

Prepared by the Office of the Vice President for Academic Affairs.  
This is a new Policy.

UNIVERSITY OF HAWAI'I


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EXECUTIVE POLICY - ADMINISTRATION

August 1990

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E5.212 Foreign Interinstitutional Affiliations

I. INTRODUCTION

This policy guides implementation of Section 5-1d and Section 8-1a of the Board of Regents Policies, governing affiliations. Affiliations with foreign institutions, in contradistinction to contracts, are referred to herein as international agreements.

II. OBJECTIVES

The objectives of this Executive Policy are (1) to provide guidelines for the scope and content of international agreements, and (2) to set procedures for the processing of such agreements.



III. POLICIES

- o International agreements may be entered into by the University.
- o International agreements provide important linkages which strengthen the international programs of the University.
- o International agreements must be compatible with University objectives.
- o International agreements must enhance the teaching, research, or service mission of the University.

IV. SCOPE AND CONTENT

1. International agreements are characterized in a variety of ways. They may relate only to cooperation or they may entail exchange.

2. Each international agreement must contain clear descriptions of the cooperative activities or exchanges which are to take place. Implementation must be explicitly described or must be the subject of a separate, companion document. The autonomy of the University must not be infringed upon by any provision of the agreement. Revision of the agreement must be possible and an expiration date must be stated.
3. Criteria for evaluating proposed international agreements are summarized below:
  - a. Consistency with University system and campus mission statements, long-term goals, objectives and current initiatives;
  - b. Commitment of UH unit(s) to the implementation of the agreement;
  - c. Clarity of stated purpose, goals and benefits to UH;
  - d. Relationship to existing or anticipated agreements in the same country or covering the same subject area;
  - e. Ability to satisfy any financial or other institutional obligations incurred in the agreement;
  - f. Conformity with relevant federal or other government regulations.
4. Long-term resource commitments to implement such agreements are subject to established Board and University budgeting procedures and policies.
5. Program plans included in such agreements are subject to established Board and University policies relating to the approval of new programs.
6. International agreements must be consistent with all other existing Board and University policies and contractual requirements.

#### V. ADMINISTRATIVE PROCEDURES

A draft text of each proposed international agreement must be reviewed by the Office of International Programs and Services (School of Hawai'ian, Asian and Pacific Studies) which functions as a systemwide support and facilitating office. A systemwide

Committee for International Programs appointed by the President will review the draft agreement for appropriateness. Proposals for agreements with major financial obligations or with significant impact on University programs will be submitted to the Board of Regents for approval. If appropriate, proposals will also be reviewed by the Contracts and Grants Management Office, the Office of Research Administration, and the UH Budget Office.

Following review at the necessary levels the proposed agreement will be submitted to the Office of the President. The agreement will be valid only when signed by the President or his designee. An original copy of the fully executed agreement must be filed with the Office of the President.

The Office of International Programs and Services will prepare an annual report on all signed agreements which will be transmitted by the President to the Board of Regents.