

## **ESTABLISHING LINKAGES**

### **Frequently Asked Questions**

- Q.** This is a department or college level linkage, with no implications for Central Administration funding or other commitments. Why should I develop a formal Agreement and route this through International Programs?
- A.** Ensure that arrangements for outgoing study abroad and student exchange agreements are complete and accurate. (Issues to consider include: students' registration; tuition; health insurance; fees; housing; credit transfer; tracking reciprocal exchange/balances for financial reasons; study abroad scholarships; foreign language requirements.)
- A.** Follow correct admission and immigration procedures for incoming students/research scholars/faculty. (Issues to consider include: federal rules and regulations regarding visa status and the taxation of payments made to incoming participants; credentials needed for admission if University study is proposed; and English proficiency requirements for students.)
- A.** Avoid duplication. (In many cases, another UI department or college may already have a formal linkage with the institution in question. It may be more efficient to add a specific project to an existing Agreement/IMOU. Multiple departments' activity with the same institution may be built on a single, general, institutional level IMOU.)
- A.** Locate possible funding sources for linkage activities. (IP's Grants Office can assist in finding grants and other funding opportunities for proposed linkage activities. International Programs may have some funding available to develop especially promising linkages or especially long-standing linkages with strong records of activity.)
- A.** Identify other faculty/departments with similar interests in specific regions of the world or specific international research topics. (IP maintains a database of linkages with relevant faculty contact information and can assist in the development of interdisciplinary projects and grant applications.)
- A.** Utilize existing models. (IP can advise on other successful linkage agreements and provide templates and standard language regarding financial obligations, equal opportunity statements, etc.)
- A.** Publicize your activity. (IP's Communications unit can develop media releases about international linkage activities. IP will include information about all new and continuing linkages in its annual report to UI administrators and the Board of Regents.)

**Q.** What are the different types of linkage agreements?

**A.** Formal linkage agreements may include:

- International Memorandum of Understanding (IMOU) = Usually a general agreement to explore cooperation in a wide variety of possible activities, including joint educational, training and/or research activities; exchanges of scholars, faculty, research personnel, graduate students and undergraduate students; exchange of information (including exchange of library materials); and practical training. The existence of a formal IMOU may help in securing funding for linkage activities or in receiving recognition from university officials and governmental organizations. The IMOU can be the foundation for future Student Exchange Agreements or Memoranda of Agreement. Other specific arrangements that may be based on the foundation of a general IMOU include faculty and staff exchanges, short-term study abroad agreements, and dual and joint degree programs (see below). A General IMOU should be processed before or at the same time as more specific agreements (as described below), which serve as formal addenda to the IMOU.
- Articulation Agreements = Normally, the UI agrees to guarantee admission to students from a partner institution, as long as certain requirements (TOEFL score, GPA, minimum and maximum credit hours, etc.) are met. These students enter the UI as transfer students and complete their degree at the UI. These agreements may be detailed as addenda to an IMOU. In some cases, the agreement may stand independent from an existing IMOU. Articulation agreements are normally initiated by the UI Office of Admissions.
- Memorandum of Agreement (MOA) = Usually a more specific agreement that is less binding than a formal contract but reflects a sincere commitment to plan and implement specific activities. An MOA can be an addendum to a general IMOU. Multiple department or college specific MOAs can serve as addenda to a single institutional IMOU.
- Faculty/Staff/Scholar Exchange Agreement = A specific agreement to develop a reciprocal or non-reciprocal faculty, staff, or scholar (usually post-doctoral) exchange program between the UI and a foreign institution. This type of agreement can be developed via an addendum to a general IMOU. These arrangements can exist at a department, college, or university level. Various funding mechanisms exist.
- Short-term Incoming Study Abroad Program Agreement = A foreign partner organization or institution recruits students from another country to study at the UI on a non-degree basis. These agreements may be detailed as addenda to an IMOU. In some cases, the agreement may stand independent from an existing IMOU. Initiating departments should contact the Director of International Programs or the Director of the UI Office of International Students and Scholars before developing such an agreement.
- Student Exchange Agreement = A specific agreement to develop a reciprocal exchange program between the UI and a foreign institution. Undergraduate Student Exchanges should be university-wide, with the possibility of giving priority to certain programs, departments or colleges. A Student Exchange

Agreement can serve as an addendum to a general IMOU. A student exchange should not, however, be detailed *within* the body of an IMOU, since these programs obligate resources. The Director of the UI Office for Study Abroad should always be consulted before initiating a student exchange agreement. In some cases, a reciprocal exchange may not be feasible (when, for example, the partner institution is based in a country that is unlikely to draw U.S. students, either because of language barriers or political instability, or when there are already ample opportunities for UI students to study in that country). Alternatives to the traditional exchange program do exist and can be developed in consultation with the Director of the Office for Study Abroad (International Programs).

- Joint Degree Program Agreement = Different variations are possible but, in general, students from a partner institution pursue studies leading to a BS or BA at their home institution and simultaneously a MS or MA from the UI. These programs must meet the established UI guidelines for Bachelor's/Master's Joint Degree Programs. Joint Degrees should only be established on the basis of a strong IMOU.
- Dual Degree Program Agreement = In general, students from the UI and/or from a partner institution engage in studies at one or both institutions, receiving a degree from both institutions (an MBA from UI/the partner institution, for example). UI does not currently have any models for this type of program.

**Q.** What if I want to develop an outgoing study abroad program?

**A.** The UI Office for Study Abroad negotiates and signs agreements with study abroad providers and works with faculty in developing faculty-led programs. Please contact the Director of the Office for Study Abroad for more information.

**Q.** Who should be listed as “contact” on the document?

**A.** The UI contact will usually be the faculty member who has initiated the project or activity with the foreign partner institution or an appropriate staff person from that faculty member's department. This person may be contacted about once a year for information about linkage activities. A contact for the partner institution must also be identified.

**Q.** What is the standard duration for an IMOU/MOA/Student Exchange Agreement?

**A.** General IMOUs should be valid for a period of three years from the effective date and may be renewed before the expiration date by agreement between the parties. In some cases (for example, if the partner institution requires it), the duration period may be shorter or longer than three years. A specific MOA will usually remain effective for the period of time necessary to complete a specific project or set of projects. Other forms of specific agreements or addenda may have different periods of duration.

**Q.** Who needs to sign an Agreement?

- A.** Institutional IMOUs must be signed by the DEO (where appropriate), College Dean (where appropriate), Associate Provost and Dean of International Programs, and the UI President. Department, College or program-specific MOAs should be signed by the leading faculty member and/or DEO, the College Dean, and the Associate Provost and Dean of International Programs. Student Exchange Agreements should be signed by the leading faculty member and/or DEO, the Director of the Office for Study Abroad, and the Associate Provost and Dean of International Programs. In addition, any new student exchanges or study abroad programs must be approved by the IP Executive Committee.

NOTE: Templates for different types of linkage agreements are provided as guidelines and suggestions, only. The UI strives to be sensitive to the cultural and legal concerns of partner institutions, which may require the adaptation of these templates to fit specific needs. At the same time, UI programs, colleges and departments are strongly encouraged to develop all new linkage agreements with the cooperation of International Programs, to ensure that UI legal and other concerns are also met.