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| Proposal form for a new international agreement – Guidelines |

**Prior to completing the Proposal Form for a New International Agreement** **please ensure you:-**

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| [ ]  | Familiarise yourself with the [University’s policy](https://policies.uq.edu.au/document/view-current.php?id=157) on establishing International Agreements. |
| [ ]  | Consult with your Faculty or Institute International Development Manager and/or [Research Partnerships Manager](https://research.uq.edu.au/team/research-partnerships-managers) to confirm the type of agreement and to ensure the cooperative activity will be supported by your Faculty/Institute in terms of resources and funding if applicable. |
| [ ]  | Check that there is no current agreement(s) with the proposed partner by contacting the International Agreements team directly or check the current active agreement lists available [online](https://global-partnerships.uq.edu.au/staff/international-agreements). |
| [ ]  | If your proposed activity involves UG or PG Coursework exchange, please consult with the Global Strategy & Partnerships team and the Senior Manager, Sponsored Students and Mobility within Global Partnerships. |
| [ ]  | If your proposed activity involves a formal agreement for Higher Degree Research exchange, joint doctoral supervision or joint PhD please consult with the UQ Graduate School.  |
| [ ]  | If your proposed partnership involves Global Connect membership, please consult with the Global Strategy & Partnerships team. |
| [ ]  | If your proposed activity involves a foreign sponsor and relates to offering a UQ fee reduction, please consult with the Senior Manager, Sponsored Students in the first instance.  |
| [ ]  | Please note that other UQ policies may apply to proposed partnership activity. Please ensure that you have reviewed and are compliant with ALL relevant [policies and procedures](https://policies.uq.edu.au) including:[International Agreements](https://policies.uq.edu.au/document/view-current.php?id=157);[Collaborative Academic Program Arrangements](https://policies.uq.edu.au/document/view-current.php?id=137)Including an Academic Quality Assurance Statement if required (see [Program Approval Procedure](https://policies.uq.edu.au/document/view-current.php?id=214) and ‘[Guidelines for preparing an Academic Quality Assurance Statement for external offerings](https://sharepoint.admin.uq.edu.au/sites/ABC/programbulletin/Forms/GDL%20External%20Offerings.docx)’)[Delegations](https://governance-risk.uq.edu.au/enterprise-governance/university-delegations/understanding-delegations) |
| [ ]  | Refer to the [UQ AFRA website](https://global-partnerships.uq.edu.au/staff/afra) to determine if your agreement is notifiable to DFAT. |
| [ ]  | Proceed to complete proposal form and secure necessary approvals prior to submitting to Global Partnerships. |

**Please note that it is the responsibility of the person proposing a new international agreement to ensure compliance with relevant policies and to undertake required consultation with the relevant units within UQ prior to submitting a proposal. The Global Partnerships Office can provide advice on stakeholders to contact prior to completing this form as required.**

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| **PROPOSAL FORM FOR AN INTERNATIONAL AGREEMENT** |
| **Prior to completing this form, please review the relevant policies:**[International Agreements](https://policies.uq.edu.au/document/view-current.php?id=157) [Collaborative Academic Program Arrangements](https://policies.uq.edu.au/document/view-current.php?id=137): [Delegations](https://governance-risk.uq.edu.au/enterprise-governance/university-delegations/understanding-delegations)  |
| **PLEASE COMPLETE PARTS A, B AND C for all partners.**  |
| **PART A: DETAILS OF PROPOSAL**  |
| **Name of Partner Institution:**  | **Country:** |
| **UQ Staff Member proposing the international activity:** |
| Name (include title):  | Position:  |
| Faculty/Institute/School/Department:  |
| Phone and email address:  |
| **Partner Institution contact person details:** |
| Name (include title):  | Position:  |
| Faculty/Institute/School/Department:  |
| Phone and email address:  |
| **Please describe the nature of the international activity being proposed** (additional documents can be attached): |
| **Proposed duration of activity:**  [ ]  5 years [ ]  3 years [ ]  1 year [ ]  Other  |

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| How will the proposed activity benefit each organisation? Please include objectives and expected outcomes. These should be expressed in measurable terms e.g., No. of students/joint publications. |
| How does the proposal align with the Faculty/Institute and UQ’s Global Strategy? |
| Are there any existing UQ partners that would be suitable for the proposed collaborative activities? (Please refer to [the Partner Engagement Strategy](https://global-partnerships.uq.edu.au/uq-staff/global-partnerships-intranet) for a list of existing partners). Please provide rationale for not using existing partners.  |
| What strategy does the Faculty/Institute have to meet these expected outcomes? (e.g., funding arrangement; marketing and promotion of program) |
| Please describe the current stage of discussions: |
| **PART B: DUE DILIGENCE – if this is a current UQ partner, please leave section 1 and 2 blank** |
| 1. **Country Information**
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| Does the country fall within [UQ’s Global Strategy](https://global-partnerships.uq.edu.au/GEF/region-and-country-level) list of priority countries? [ ]  Yes - proceed to question 2 [ ]  No – please respond to questions below then proceed to question 2If not a priority country please review relevant DFAT [country briefs and country information reports](https://dfat.gov.au/about-us/publications/Pages/publications.aspx) if available.* List any travel warnings/security threats for visitors or any sanctions imposed.
* Is there a [free trade agreement](https://dfat.gov.au/trade/agreements/pages/trade-agreements.aspx) between Australia and the country? [ ]  Yes [ ]  No
* Are there political, economic, legal and geographical environmental factors that may impact negatively on the proposed partnership and intended collaborations. (E.g., political unrest, economic or financial instability, different legal system, seasonal rough weather conditions, etc.):
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| 1. **Partner Information (To be completed for new partners only).**
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| Who is the Partner? What interests does UQ share with the Partner?  |
| What are the partner’s academic (student population, program offerings, campus location(s) - if multiple? faculty strengths) and research strengths (research centres/institutes, researchers, funding, institutional achievements) and how do they align with those of UQ?  |
| Is the partner financially sound? (reference: annual reports, brochures, your personal observations, industry intelligence):  |
| If host country’s legislations stipulate that the collaborative activity requires government approval, is the partner resourced and prepared to meet the requirement? How will this be achieved?  |
| If relevant, what is the partner’s official ranking? (**reference: QS, THE, ARWU**):

