

Process for establishing new international partnerships

Required Materials—please submit a **cover memo** to the OGE describing the following:

1. How the proposed international partnership advances Brown's strategic plan [*Building on Distinction*](#), as well as that of the department/center/institute;
2. The scope of work to be undertaken by both institutions and proposed activities;
 - a. 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;
 - b. If the partnership has a revenue-generating component or financial transaction, please explain
 - c. 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
3. The desired outcome(s) and potential impact anticipated.

Optional Materials—if applicable, please include the following as **appendices**:

1. Any correspondence (e.g. emails, support letters, etc.) you have had with Brown/internal as well as international constituents to support the information included in the proposal;
2. If the proposed partnership includes student or scholar mobility, please provide the following:
 - a. 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;
 - b. An explanation of procedures for approval of credit, time away from campus, etc.;
 - c. A reference from the partner institution, including the visiting student/researcher's supervisor, for students/researchers coming to Brown; and
 - d. 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).
3. For *biomed education abroad programs* please describe the tuition model/coverage costs you have arranged with the international partner (including tuition, living expenses, health insurance, etc.). For students/researchers studying abroad, please ensure that departmental and other procedures for approval of credit, time away from campus, etc. have been met/documented.
4. Proposals for joint graduate degrees will require a separate proposal that is reviewed by the Graduate Council, and then (if approved) in sequence by the APC, Faculty and Corporation.

Step 1: Submission and Provost Review

Faculty Member or department submits cover memo and draft agreement to OGE

OGE reviews and shares with Provost

Provost gives initial approval

Step 2: Review

OGE shares the draft agreement with relevant units and sends back to department for final review/clarification, as needed

General Counsel reviews and approves draft agreement

International partner reviews and approves agreement

Step 3: Finalizing the agreement

General Counsel finalizes and stamps agreement; OGE sends agreement to department to liaise with international partner for signature

International partner returns signed agreement to OGE with international partner for signature

OGE requests signature from Provost and agreement is fully executed (each partner maintains copy of the original agreement)