as appropriate
 2. Executive Associate to the Senior Vice Chancellor
 3. Associate Vice Chancellor for Academic Affairs, Signer
 4. Administrative Associate, Office of Vice Chancellor for Business and Finance, cc
 5. Vice Chancellor of Business and Finance, Signer
 6. Executive Assistant to the Chancellor, cc
 7. Chancellor, Signer
3. Send to Partner institution for signatures
 4. File agreement per Agreement Filing Guidelines

Articulation Agreement Approval and Signing Process

1. Request preliminary approval from IARC to work with specified organization or institution via DocuSign Routing Form for Articulation Agreements (Appendix C)
2. Internal discussion with appropriate college
3. Discussion introducing college to partner
4. Send DocuSign with following signing order
 1. Request internal approval on agreement via DocuSign Routing Form for Articulation Agreements:
 - Director of General Education and Dual Enrollment
 - Dean of the associated college(s) as appropriate
 - Vice Chancellor for Strategic Institution and Student Success
 - Vice Chancellor for Research as appropriate
 - Senior Advisor to the Chancellor
 2. Executive Associate to the Senior Vice Chancellor, cc
 3. Associate Vice Chancellor for Academic Affairs, Signer
 4. Administrative Associate, Office of Vice Chancellor for Business and Finance, cc
 5. Vice Chancellor of Business and Finance, Signer
 6. Executive Assistant to the Chancellor, cc
 7. Chancellor, Signer
5. Send to Partner institution for signatures

6. File agreement per Agreement Filing Guidelines

Agent Agreement Approval and Signing Process

1. Request preliminary approval from IARC to work with specified organization or institution via DocuSign Routing Form for Agent Agreements (Appendix D)
2. Send DocuSign with following signing order
 1. Request internal approval on agreement via DocuSign Routing Form for Agent Agreements:
 - Vice Chancellor for Strategic Institution and Student success
 - Senior Advisor to the Chancellor
 2. Executive Associate to the Senior Vice Chancellor, cc
 3. Associate Vice Chancellor for Academic Affairs, Signer
 4. Administrative Associate, Office of Vice Chancellor for Business and Finance, cc
 5. Vice Chancellor of Business and Finance, Signer
 6. Executive Assistant to the Chancellor, cc
 7. Chancellor, Signer
3. Send to Partner institution for signatures
4. File agreement per Agreement Filing Guidelines

Appendix 1. International Agreement Review Committee Members

- Associate Vice Chancellor for Global Engagement
- Director of International Programs
- Dean, Graduate College
- Associate Vice Chancellor for Enrollment Management
- Associate Chief Procurement Officer
- Research Compliance Officer

Appendix 2. Agreement Filing Guidelines

1. Once the international organization has returned a signed agreement to International Programs, the agreement is considered executed.
2. All executed agreements will be stored on a file shared via SharePoint.
3. Original documents will be stored in International Programs.
4. All agreements will be signed in duplicate so that each partner has a copy with all signatures

Appendix A. DocuSign Routing Form for MOUs

Partner Name:

Country:

Section 1. Preliminary approval by the IARC

Associate Vice Chancellor for Global Engagement

Initial _____ Date _____

Associate Vice Chancellor for Enrollment Management

Initial _____ Date _____

Director of International Programs

Initial _____ Date _____

Associate Chief Procurement Officer

Initial _____ Date _____

Research Compliance Officer

Initial _____ Date _____

Dean, Graduate College

Initial _____ Date _____

Section 2. Internal approval

Dean of associated college (if MOU is college specific)

Initial _____ Date _____

Vice Chancellor for Research (as appropriate)

Initial _____ Date _____

Last revised July 27, 2022

Appendix B. DocuSign Routing Form for International Exchanges, VSP, and Mobility Agreements

Partner Name:

Country:

Section 1. Preliminary approval by the IARC

Associate Vice Chancellor for Global Engagement

Initial _____ Date _____

Associate Vice Chancellor for Enrollment Management

Initial _____ Date _____

Director of International Programs

Initial _____ Date _____

Associate Chief Procurement Officer

Initial _____ Date _____

Research Compliance Officer

Initial _____ Date _____

Dean, Graduate College

Initial _____ Date _____

Last revised July 27, 2022

Section 2. Internal approval

Dean of associated college (if MOU is college specific)

Initial _____ Date _____

Vice Chancellor for Research (as appropriate)

Initial _____ Date _____

Vice Chancellor for Strategic Institution and Student Success

Initial _____ Date _____

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Appendix C. DocuSign Routing Form for Articulation Agreements

Partner Name:

Country:

Section 1. Preliminary approval by the IARC

Associate Vice Chancellor for Global Engagement

Initial _____ Date _____

Associate Vice Chancellor for Enrollment Management

Initial _____ Date _____

Director of International Programs

Initial _____ Date _____

Associate Chief Procurement Officer

Initial _____ Date _____

Research Compliance Officer

Initial _____ Date _____

Dean, Graduate College

Initial _____ Date _____

Section 2. Internal approval

Last revised July 27, 2022

Dean of associated college (if MOU is college specific)

Initial _____ Date _____

Vice Chancellor for Research (as appropriate)

Initial _____ Date _____

Vice Chancellor for Strategic Institution and Student Success

Initial _____ Date _____

Director of General Education and Dual Enrollment

Initial _____ Date _____

Senior Advisor to the Chancellor

Initial _____ Date _____

Appendix D. DocuSign Routing Form for Agent Agreements

Agent Name:

Reviewed and vetted by:

Reason for Selection:

Purpose or goal of agreement:

Section 1. Preliminary approval by the IARC

Associate Vice Chancellor for Global Engagement

Initial _____ Date _____

Associate Vice Chancellor for Enrollment Management

Initial _____ Date _____

Director of International Programs

Initial _____ Date _____

Associate Chief Procurement Officer

Initial _____ Date _____

Research Compliance Officer

Initial _____ Date _____

Dean, Graduate College

Initial _____ Date _____

Section 2. Internal approval

Vice Chancellor for Strategic Institution and Student Success

Initial _____ Date _____

Senior Advisor to the Chancellor

Initial _____ Date _____

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