



POLICY FOR INTERNATIONAL ACADEMIC AGREEMENTS

Policy Title	Policy for International Academic Agreements
Responsible Executive(s) (RE)	Laila Hlass, Associate Provost for International Affairs
Responsible Office(s) (RO)	Office of Academic Affairs & Provost
Primary Point of Contact from RO	Laila Hlass, Associate Provost for International Affairs
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Permanent

Temporary

1.0 POLICY STATEMENT

This policy covers the authority and process to establish and renew International Academic Agreements.

2.0 PURPOSE AND SCOPE

Tulane supports high-quality, impactful, transformational, financially sustainable international collaborations, and thus encourages agreements that enable faculty, students, departments, academic units, and schools to collaborate with peer universities and institutions abroad. As a result, the Office of Academic Affairs has developed this policy to facilitate the timely development, vetting, approval and execution of International Academic Agreements.

These policies and procedures describe a standard process for the review, approval and execution of new and recurring International Academic Agreements with universities abroad. The goal is to ensure consistent use of University-approved contract templates (or substantially equivalent

language), and compliance with applicable Tulane policies, accreditation requirements, and U.S. and host country laws and regulations.

3.0 APPLICABILITY OF THIS POLICY

This policy on the initiation and renewal of International Academic Agreements and applies to all university departments and units.

4.0 WEBSITE ADDRESS FOR THIS POLICY

<https://policy.tulane.edu/policy-library>

5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Export controls, undue influence	Export Control Officer		
Inappropriate restrictions on publications	Sponsored Projects Administration	Downtown SPA 504-988-5613	N/A
		Uptown SPA 504-865-5272	N/A
SACS accreditation compliance	Associate Provost, Office of Assessment & Institutional Research		
Legal & regulatory compliance; contract preparation	Office of General Counsel		
Host country legal, regulatory & tax compliance; contract preparation	Director Global Operations		
Travel Health, Safety & Security	Director Global Operations		
Non-academic procurement of goods or services	Contract Manager, Materials Management		

6.0 CONTENT

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7.0 DEFINITIONS

International Academic Agreement – A document that establishes, in writing, a formal international academic arrangement between the Tulane and one (or more) institutions, organizations and/or entities abroad (typically another university). This includes legally binding contracts and non-binding agreements such as Memoranda of Understanding (MOUs). Academic activities may include, but are not limited to: exchanges of faculty, staff or students; visiting faculty, scholars or students; special tuition rates; joint non-credit instruction such as workshops or conferences; or special degree programs.

International Academic Agreements do not include :

1. Agreements involving externally funded projects managed by Sponsored Projects Administration or donations managed by Corporate & Foundation Relations;
2. Purchases of goods, materials, supplies or services that are not academic in nature. This also applies to service contracts with individuals, even if academic in nature; and
3. Material transfer agreements, data use agreements, confidentiality disclosure agreements, & licensing agreements.

8.0 POLICY AND PROCEDURES

1. International Academic Agreements must first be discussed with and given preliminary approval by the relevant Dean of the school or unit leader, as well as the Associate Provost for International Affairs, to proceed with developing a draft agreement.
2. When possible, Tulane encourages using a draft template agreement approved by Office of General Counsel (OGC). Any edits to template legal terms should be submitted to OGC for review. Before the draft is circulated for signatures, it should be shared with the Office of Associate Provost for International Affairs for review. The draft must be provided in English and in an editable electronic format. Indicate at the outset whether the agreement must also be signed in another language, other than English.
3. The Associate Provost for International Affairs and OGC will offer revisions as needed and then provide a recommendation to the Provost or their designee for signature.
4. International Academic Agreements must be signed by the Provost, the Associate Provost for International Affairs or their designee, unless the President's signature is called for instead. After the Provost or their designee has signed the International Academic Agreement, the Dean, department chair and/or unit leader, as well as their designee, as applicable, may additionally sign.
5. If a Tulane-approved template is being used or the agreement is not legally binding, review will be expedited. Otherwise, draft International Academic Agreements should be submitted to The Office of Associate Provost for International Affairs at least eight (8) weeks prior to the intended date of execution, unless the Office of Academic Affairs approves an exception. Some agreements due to their nature may be reviewed more quickly, while others if they are more complex may take longer.

9.0 CONSEQUENCE OF VIOLATING THE POLICY

Violation of this policy may result in disciplinary action, up to and including termination and/or criminal prosecution.