

Proposal and Approval Process for International MOUs/SEAs College of Liberal Arts and Human Sciences

All Memoranda of Understanding (MOUs) and Student Exchange Agreements (SEAs) proposed by faculty in the College of Liberal Arts and Human Sciences must be approved by the appropriate chair/head/director as well as the Dean. The information below is provided as a resource for Virginia Tech faculty and staff who are interested in establishing MOUs or SEAs.

Please note that not all international relationships necessitate a MOU or SEA. A MOU is required only for relationships that are anticipated to continue for a number of years. The SEA is necessary once an exchange has been established; a pilot exchange program may be permitted with permission from the Office of the Dean. It is possible to pursue one type of agreement without the other or to pursue the MOU and the SEA concurrently.

Proposal Process

1. If you are planning a study abroad program, you should review the *Faculty Guidebook for International Programs*, which you can request by e-mailing the Global Education Office.
2. Go to Virginia Tech's [international agreement page](#). Check for an existing MOU by visiting and consult the MOU database. Review Virginia Tech's MOU template and share it with your international collaborators so they are aware of its contents. Be sure to ascertain which individuals will sign the MOU on behalf of the host institution.
3. If you wish to pursue a Student Exchange Agreement (SEA), you must contact the Global Education Office for a worksheet and site visit report form. Review Virginia Tech's SEA template available through Virginia Tech's [international agreement page](#) and share it with your international collaborators so they are aware of its contents. Note that SEAs are only applicable for arrangements where a balance of students will be exchanged between institutions and students are required to take classes. Not all situations where students move between universities are covered by SEAs. For questions or clarification, please contact the Global Education Office.
4. Please note that if the MOU and SEA needs to be prepared in a language other than English, written verification by an individual affiliated with Virginia Tech who is fluent in the language will be necessary to certify that both copies are the same.
5. Confer with your department chair/head to ensure that your planned program is compatible with departmental requirements and expectations. Discuss with your department chair/head what resources will be necessary and how these will be secured.

6. Complete the College's International MOU Proposal Form. Be sure to have the chair/head of your department or unit endorse the proposal by signing and dating on the lines provided on the Signature Page.
7. If you are initiating any type of program involving graduate students, the graduate school must be contacted for approval.
8. Submit the form to Associate Dean Farida Jalalzai, fjalalzai@vt.edu

Approval Process

Faculty members will be notified when the proposal has been approved by the Graduate School (if necessary) and the Dean. At that time the MOU draft will be completed by Associate Dean Farida Jalalzai; she will work with the Global Education Office to complete the SEA draft as well, as appropriate.

The draft document(s) will be forwarded to the faculty members, who will send them to the partner institution to be vetted. Any recommended changes are to be conveyed to the Office of the Dean as soon as possible.

Once the partner institution has reviewed and agreed to the MOU and/or SEA, Associate Dean Jalalzai will submit the agreements for approval; the process usually takes 6-8 weeks. Following approval, the agreements will be signed by the Provost.

Four copies of the MOU and SEA will be signed by the Virginia Tech administration. The documents will be forwarded to the partner institution for signatures, or the faculty members may arrange for on-site signing. Two copies remain with the partner institution, and two are to be returned to Virginia Tech: one copy is kept on file at the CIRED (526 Prices Fork Road) and the other in the College Office of the Dean.

Any questions about this process should be directed to Associate Dean Farida Jalalzai.