

OGA Guidelines on International Partnerships

Agreement Initiators

University Leadership	University leaders may establish a new partnership in certain countries to meet SBU's internationalization strategies.
Office of Global Affairs (OGA)	The Office of Global Affairs may establish a new partnership to expand international academic programs that SBU runs.
Faculty	SBU faculty may propose a new partnership based on their relationship with faculty, department or institution in another country.
Universities Overseas	Universities abroad may send an invitation to SBU to establish a new partnership.

International Agreements

Memorandum of Understanding (MOU)	An MOU is a general agreement of cooperation listing potential collaborative activities between two universities. In order to minimize any liability that such general MOU may expose SBU to, MOUs are not encouraged. Unless it is deemed necessary by OGA in consultation with the University Counsel, specific activity agreements with their terms and conditions should replace the MOU.
International Academic Programs	OGA administers the programs below. OGA drafts the agreements in consultation with the University Counsel and keeps them in the database. <ul style="list-style-type: none"> • Undergraduate Student Exchange Program • Study Abroad Agreement • Dual Degree Agreement • Agreement of Degree Collaboration • Global Summer Institute • Global Training Program

Unless OGA is involved, OGA does not directly manage or keep records of the following agreements.

Other International Academic Programs	International academic programs that commit university resources (e.g. SUTRA) enter into contracts through Procurement
Other International Activities	There are other international activity agreements (e.g. library collaboration, East Campus) that describe commitments of the participating institutions.
International Sites	Agreements governing international sites (e.g. TBI, Madagascar, SUNY Korea, SBIAHU) are managed by the site operating unit in consultation with the University Counsel.
Faculty Research	The Office of Research manages faculty research agreements.
Exchange of Faculty or Researcher	Hosting international faculty and/or researcher under the visa categories below do not usually require a formal agreement between institutions, but inviting faculty/department is required to provide terms and conditions for international faculty and/or researcher. <ul style="list-style-type: none"> • J1 Student Intern from universities overseas • J1 Visiting Scholars from universities overseas

Criteria for New Partnership

The initial consultation with OGA will help determine if a formal agreement is necessary and the type of agreement(s) to be developed. There should be a clear purpose of new partnership – a specific activity and its potential benefits and expected outcomes. Then, the proposed institution is assessed following the steps below.

Step 1	Whether the proposed institution is SBU or SUNY's existing partner. If so, determine whether the existing agreement covers the proposed activity.
Step 2	<p>Here are areas of consideration to assess a proposed institution.</p> <ul style="list-style-type: none"> • Alignment with SBU internationalization strategies • Academic parity: Ranking and accreditation of the proposed institution • Available resources to implement the proposed projects or activities • Geographic diversity: Geographic diversity in relationship to existing partnership <p>Different criteria may be used for different programs. For instance, the most important factor to consider for the student exchange program is whether there is potential interest among SBU students for the proposed institution for a balanced exchange.</p>
Step 3	<p>After the initial assessment of the proposed institution, OGA screens two other areas:</p> <ul style="list-style-type: none"> • Locations of high risks (Department of State) • Foreign influence impacts (Export Control) <p>When in doubt, OGA brings the proposed institution to the International Advisory Committee (Appendix) for their recommendation.</p>

Procedure for New Partnership

Once the proposed institution is deemed to be a good fit, OGA takes next steps.

Step 1	OGA drafts agreements using approved templates and negotiates revisions with the foreign counterpart. Major changes to the approved templates are approved by the University Counsel and any other relevant units.
Step 2	OGA electronically or physically coordinates routing for appropriate approvals and signatures including partner's signatures. Some activities may require additional approvals of relevant units.

		University-wide	College-level	
			Undergraduate	Graduate
PRE-APPROVAL	OFFICE OF GLOBAL AFFAIRS	✓	✓	✓
	CHAIR		(✓)	(✓)
	DEAN OF COLLEGE		✓	✓
	DEAN OF GRADUATE SCHOOL			✓
	PROVOST	✓	✓	✓
	PRESIDENT			
SIGNING AUTHORITY		President or Provost	Dean Provost	Dean Provost
Step 3	OGA files the official international agreement in the online international agreement database.			

APPENDIX

International Advisory Committee (IAC)

The International Advisory Committee (IAC) advises and makes recommendations to the Vice President/Vice Provost for Global Affairs on international activities of Stony Brook University as a driving force for university internationalization.

Purpose:

- The primary purpose of the Committee is to initiate, foster, coordinate, evaluate and communicate the international activities of Stony Brook University.

Charges:

- Review new and existing International Academic Programs in locations of high risk and make a recommendation for running the program;
- Advise and recommend international agreements;
- Review and recommend policies, procedures, and priorities regarding internationalization;
- Promote internationalization efforts across campus;
- Help develop curricula and programs with international emphases;
- Gather and disseminate information pertinent to international scholarship and cooperation;
- Identify challenges to global engagement and recommend solutions that meet the needs of our diverse campus community;
- Increase coordination and administrative efficiencies among academic units related to international affairs; and
- Assess and support services provided to international students, educators, visiting scholars, alumni, guests and friends

Members:

- Committee Chair: The Vice Provost for Global Affairs organizes and conducts meetings and is a non-voting member of the committee
- Selection: Members will be appointed by the Vice Provost for Global Affairs based on recommendations from each academic college.
- Distribution: A minimum of 1 faculty from each academic college.
- Terms: In order to maintain consistency of the membership each year, members will serve three years term on a staggered basis.

Decision making:

- Quorum: A simple majority of the Committee shall constitute a quorum.
- Decisions: Decisions shall be taken by a majority of those in attendance at the meeting, as long as the quorum requirement has been met.

Meetings:

- Once or twice a semester and/or as necessary