



THE CATHOLIC UNIVERSITY OF AMERICA
Center for Global Education

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**CUA PROTOCOL ON SIGNING INTERNATIONAL
AGREEMENTS/MEMORANDA OF UNDERSTANDING (M.O.U.s)**
As of August 3, 2009

International agreements are defined as formal legal documents that establish general diplomatic ties and/or specific academic international linkages between institutions

1. If a CUA Department is interested in formalizing academic linkages between institutions (i.e. general M.O.U, joint research and conferences or student/faculty exchange), they are directly responsible for championing this effort, and should inform both the Provost and the Asst. VP for Global Education of the nature of the proposed international initiative and timeline.
2. The CUA Department should meet with the Asst. VP for Global Education to review the procedures for hosting international visitors/delegations and signing international agreements.
3. CUA has developed template international agreements that must be utilized and are available at <http://cge.cua.edu/resources/>. Each agreement will need to be customized for the specific agreement and sent to the Asst. VP for Global Education who will then forward to CUA General Counsel for legal review.
4. If the overseas institution requires their own institutional agreement form to be used as well, it will be necessary to have the form reviewed by the CUA General Counsel.
5. Once the terms of the agreement are finalized and approved on both sides, the international agreement(s) should be first signed in two original copies by the overseas institution (by equivalent of their Provost), and then sent to CUA Asst. VP for Global Education who will forward to the Provost for final review and CUA signing.
6. Once the agreement is signed by both sides, one original copy will be kept at the Center for Global Education, and the other original copy will be sent to the overseas institution. Copies should be sent to both the CUA General Counsel and the hosting Department. Please note that most CUA international agreements will need to be renewed every 3-5 years unless otherwise specified, and the process described above will need to be repeated.
7. For any questions about the international agreement signing process, please contact the Asst. VP for Global Education at cua-cge@cua.edu.