

Sacramento State International Agreement Process

This process applies to all International Agreements including but not limited to Agreements for Student Exchange, Articulation, Study Abroad, Agent Recruitment, Degree Abroad, & International Internship.

Re: CSU International Executive Orders 795, 1080, 1081 and 1082

The Executive Orders referenced above consolidate and update existing requirements for international programs and activities as well as establish standard guidelines.

All international activities must be covered under a CSU-approved International Agreement signed by both the University President and the International Partner.

All academic and administrative units on campus are encouraged to submit an International Agreement Proposal. The proposal should be approved by the Department Chair/Unit Head and subsequently approved by the Dean or appropriate administrator. Proposals should identify the potential partner, destination and the type of agreement as well as provide a brief description of the international activity. All proposals should be submitted to the campus' Senior International Officer (SIO). Sacramento State's SIO is the Associate Vice President for International Programs and Global Engagement (IPGE).

Upon approval the SIO, or designee, shall submit a request to the Contract Management Specialist in the Procurement and Contract Services Office via email to start the agreement process. The email shall contain, the completed CSUS International Agreement Checklist, confirmation of Risk Management review, Department Chair and Dean-approval and all other pertinent information needed to draft the agreement. The Contract Management Specialist will create a draft agreement and return to the SIO for review.

Upon receipt of the draft agreement, the SIO will simultaneously route the draft agreement to campus stakeholders and the potential partner for review and comment. The on-campus review and comment period will be limited to two weeks. The comment and review period for potential partners will depend on individual partner processes. The SIO will answer questions and collect and forward all feedback and suggested revisions to Contract Services. Contract Services will incorporate suggested revisions into the draft and provide the SIO with a revised draft.

Upon SIO approval, International Programs and Global Engagement shall notify the Contract Management Specialist and sponsoring department or unit that the request has been approved. Upon receipt of the approval, the Contract Management Specialist shall initiate the agreement process through CSYou and SharePoint to include completing the SharePoint checklist and uploading the agreement for review by CSU Academic Affairs and CSU Office of General Counsel.

Once all of the approvals are complete in SharePoint, the Contract Management Specialist will notify the SIO and IPGE will route the agreement to the International Partner to obtain the required wet signatures. Upon receipt of the signed agreement by the International Partner, IPGE will forward to the Contract Management Specialist to route to the President's Office for final approval.

Once the agreement has been fully executed it will be distributed as follows:

- 1 original - Contract Services (official file)
- 1 original - Mailed to International Partner
- Scanned pdf copy emailed to IPGE and the sponsoring department/unit
- Copy of the final executed agreement uploaded to the SharePoint CSUS Agreement Library

CEREMONIAL MOU'S

Ceremonial MOU's are coordinated by the SIO through International Programs and Global Engagement. Ceremonial MoUs are expressions of shared values that establish an intent to explore future collaborations and do not make specific commitments or allocate resources. Accordingly, these do not fall under Executive Orders 1080, 1081, and 1082.

Please contact Dr. Paul Hofmann at paul.hofmann@csus.edu to initiate the process of drafting a Ceremonial MoU.

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