

Policy on Agreements with Other Academic Institutions

A. Purpose

1. Academic institutional agreements are formally written contractual agreements between Marquette University and another institution that involve some educational experience and will conform to the university's strategic direction. These experiences may include, but are not limited to memorandum of understanding, affiliations agreements, student exchanges, study abroad contractual agreements, articulation agreements, matriculation agreements, agreements for students to take credit bearing courses, faculty/staff exchanges, and university sponsored collaborative research activities, exchange of academic resources and international visitor programs.
2. For many of the initial agreements with other academic institutions the first phase is the signing of a non specific agreement which identifies future collaborative possibilities but within itself is non-binding (e.g. memorandum of understandings, intent to collaborate, and agreement of academic cooperation). This policy also covers those types of agreements.

B. Implementation of Policy

1. Matriculation /Articulation Agreements

The college or department should consult the Vice Provost for Undergraduate Programs and Teaching for undergraduate programs or Vice Provost for Research and Dean of the Graduate School for graduate and/or research programs in drafting an articulation agreement with another institution. The Office of the Registrar should be consulted concerning course and credit hour acceptance issues. The dean endorsed articulation agreement will be reviewed by the office of the Provost. This review will include the following:

- APT review
- General Counsel approval to form
- Further reviews as deemed appropriate

The Provost approves articulation agreements.

2. Memorandum of Understanding (MOU)

- a. Domestic: The college or department should coordinate with General Counsel on the drafting of the MOU. The Vice Provost for Research and Dean of Graduate School should be consulted if the MOU includes research collaboration. The dean endorsed MOU will be reviewed by the Office of the Provost. This review will include the following:

- APT review (if required)

- General Counsel approval to form
The Provost is approval authority for an MOU.

- b. International: The drafting of the MOU will be coordinated through the Office of International Education. The MOU will be “approved to form” by General Counsel and approved by the Provost.

3. Student Exchange or Study Aboard Agreements

Student exchange or study abroad agreements will be coordinated through the Office of International Education. The agreement will be “approved to form” by General Counsel and approved by the Provost.

4. Faculty/Staff Exchanges, University Sponsored Collaborative Research Activities, Exchange of Academic Resources and International Visitor Programs

Agreements will be reviewed by the Office of International Education for international programs and or Vice Provost for Research and Dean of Graduate School for research related programs. The agreement will be “approved to form” by General Counsel and approved by the Provost.

C. Submission

Agreements should be submitted with a signed “Contract Processing and Approval Form” attached (consult UPP1-6 for guidance) and sent to Office of the Provost (Attn: Special Assistant to the Provost) for final review and signing.

D. Composition

1. The Marquette faculty/staff coordinating the creation of an agreement with another academic institution should develop a draft of the agreement which includes:
 - a. Type of agreement
 - b. Activity or activities covered by the agreement
 - c. Plan for implementation
 - d. Detailed explanation of responsibilities for both parties covering every aspect including expenses, research, usage of institutional facilities, research material, travel, per diem, room and board, honoraria, and any and all other particularities
 - e. Specific details on financial requirements for both host and home institution
 - f. Specific duration of the agreement
 - g. How agreement can be revised or terminated

- h. For agreements which financially obligate the university (such as the Madrid or South Africa programs) a detailed financial/business plan must be included.
- 2. Student or faculty exchange agreements should include verbiage explaining the following areas:
 - a. Scope
 - b. Definitions
 - c. Term of agreement
 - d. Initiation of exchange
 - e. Period of exchange
 - f. Implementation of exchange including number of students/faculty
 - g. Responsibilities of the home institution
 - h. Responsibilities of the host institution
 - i. Cost borne by students/faculty
 - j. Specific details on financial requirements for both host and home institution
 - k. Selection process of participants
 - l. Services provided to students/faculty
 - m. Nondiscrimination clause
 - n. Legal responsibilities of parties
 - o. Termination
 - p. Modification
- 3. Agreements which obligate Marquette financially (similar to the Madrid and South African programs) must include a detailed financial/business plan and the proposal signed by the Dean must be received by the Office of the Provost by September 1 of the year prior to the program commencing. Originator should contact the Associate Provost for Division Operations during the drafting phase to discuss the financial plan requirements.