

INTERNATIONAL AGREEMENTS 101



Julianna Betjemann
Global Affairs Associate



Oregon State
University

Laura Hampton
Office of Global Opportunities

Context & Rationale

- Agreements provide the legal and bureaucratic framework for OSU's international activity, necessary for risk management
- Central tracking of all agreements allows for a comprehensive database that accurately reflects OSU's global engagement
- The database facilitates information sharing and connections amongst globally engaged faculty
- Serves as a resource for the institution to identify synergies, strengths, enable strategic decisions and actions
- <https://global.oregonstate.edu/partnerships-and-agreements>

Roles

Your best contact for international agreements depends on the nature of the collaboration and intended activity.

- The **Office of Global Engagement** provides support with establishing new agreements and helps track global activity across the university.
- The **Global Affairs Associate** is first point of contact for questions about agreements and facilitates Letters of Collaboration with partners abroad.
- The **Office for Sponsored Research and Award Administration** (OSRAA) works agreements involving research.
- The **Office of Global Opportunities** (OSU GO) facilitates international agreements involving student mobility.
- With the exception of Letters of Collaboration, **Procurement, Contracts, and Materials Management** (PCMM) reviews and approves all agreements.

Standard Agreement Templates

Letter of Collaboration

- OSU standard template
- Non-binding
- Quick & easy to sign
- Centrally archived
- Modifications require approval
- AVPAA has signature authority
- Dean's signature optional

Erasmus+

- Erasmus+ standard template
- Requires approval
- Centrally archived

Letter of Collaboration

When to use

- To initiate a relationship
- When the other party wants a formal, signed document

Possible activities mentioned:

- Faculty exchange
- Student exchange for research and study (involve OSU GO from the start)
- Special short-term academic programs
- Joint research activity
- Participation in seminars and academic meetings
- Exchange of academic materials and other information
- Can remove any you do not intend to pursue

MOUs and Customized Agreements

When to use

- When ideas turn into action
- Anything involving student mobility or service agreements

Features

- Documents responsibilities and expectations
- Protects both parties

Letter of Collaboration Process

1. Submit **International Agreement Intake Form** and proposed agreement to Global Affairs Associate (GAA).
2. GAA will ensure document language is approved (either standard template, or with approval from PCMM).
3. Can be routed for signatures through **DocuSign** by either GAA or requesting party.
4. Once completed, GAA will archive in **BennyBuy**.

Exchange/Study Abroad/Service Agreements

When to use

- Envision longer-term relationship with partner abroad
- Involves student mobility
 - Exchange = movement in both directions
 - Study Abroad = outbound only
 - Service Agreement = internships/research

Features

- Documents responsibilities and expectations
- Protects both parties
- Typically for 3 years for new partnerships, 5 years for ongoing collaborations

Exchange/Study Abroad Agreement Process

1. Consult with OSU GO early on about ideas under consideration.
2. Submit **OSU GO Agreement Intake Form**, proposed agreement and supporting documentation/information.
3. OSU GO will enter into PCMM workflow in BennyBuy.
4. OSU GO will collaborate with PCMM, department and/or faculty to review and revise as needed.
5. Once review is complete (partner abroad and OSU), OSU GO will route for signatures through **DocuSign** (preferred) or process for wet signatures.

QUESTIONS?

Julianna Betjemann

Global Affairs Associate

541-737-6209

julianna.betjemann@oregonstate.edu

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Laura Hampton

Associate Director, OSU GO

541-737-6470

laura.hampton@oregonstate.edu

<https://academicaffairs.oregonstate.edu/osugo>



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University