A. RECOMMENDED STEPS PRIOR TO INTRODUCING AN INTERNATIONAL PARTNERSHIP

All agreement must support and promote the mission and strategic plan of the University of Rhode Island, which include:

   a. Quality and reputation of the partner institution
   b. Financially self-sufficient
   c. Correspondence in academic design between the partners

Note - Consider the following criteria when selecting an exchange partner institution:

   a. Conduct a Site Visit and be prepared to summarize the academic, physical and cultural environments of the proposed partner
   b. Quality of and access to desired curricular offerings
   c. Identify Funding Resources (not applicable to all agreements)
   d. Logistics (Housing, Risk Management, Enrollment Management Practices)
   e. Cross Cultural and Linguistic Environment
   f. Confirm URI Students’ Interest in the location and/or field of study (not applicable to all)
      ▪ Services and programs provided to visiting students
      ▪ Quality of housing arrangements, food services, and other student services
      ▪ Availability, access and quality of health care services
      ▪ Safety at the institution and surrounding region desirability of the location as a study site

B. EVALUATION & APPROVAL OF AN INTERNATIONAL PARTNERSHIP

Agreements will be evaluated with respect to academic feasibility, strategic fit to the University of Rhode Island international/global strategies, and sustainability. They must include,

   a. Period of the agreement
   b. Liability Statement(s)
   c. Terms of the partnership
   d. Points of contact
   e. Application statutes and governing law

The agreement should be drafted in both English and the language of the partner institution (when requested). The URI department sponsoring the agreement will be expected to confirm the accuracy of the translation.

C. INTERNAL REVIEW

Before and/or after securing initial approval from the respective dean and department chair, meet with the Director of the Office of International Education/OIE to prepare a draft that will be reviewed by the partners and designated URI staff. Depending in the nature and scope of the international agreement, it will require review and approval from all or some of the administrative and academic units included below:
THE UNIVERSITY OF RHODE ISLAND

a. Dean of the academic department(s) requesting the agreement;
b. Office of the Provost
c. Dean of the Graduate School (when the agreement involves graduate students)
d. Office of Legal Counsel
e. Office of International Education

D. EXTERNAL REVIEW BY PARTNER

a. Exchange drafts with the overseas partners, which must include review of the document(s) by the international partner’s legal counsel
b. After review by partners, share the draft(s) with the Director of Office of the International Education who will facilitate subsequent steps

E. FINAL REVIEW AND SIGNATURE

a. After the terms are accepted and confirmed by the overseas partner(s), the latest draft of the agreement is forwarded to the Office of the Provost along with an Academic Memorandum Form
b. After the Provost Office reviews and approves the agreement, the document will move to the URI Office of Legal Counsel for review. If additional changes are needed the agreement returns to the partner for approval of new changes
c. As per the Rhode Island Office of Post-Secondary Education, only the URI president and/or Provost are authorized to sign international MOUs, student agreements (exchange and visiting), and dual degree agreements on behalf of the University of Rhode Island.