

University Global Partnerships Process

Institute for Global Engagement

University of Houston

www.uh.edu/global

Global Partnerships at UH

The University of Houston (UH) is committed to strategically positioning itself as a global university. One fundamental pillar in that vision is to build a portfolio of intentional-institutional partnerships around the world which:

- corresponds with its institutional strategic priorities,
- is consistent with the countries of origin of University of Houston System (UHS) international students, foreign faculty, visiting scholars, and alumni,
- strengthens the teaching, research, and service activities of its core academic disciplines
- allows for the expansion of global engagement opportunities.

A **Global Partnership** is an initiative involving ongoing formal academic cooperation between the component universities and educational institutions in other countries. These initiatives may involve student mobility (reciprocal and/or non-reciprocal), faculty, scholar, and staff exchanges, joint research or any other type of scholarly and academic collaboration, library and scientific materials exchanges, as well as training and technical assistance, degree granting programs, or establishing branch campuses.

A global partnership may be identified primarily with one discipline, be multi-disciplinary, may support interaction involving teaching, research or exchange of students, faculty, scholars, and staff, may include a wide variety of areas, and may involve more than one component university or institution.

UH considers it appropriate that faculty and/or administrators engage in informal conversations towards the development of potentially beneficial collaborations however, any formal affiliation between UH and a foreign institution requires the endorsement of The UH Institute of Global Engagement (IGE), the Office of the Provost and the Office of the General Counsel (including its Office of Contract and Administration) before it can be implemented.

General Collaboration: Memorandum of Understanding (MOU)

General collaboration implies joint activities that are non-binding and not legally enforceable. The formal recognition of the willingness to partner takes the form of a Memorandum of Understanding (MOU). Through an MOU, the involved parties identify and outline the collaboration in its more general stage, setting the groundwork for further development and specific initiatives.

It is a preferred practice that partnerships in UH are formalized using the [UH MOU Approved Form](#)

Collaboration with specific outcomes - Articulation Agreement (AA)

Partnerships with specific outcomes refer to collaborative efforts where UH and the International partner work towards achieving clear goals and intended results. The key characteristics of partnerships with specific outcomes are:

- Specific goals and measurable results
- Specialized projects that require regular evaluation and assessment May imply financial commitments for any or both of the parties.
- Include implementation and execution plans with specific requirements, steps and timelines for each of the steps.

Some examples of collaboration with specific outcomes include reciprocal student exchange, transferring credits from one institution to UH, affiliation to a program or project on a non-reciprocal basis, etc. The collaboration with specific outcomes requires an Articulation Agreement, additional to an MOU. Obtaining approvals of the Office of the General Counsel and other UH Areas is mandatory.

Creating Partnerships (MOU and AA) with Non-UH standard forms

It is possible to formalize a partnership using the proposed partner forms. Partner's forms must be cleared by the Office of General Counsel and other pertinent offices.

Scope of the partnership

The international collaboration must specify either one of the following two scopes: University-Wide or College-Specific. **College-Specific Partnerships** formalize the collaboration between one UH college or department with a partner institution. **University-Wide Partnerships** are used to formalize the collaboration between two or more UH colleges/departments with a partner institution.

Length of Partnerships

Global partnerships are to be signed only for a t period that **will not exceed 5 years and cannot be automatically renewed.** A new partnership agreement must be drawn up and signed to continue the partnership.

Processing Global Partnerships

International agreements between UH and foreign universities or colleges are governed by a combination of Texas state law, Texas Higher Education Coordinating Board Rules, and UH policies. International Agreements.

To fulfill regulation and UH policies of international agreements and provide the stakeholders with a clear and transparent process to formalize a partnership that represents a concerted alignment with the UH efforts to the extent of its global reach, The Institute for Global Engagement has established a process to create and monitor global collaborations.

The partnerships process consists of required steps that must be followed in order for the partnership to be implemented. There are two stages: I) Pre-submission stage and II) Submission stage. The tasks for each stage are described in the following paragraphs.

I) Pre-submission Stage

Global Partnerships are initiated and sustained by Faculty. Once a formal conversation has been established, the UH Faculty or Staff responsible for initiating, developing, and monitoring the collaboration -referred to from now on as UH Champion- will reach out to the IGE to discuss the level of involvement in terms of scope, duration, and outcomes of the partnership. The UH Champion Communicate with the Assistant Director of University partnerships to discuss the goals of the partnership (Assessment), and to provide information for export control

Export Control: In higher education, export control refers to U.S. federal regulations that restrict the export of certain goods, technologies, and information to protect national security and foreign policy interests, impacting research, international collaborations, and travel.

To screen the potential partner, the following information is needed: Name of the institution, city, country, name of contacts and run the restricted party screening in Descartes Visual Compliance.

Assessment: The overall implications and risks involved in establishing, renewing, or terminating an affiliation with a foreign institution compel and require a UH Champion to exert due diligence and to conduct a thorough assessment of the importance of the prospective institution for the benefit of UH.

II) Submission stage

Once the assessment of the partnership has been completed and acknowledgment has been provided, the UH Champion must:

- 1) **Fill out the UH Approved form.** The UH Champion or their DBA/CBA fills the UH MOU Approved form and/or the AA Template.
- 2) **Share the documents with the Partner for the partner's legal office review.** UH passes the documents to the partner institution for review. No signatures are requested at this time.

- 3) **DBA/CBA creates the Partnerships Contract Package:** Cover Memo, Contract Coversheet and Approval Form, Addendum C-Recommendation for Award, and partnership documents (MOU and/or AA)
- 4) ****Obtain Clearance from the UH Office of the General Counsel (OGC). This step is required only if any of these conditions is met: 1) if there is partner institution requests changes to the UH Approved Form, 2) if the partner institution requests to use their own form 3) If there is an Articulation Agreement.** Once the UH Champion gets feedback from the partner institution, is mandatory to receive clearance from the OGC.
- 5) **Collect Required Signatures.**

Further guidance on partnership submission is available from the Institute for Global Engagement.



Institute for Global Engagement
UNIVERSITY OF HOUSTON

www.uh.edu/global
uhglobal@uh.edu
Teaching Unit 2 Suite 114