

UCLA

**Navigating International Partnerships
in the UC System: A compliance
Roadmap**



*Kathryn Atchison, Vice Provost, New Collaborative Initiatives
Cindy Fan, Interim Vice Provost, International Studies
Dean Malilay, Director, Insurance and Risk Management
Craig Squire, Director, Corporate Accounting*

Copyright © 2013 The Regents of the University of California

UCLA

Agenda

- I. Types of International Agreements
- II. Managing International Agreements
- III. UCLA International Agreements Website
- IV. Student Exchange
- V. Draft Policy on International Activities
- VI. Insurance and Risk Management
- VII. Financial Policies on Working Internationally

Copyright © 2013 The Regents of the University of California

UCLA Types of International Agreements

**What is an international
agreement?**

- Binding Master Affiliation Agreement (MAA)
- Memorandum of Understanding (MOU)
- Student Exchange Agreement
- Other

Copyright © 2013 The Regents of the University of California

UCLA

International Institute of Tropical Agriculture - Cameroon

- Interdisciplinary International Research and Training Center
- MAA to collaborate
- Apply for research funding by multiple US universities
- Student exchange



Image from UCLA College Report Winter 2013 Copyright © 2013 The Regents of the University of California

UCLA

Utrecht agreement

- Faculty exchange
- Student language program
- Joint colloquia & conferences
- Visiting professorship at UCLA in Humanities and Social Sciences



Image from website: utrecht.ucla.edu Copyright © 2013 The Regents of the University of California

UCLA

Peking University

- Joint Research Institute
- Bilateral student exchange
- 3+2 pilot program
- Collaborative research
- Development of alumni relations



Image from website: pku-jri.ucla.edu Copyright © 2013 The Regents of the University of California

UCLA

St. Petersburg State University of Information Technologies, Mechanics and Optics

- Collaborative funding for conferences
- Student internships for Russian language exchange students
- Student startup education program exchange
- Developing training and research



Image from website: eureka.ucla.edu Copyright © 2013 The Regents of the University of California

UCLA Managing International Agreements

UCLA Policy 980

- Delegates final signature authority for binding international agreements, student exchange agreements and non-template MOUs to Vice Provost for International Studies and Vice Provost New Collaborative Initiatives
- Delegates final signature authority to Deans and ORU Directors for non-binding template MOU
- Defines process for review and assent by Deans, especially for any budgetary commitment
- Review team for coordination: 2 vice provosts, Legal Affairs, OIRM, other, depending on activities (Grad Division, C & G, etc)

Copyright © 2013 The Regents of the University of California

UCLA

Principles for the Policy

- Policy defines when an agreement is appropriate and necessary
- Justify commitment of campus resources (personnel, facilities, library resources, IP, etc)
- Identify and address university risks
- Allow coordination with existing agreements across campus (Master Affiliation Agreement and Amendments)
- Ensure consistency with federal, state and university policies
- Set a maximum 5-year expiration
- Make it easy!

Copyright © 2013 The Regents of the University of California

UCLA

Coherent Campuswide Approach

- Acknowledged lines of authority for review, authorization, implementation and assessment
- Single point of entry (mou.international.ucla.edu)
- Different levels of access to agreements for external audience, the larger UCLA community and MOU administrators
- Single repository for all binding and non-binding agreements

Copyright © 2013 The Regents of the University of California

UCLA

Process and Flow

```

graph TD
    A[Initial inquiry from UCLA faculty or foreign university  
mou.international.ucla.edu] --> B[Link to Policy 980 – campus delegation of authority to Vice Provosts]
    A --> C[Frequently asked questions (Is an agreement necessary?)]
    A --> D[Link to online database of active MOUs and international MOU template]
    B --> E[Online Application]
    C --> E
    D --> E
    E --> F[Two Vice Provosts Review and consultation with campus units]
    F --> G[Student Exchange]
    F --> H[Faculty Research]
    F --> I[Intellectual Property]
    F --> J[Financial Commitments]
    F --> K[Resource Commitments]
    G --> L[Agreement negotiated and drafted]
    H --> L
    I --> L
    J --> L
    K --> L
    L --> M[Final agreement signed; Document archived; Press release generated]
  
```

Copyright © 2013 The Regents of the University of California

UCLA

What doesn't it include?

- Research applications for funding (falls under C&G delegation)
- Training of UCLA students for affiliated non-UC facilities such as hospitals, clinics, social service agencies where faculty must be appointed to the faculty (Policy 970 and Academic Regulation 750)
- Establishment of new programs not previously approved (e.g. Joint degree Anderson with NUS)
- Substantive Change to mission, objectives, courses, programs, that would create an Academic Senate, possibly UCOP, and WASC accreditation review

Copyright © 2013 The Regents of the University of California

UCLA UCLA International Agreements website

International Agreements Website: Inform and Inventory

UCLA International Agreements <http://mos.international.ucla.edu/index.asp>

UCLA International Institute International Agreements

Home Existing Agreements Guidelines & Policy FAQs About this site

UCLA International Agreements



UCLA partners with universities throughout the world to maintain the highest standards of teaching and research, to keep up with academic trends, and to share innovations.

