The VCU International Partnership Agreement Process

Initiating unit submits New Agreement Form to GEO with Chair & Dean approval

STEP 1
New course or academic program? Significant change to existing academic course, program, policy, or procedure?

Consult with Academic Affairs

STEP 2A
GEO provides templates for MOUs and Agreements

STEP 3
Initiating unit works with IP to adapt the template and returns to GEO

STEP 2B
Health Sciences Academic Affairs advises on Health Sciences Agreements

STEP 4
GEO coordinates the VCU internal review and revision as needed for approval

STEP 5
Approved document is returned to initiator to share with international partner (IP)

STEP 6
GEO is notified of IP approval and document is prepared for appropriate VCU signature

STEP 7
Signed copies are sent to initiating unit and IP with instructions on returning documents

STEP 8
GEO maintains hard and electronic copies and routes Authorized Document to VCU faculty and international counterpart

Internal review is driven by nature of agreement.

University Counsel
Finance
Office of Research
Academic Affairs

Signing ceremonies. Sometimes MOUs/Agreements are signed simultaneously by both institutions during a delegation visit. In such cases, the Global Education Office coordinates delegation planning and the ceremony.