



Policy & Procedures for National & International Collaborations

October 2022

Policy statement:

MINAMS values relationships with institutions of higher education, agencies, and various types of other entities within and outside the country involving academic exchanges, overseas study, and development assistance programs (under unilateral, multilateral, and consortia agreements). Developing and enhancing agreements with overseas institutions of the highest quality is one of

its continuing priorities. This policy is in place to make certain that any affiliation that MINAMS enters into is not only mutually beneficial, but is also sustained and active for the duration of its term.

Scope:

MINAMS, its Board of Director (BOD), administrators, and faculty members proposing any type of collaboration within and outside the country with an institution of higher education or other entity in another country, should be conducted under an agreement called as “Memorandum of Understanding” (MOU). This policy governs:

- i) All agreements (including contracts, memoranda of understanding, and other instruments) and statements of intent for collaboration that establishes an affiliation or partnership between MINAMS or any of its units, and an institution within or outside the country for academic purpose.
- ii) All local/ foreign collaborations conducted under these agreements that commit resources of MINAMS or any of its units, provide HR/ staffing or support for any program (non- academic purpose).

It does not affect contracts for purchase or sale of goods or services that do not otherwise establish an international affiliation or partnership with MINAMS. Such contractual activities are regulated by Administration office.

Communication:

The Board of Directors acting through the Executive Committee for Collaborations determines whether the Institute is to enter into and maintain relationships of such nature. The development of all agreements or statements of intent for collaboration involving any unit of MINAMS and an overseas institution must be reported to the Board of Directors through proper channel. No formal or informal assurances about these agreements or statements of intent for collaboration should be conveyed until necessary approvals have been secured in accordance with this policy.

A statement of intent for collaboration does not create a legally binding relationship between MINAMS and the other institution and should not be represented as a partnership or any other formal affiliation.

Responsibility:

This responsibility is vested in within each School established under this umbrella body called MINAMS. More specifically it will be executed through the Executive Officer of the School i-e the principal. In carrying out this, the institute establishes various mechanisms and oversight bodies. One such is the Executive Committee for Collaborations. (ECC).

Whether, the linkages are established through personal contacts, through government agencies or any other link, the intention is to obtain such an arrangement where the best possible assistance can be provided to, or obtained from institutions working in the same areas as MINAMS.

Executive committee for collaborations (ECC):

The role of the ECC is to provide a framework for academic cooperation, upon which the faculties and academic departments can build for the overall benefit of the Institute.

It will work towards entering into collaborative arrangements with leading academic and research institutions for seeking mutually beneficial arrangements where both collaborating institutions can share knowledge, technical expertise, efficient educational practices and relevant resources. Its membership includes but not limited to:

- a) Dean- Chairperson
- b) Principals of all schools - Members

c) Head of Administration/ Finance- Secretary

Meeting:

As per the need of the proposal, the meeting shall be convened no later than two weeks after a request is received or an event is conceptualized by MINAMS itself.

The Secretary of the Committee shall be responsible for documentation, minuting and archiving.

Possible collaborations:

- a. Exchange of information
- b. Dual degree, joint programs
- c. Joint arrangement of conferences, seminars, symposiums, workshops etc.
- d. Curriculum development
- e. Joint supervision of students
- f. Faculty development
- g. Faculty exchange
- h. Student exchange
- i. Any other

Procedure for approval of MoU:

A step wise procedure as prescribed below is essential for perusing any collaboration.

1. Initiation:

An individual may take the initiative to start an MoU, bearing in mind that MINAMS establishes MOUs for academic cooperation preferably with reputed leading foreign or local universities, institutions or corporate organizations.

2. Vetting by ECC:

Before signing, the MOU should be got vetted by the ECC. For this, the draft MOU must be received at least two weeks prior to the proposed date of signing. It shall be checked for the text and the legal position to ensure that it is aligned to MINAMS's objectives and meets its interest.

3. Recommendations of the ECC:

After the recommendations of ECC are communicated in writing, it is mandatory to seek the approval of BOD before any agreement may be signed, especially if it involves commitment of resources, human well as financial. The Secretary ECC will process the MOU for approval of the Board.

4. Signing Authority:

The signing authority rests with the Dean who may delegate it to any Senior Official of the Institute. As a rule, MOUs at different levels would be signed as follows:

- a. Institutional level: Dean
- b. Faculty level: Principal of the concerned Faculty.
- c. Administration level: Head of the HR

Steps for developing an MoU:

The principal of the school concerned seeking to initiate an MoU with any institution should consider the following:

- 1- Draft a proposal that contains all the relevant details of the institution and the intent of collaboration and containing a considered reflection of the listed elements:
 - a. Who will be responsible for the administration?
 - b. Is the partner a peer institution that complements the academic strengths of MINAMS?
 - c. What is the anticipated demand for the program?
 - d. Does the partner operate on a similar academic calendar?
 - e. If international: does the partner have services and resources to host international students?
 - f. Does the partner offer a sufficient number of courses?
 - g. Are there foreign language requirements to participate in the program?
 - h. What specific courses are transferrable?
 - i. How much will the program cost the participants?

