

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.11

AREA: General

SUBJECT: Procedures for the Operation of International Programs

1. PURPOSE

International programs and the offices that coordinate and manage such programs exist to enhance opportunities for students, faculty and staff to become globally competent through their participation in bilateral or multilateral inter-institutional agreements in various parts of the world. This document sets forth procedures for the operation of international programs to insure proper oversight by the component universities, the System Administration, and Board of Regents.

2. POLICY

- 2.1. An international program is any initiative involving ongoing formal academic cooperation between the component universities and educational institutions in other countries. These initiatives may involve student and faculty mobility (exchanges or one way mobility), joint research or any other type of scholarly and academic activities between a local university and a foreign institution.
- 2.2. An international program may be identified primarily with one discipline, be multi-disciplinary, may support interaction involving teaching, research or exchange of persons, may include a wide variety of areas and may involve more than one component university or institution.
- 2.3. An international program may be totally self-sufficient. It may be supported by appropriated funds or it may depend entirely or partially on scholarships by outside agencies and/or foundations.
- 2.4. The signing of written agreements for new international programs may be done at the System's level in the case of general systemwide agreements or by the President of each component university in the case of each campus. In this latter case, approval of a new international program is delegated by the Chancellor to the President of the component university, who must report all new agreements to the Senior Vice Chancellor for Academic Affairs. All agreements have to be in writing and a copy should be kept in a special file both at the office of the President and at the System Office of International Programs.

- 2.5. An agreement for an international program must include the following provisions:
- a. That the President or his/her designee approves of the creation, existence, and purposes of the international program;
 - b. That the international program may not carry on activities that do not support, in their entirety, the mission of the System and the mission of the component university;
 - c. That the international program may not use the name and official seal of the System or any of its component universities without the written consent of the President or his/her designee;
 - d. That the international program is subject to all policies and procedures of the Board and System, and must submit to reporting and auditing requirements as established by the System, including consultation with an attorney from the Office of General Counsel;
 - e. That the College or academic unit responsible for the operation of the agreement be appropriately identified in the text of the agreement; and
 - f. That the international program is reported to the Senior Vice Chancellor for Academic Affairs prior to being signed.

3. PROCEDURES

- 3.1. Each component university is responsible for insuring that policies are in place regarding the operation of international programs and guarantee that appropriate fiscal controls exist, as well as an adequate oversight of the academic quality of international programs. Such policies should also insure that all programs conform to state statutes and regulations, Board policies, SAM, and other institutional policies. These policies should include but not be limited to the following matters:
- a. Creation of the international program;
 - b. Administrative organization of an international program;
 - c. Periodic review of the effectiveness of an international program in fulfilling its purposes;
 - d. Financial operation and business practices in managing the international program;
 - e. Reporting relationships in the management of the international program;

- f. Sunset review of the international program; and
 - g. Dissolution of the international program.
- 3.2. These component university policies will be submitted to the appropriate System authorities for approval.
- 3.3. Annually, as part of the budget review process, each component university will submit to the System a list of those international programs that are officially recognized by the component university by virtue of their compliance with the policies identified in 3.1. above.
- 3.4. Annually, as part of the budget review process, the System will submit to the Board as an information item this list of component university-recognized international programs.
- 3.5. The official inventory of international programs of the System will be published yearly, with the necessary updates, and it will be available electronically through the internet.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Vice President for Academic Affairs

Review: Every three years on or before December 31.

5. APPROVAL

Approved: Jerald W. Strickland
Senior Vice Chancellor for Academic Affairs

Jay Gogue
Chancellor

Date: October 11, 2004

6. INDEXING TERMS

International Programs