Brown University cultivates relationships with international partner institutions that include a wide range of units across our campus. The Office of Global Engagement (OGE) serves as the central institutional facilitator for the development of global partnerships and, as such, has established protocols and procedures for the review of new and renewal Memorandum of Understanding (MoU/MoA) agreements.

**Criteria**
In order for partnerships to gain approval from the University, each proposal will be assessed according to the following criteria:

- Contribute to the development of intellectual capital (through research and teaching) on the Brown campus;
- Strengthen the University's strategic initiatives and be aligned with the strategic plan: e.g. environment, public health, economic development, etc. as described in *Building on Distinction*;
- Enhance the University's reputation and visibility both abroad and in the U.S.;
- Generate resources for the University so that it can better fulfill its mission.

**Application Process**
We ask all parties interested in establishing a partnership to submit a proposal. Please include the following:

1. A cover memo from the head of the department/center/institute explaining how the proposed partnership advances Brown's strategic plan as well as that of the department/center/institute;
2. If the partnership has a revenue-generating component, please explain the revenue stream;
3. Any correspondence (e.g. emails, support letters, etc.) you have had with the necessary Brown/internal constituents to support the information included in the proposal; and
4. A document addressing all of items under *Application for Establishment of Partnerships*.

*Please refer to the MoU/MoA Application Guidelines document when proposing an international partnership.*
APPLICATION GUIDELINES TO ESTABLISH PARTNERSHIPS

Faculty wishing to propose a new or renewal international partnership need to submit a written Microsoft Word document that includes the information below. A draft MoU or letter of interest from the partner institution may also be attached (but it is not required).

A. Please describe the following:

1) The academic linkage proposed. If ties between our institutions already exist but are not formalized, please explain the benefits of creating an agreement;

2) The scope of work to be undertaken by both institutions and proposed activities; specify if the linkage involves faculty, post-docs, graduate students, undergraduates (or all of the above), and if it is focused on teaching, research or both;

3) For education abroad programs please provide the coverage costs (including tuition, living expenses, health insurance). Note that Brown’s agreements normally follow a “home tuition model” in which the student pays tuition to the home institution as well as any special health and safety considerations that may pertain to the program destination; for students/researchers studying abroad, please ensure that departmental and other procedures for approval of credit, time away from campus, etc. have been met/documentated;

4) The desired outcome(s) and potential impact;

In addition, please state the anticipated duration (semester, year, etc.) of the partnership, including sunset provisions; list the faculty coordinator(s) (name, title and contact information) at both institutions, as well as the responsible officer/signatory (name, title and contact information) at the international institution.

B. If the proposed partnership includes student or scholar mobility, please provide the following:

● Admission decision/criteria and/or selection process (for credit-bearing courses), academic supervision, collaborative research, funding sources, fee structure, visa, health insurance, travel, housing, and other logistical information;
● An explanation of procedures for approval of credit, time away from campus, etc.;
● A reference from the partner institution, including the visiting student/researcher’s supervisor, for students/researchers coming to Brown; and
● If the sponsoring government or institution is paying stipend or other costs, please provide the amount. Note that students and scholars coming to Brown from overseas must demonstrate a specified level of financial support; this amount is established annually and can be clarified in consultation with the Office of International Student and Scholar Services (OISSS).

Contact Information: Please send materials to Shaira Kochubaeva for partnerships with institutions in the Americas, Asia, the Middle East or Oceania or Christine Sprovieri for Brazil, Africa or Europe.
PROPOSAL REVIEW

Proposals will be reviewed by the Office of Global Engagement, as well as the OGE Advisory Committee. Recommendations for the establishment of the partnership will be made to the Provost for final approval. Once approved by the Provost, the OGE will ask that the applicant to draft an MoU based on the information conveyed in the proposal (The OGE will provide a template). Once received, the OGE will share this draft MoU with one or more of the following offices for review, depending on the types of activities outlined in the proposal:

1. Relevant department chair(s)
2. Dean of the College
3. Office of International Programs
4. Dean of the Graduate School
5. Dean of the Faculty
6. Vice President for Research
7. Office of International Student and Scholar Services
8. Dean of School of Professional Studies
9. Office of the General Counsel

Please note:
- Proposals for joint graduate degrees will require a separate application that will be reviewed by the Graduate Council, and then (if approved) in sequence by the APC, Faculty and Corporation.
- The overall review process will take several months from proposal submission to finalization of the document, depending on the complexity of the agreement and number of other offices involved in the review. The internal offices involved often have lengthy queues, so please plan this in your timeline when coordinating with international partners. The OGE will do its best to expedite the process, but cannot guarantee turnaround times.