A partnership may be codified through an agreement known as a Memorandum of Understanding (MOU), or an International Exchange/Linkage Agreement (IE Agreement). The MOU is a formal agreement in which UCLA and a partner express an intention to engage in cooperative academic or research activities. The IE agreement involves a commitment of UCLA resources for cooperative international academic and research activities.

Links
By clicking the above link, you will be redirected to the A&S site for login.

Quick Facts
Countries which UCLA has signed MOUs:

Country	Number
Argentina	2
Armenia	1
Australia	13
Austria	1
Bahamas	1

Copyright © 2013 The Regents of the University of California

UCLA

International Agreements at UCLA

- UCLA has had 338 international agreements with 59 countries, of which 32 are developing countries
 - 118 University of California EAP student exchange agreements
 - 20 Student Exchange Agreements
 - 103 Memoranda of Understanding
 - 14 Master Affiliation Agreements
 - 83 Other agreements
- Over 1/3 of all agreements are with developing countries
- 272 International Agreements active as of January 1, 2013

Copyright © 2013 The Regents of the University of California

UCLA Student Exchange

Student Exchange – The Usual Suspects?

Brazil: Universidade Federal de Santa Catarina
China: Peking University; Hong Kong University of Science and Technology
France: École Normale Supérieure, Institut d'Études Politiques de Paris
Germany: Hertie School of Governance
Japan: Nagoya University
Korea: Seoul National University
Mexico: Centro de Investigación y Docencia Económicas; Universidad de Guadalajara
Netherlands: Utrecht University
Russia: M.V. Lomonosov Moscow State University
Singapore: Nanyang Technological University
Spain: Pompeu Fabra University
Switzerland: University of Geneva
UK: University College London-Statistics; University College London-Economics

Copyright © 2013 The Regents of the University of California

UCLA

Student Exchange – An Unbalancing Act

2008-2013	Inbound		Outbound	
	U	G	U	G
All programs	121	49	6	8
Department specific	9	7	3	6

- Strategic planning vs. Ad hoc
- Course taught in English
- Credit transfer
- Financial aid

Copyright © 2013 The Regents of the University of California

UCLA Draft Policy on International Activities

- University of California Draft Policy on International Activities (July 2012)
- Proposed to replace the Administrative Guidelines for the Establishment and Operation of Foreign Affiliate Organizations" (8/15/2005) and the "Administrative Guidelines for the Establishment and Operation of University of California Foreign Operations" (8/15/2005) (Guidelines)
- Review

Copyright © 2013 The Regents of the University of California

UCLA Insurance and Risk Management

Insurance Challenges- Scenarios

- Leasing office space or a residence
- Hiring a car van or bus
- Being loaned a vehicle
- Using a tour agency
- Chartering a vessel
- Hiring in country staff and assistants
- Using independent contractors

Copyright © 2013 The Regents of the University of California

UCLA

**International Activity
Insurance Considerations**

- What coverage does the UC provide abroad?
 - Travel
 - Foreign Liability
 - Foreign Workers' Compensation
 - Property
 - Auto

Copyright © 2013 The Regents of the University of California

UCLA

**What is Required of our
International Partners?**

- How well developed is the legal system?
- Determine availability of insurance
- Compulsory – what is legally required?
- Comply with Regents Standing Orders 100.4

Copyright © 2013 The Regents of the University of California

UCLA Financial Policies on Working Internationally

**International Activities
*Finding an International Partner***

STRONG RECOMMENDATION:
Partner with an in-country university or agency that can facilitate logistics and necessary personnel to support your activity.

Benefits:

- Eliminates tax and employment law issues
- Consolidates payments; reduces cash needs
- Functions as intermediary to gov't, other locals
- Resolves a myriad of issues. Worth the cost.

Copyright © 2013 The Regents of the University of California

UCLA

International Activities
"It's a Jungle/Desert/Mountain Out There"

- Operating in a remote site
- Cash and barter-based economies
- Paying day laborers, guides, cooks
- Tracking expenditures and obtaining receipts

Copyright © 2013 The Regents of the University of California

UCLA

International Activities
Life in the Big City

- Make payment arrangements before leaving
- When to use POs, wires, credit cards, cash
- Monitor delegated authority – leases, contracts, and other commitments
- Other concerns

Copyright © 2013 The Regents of the University of California

UCLA

International Activities
Educating our Campus

Training – Stewardship Roundtable

- UCLA offers quarterly seminars designed to help UCLA managers deal with situational and operational challenges that may arise as they work to support the academic mission and to manage campus resources responsibly, including overseas activities.
- The training is done through analysis and discussion of case studies which highlight a range of issues related to the appropriate use of University resources and involve real-life situations.
- The seminars are hosted by a panel of experts in various disciplines who provide policy guidance on the topics being discussed.

Copyright © 2013 The Regents of the University of California

UCLA



**Thank you for
your attention**

Copyright © 2013 The Regents of the University of California