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| ***Organisation*** | ***World Ranking (latest year)*** | ***Relevant Subject Ranking (latest year)*** | ***Relevant Subject Ranking (latest year)*** |
| [QS](http://www.topuniversities.com/university-rankings) |  |  |  |
| [THE](http://www.timeshighereducation.co.uk/world-university-rankings/) |  |  |  |
| [ARWU](http://www.shanghairanking.com/) |  |  |  |
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| 1. **Business Information (required for any international contract, arrangement or understanding)**
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| 1. **Legal**
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| What is the ‘legal status’ of the Partner?  |
| What is the legal name, and registered address of the Partner?  |
| Who is the authorised legal representative of the Partner?  |
| What is the legal track record of the Partner? Any legal issues?  |
| List any relevant legislation, sanctions, or ministry approval requirements that could apply to the proposed activities (E.g., for an international student receiving a UQ award, is it recognised in the home country?): |
| Will this arrangement require disclosure under Australia’s Foreign Relations (State and Territory Arrangements) Act 2020 (Cth) (AFRA)? Please refer to the [UQ AFRA website](https://global-partnerships.uq.edu.au/staff/afra) to identify if the partner is a foreign entity. If the partner is a higher education institution, the information regarding [institutional autonomy](https://global-partnerships.uq.edu.au/australia%E2%80%99s-foreign-relations-act-afra) will assist.[ ]  Yes [ ]  No |
| Is the agreement you require contained below in the list of legal services approved **template international agreements** for the international activity? Please tick. If applicable, please submit additional checklist available in the “Associated Information” section of the [International Agreements](https://policies.uq.edu.au/document/associated-information.php?id=157) policy. \*International agreements are signed in accordance with the [Schedule of Contract Delegations and Sub-Delegations.](https://governance-risk.uq.edu.au/files/8739/contract-delegations-schedule.pdf) In the majority of cases, it will be the Pro-Vice-Chancellor (Global Partnerships).

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|  [ ]  Letter of Intent [ ]  Memorandum of Understanding |  [ ]  Double Degree Agreement [ ]  *include the Double Degree Checklist* |
|   [ ]  International Cooperation Agreement  |  [ ]  Study Abroad Agreement |
|  [ ]  Student Mobility Agreement [ ]  *include the Exchange Agreement Checklist* |   [ ]  Placement Exchange Agreement |
|  [ ]  HDR Agreement (HDR Exchange, Joint Doctoral Supervision, Joint PhD) *Please circle.*  |   [ ]  Scholarship Agreement |
|  [ ]  Recognition of Prior Learning/Articulation Agreement [ ]  *include RPL/Articulation Checklist* |   [ ]  Other: Please provide details  |

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| Will material changes will be required to the **template international agreement** (listed above), or will a **bespoke agreement** need to be prepared or reviewed with the assistance of legal services? (If the partner is providing their own agreement, this would be a bespoke agreement.)[ ]  Yes [ ]  No |
| Has legal advice already been obtained in relation to the proposed activity? [ ]  Yes [ ]  No If Yes, please specify whether ongoing legal advice is needed (if yes, copy of proposal form to be provided to Legal Services):  |
| 1. **Human Resources**
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| Has HR advice been obtained in relation to the proposed activity? [ ]  Yes [ ]  No If Yes, please specify whether ongoing HR advice is needed (if yes, copy of proposal form to be provided to HR):  |
| 1. **Finance**
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| Has Finance advice been obtained in relation to the proposed activity? [ ]  Yes [ ]  No If Yes, please specify whether ongoing financial or tax advice is needed:(if yes, copy of proposal form to be provided to Finance):  |

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| **PART C: SUPPORT AND APPROVALS**  |
| **Have the relevant policies been considered, and has consultation with relevant unit/s occurred? For e.g. Faculty Executive Dean, Institute Director, DVCA, DVCR, Legal Services** [ ]  Yes [ ]  No [ ]  Not applicable**If the agreement involves a collaborative academic program e.g., transnational educational program, has the VC approved.** [ ]  Yes [ ]  No [ ]  Not applicable.**Please attach approval documents if applicable.**  |
| **Support of proposal by Head of School or Head of other UQ Division** |
| Name: |
| Signature: | Date: |
| **Endorsement by Executive Dean of Faculty / Director of Institute or other authorised personnel**  |
| Name: |
| Signature:  | Date: |
| **Endorsement by Dean, Graduate School (if this activity relates to Higher Degree Research students)** |
| Name: |
| Signature:  | Date: |
| **Please forward the form to the International Agreements team (refer below) for approval by Pro-Vice-Chancellor (Global Partnerships):**

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| Manager, International Agreements |  | International Agreements Officer |
| Global Partnerships |  | Global Partnerships |
| E: laura.anderson@uq.edu.au |  | E: internationalagreements@uq.edu.au |
| P: +61 7 3346 0635 |  | P: +61 7 3443 1667 |

For further information on UQ’s Partner Engagement Strategy, please contact:PVC (Global Partnerships)E: pvcgp@uq.edu.au P: +61 7 3365 7366 |
| **Approval by Pro- Vice-Chancellor (Global Partnerships)**  |
| Comments: |
| Name: |
| **Signature:**  | **Date:** |