Internal Review Procedures for Agreements with External Institutions

	Responsible Unit	
By the end of a calendar month	**Faculties/ Institutes/ Colleges who initiate an agreement**	**Submit the required documents to the Office of International Affairs (OIA)** Required documents: - A submission letter signed by the Dean or an equivalent authority; - A proposal form - A draft agreement developed in consultation between the proposed university unit and the prospective partner
	OIA	- Review and negotiate revisions (if needed) - Draw up a summary report - Submit all documentation to the Agreement Review Committee
The 15th day of the following month (approximately)	**Committee for Reviewing Agreements with External Institutions (The Agreement Review Committee)**	- **Review the proposed agreements** along with supporting documents - **Provide feedback:** **Approve** / **Approve with recommended revisions** / **Reject**
End of month	**OIA**	**Notify the result**
	Faculties/ institutes/ colleges	- Prepare the agreement for signature - Revise the agreement as recommended and prepare for signature - Unable to revise It is possible to resubmit the agreements with additional explanation or clarification.
	OIA	- Submit the agreement to the Rector for approval and signature
	Rector	- Approve the agreement - Sign or delegate signature authority to a specific administrator, such as the Vice Rector or Dean who is directly in charge of such agreement
	Faculties/ Institutes/ Colleges	Inform OIA within 30 days after the Dean has signed the agreement