- j. Are there known or potential safety and security issues in the host country or city?
 - k. What is the process by which students will be selected for the program?
 - l. What are the admission requirements and processes?
 - m. What are the minimum academic requirements for program participants (e.g., credit hours per semester)?
- 2- Inform the ECC about the proposed linkage, which must be with the strategic and consistent with the objectives of MINAMS and should not conflict with any agreements already signed by MINAMS.
 - 3- Liaise with the proposed overseas / local partner institution to seek to establish mutual agreement points.
 - 4- The financial viability of implementing an academic linkage with the institution concerned
 - 5- Delineate the areas of academic cooperation and the level at which the agreement will be extended
 - 6- Prepare an MOU either on the prescribed template or the template provided by the other party
 - 7- Provide to the ECC, background information and other relevant material such as institutional information, rankings, history, etc of the proposed partner institution.

The ECC will:

- 1- Consider the MOU request and advise the initiating person of its observations, suggestions and comments
- 2- Finalize the draft MOU and process it for the approval of the BoD the benefits and obligations, financial commitments (if any) and the level at which the MoU is proposed to be signed.

The Administration will:

- a. Arrange for signature at appropriate level after approval
- b. If a delegation has to visit to other city or abroad to sign the MoU, the visit of the

delegation will be governed by the SOPs as approved by the Board for official visits the original signed MOU should be submitted to the Office along with the visit report.

- c. If a signing ceremony is not planned, the MINAMS Office will forward two original signed copies to the other party for their signature, requesting that one copy be returned to MINAMS after signature.
- d. On receipt of MINAMS's copy of the signed original MoU from the partner the original copy of the MoU will be submitted to the Office and copies to concerned principal, Director Administration and the Dean.

Initiator / Principal:

- 1- The initiator/ Principal concerned will prepare an action plan and provide to the Dean on annual basis.
- 2- He / She would be responsible for successful implementation of the MoU.

Template:
Memorandum of Understanding
Between
[Name Of Partnering Institution]
And
Nova Institute of Modern Studies

This agreement is made this ____ day of _____ between MINAMS, a body cooperate and [NAME OF PARTNERING INSTITUTION].

In the spirit of friendship and with mutual interest in cooperation, MINAMS and [NAME OF PARTNERING INSTITUTION] enter into this Memorandum of Understanding (MoU) to promote joint educational collaboration and agree as follows:

ARTICLE 1: SCOPE OF COLLABORATION

1.1 Areas of collaboration may be proposed by either institution and may include, but are not limited to:

[SELECT THOSE PERTINENT TO YOUR PARTNERSHIP. POSSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THOSE LISTED BELOW]

- i) Joint teaching, research, or cultural activity;
- ii) Mobility of faculty, scholars, and students between institutions;
- iii) Staff professional development;
- iv) Sharing or creation of educational materials and resources.

1.2 Any specific activity developed under this MOU shall be detailed in a subsequent agreement, signed by each institution's authorized signatory, which will describe the scope of the proposed activity, intended outcomes, budget, and responsible departments or individuals.

1.3 All activities shall be subject to the availability of funds and the approval of each institution's authorized representatives.

ARTICLE 2: DURATION AND EVALUATION

2.1 This MOU shall be in effect for a period of [XX] years from the last date of signature. Either party may request termination of this agreement, in writing, ninety (90) days prior to the proposed termination date. Any activities in progress at the time of termination shall be permitted to conclude as planned unless otherwise agreed in writing.

2.2 A joint evaluation of the MOU will be initiated by the designated representatives six (6) months prior to the expiration date. Following the evaluation, the MOU may be renewed and resigned for an additional period.

2.3 Amendments to this MOU may be requested, in writing, by either party and approved by the authorized signatories.

ARTICLE 3: COMPLIANCE WITH LAW

The parties specifically intend to comply with all applicable laws, rules and regulations as they may be amended from time to time. If any part of this Agreement is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to any such provisions. If the parties fail to agree within a reasonable time to revisions required to bring the entire Agreement into compliance, either party may terminate this Agreement upon thirty (30) days prior written notice to the other party.

ARTICLE 4: ASSIGNMENT

No party may assign this Agreement or any rights or obligations under this Agreement to any person or entity without the prior written consent of the other parties. Any assignment in violation of this provision is null and void.

ARTICLE 5: GOVERNING LAW

This Agreement shall be construed and enforced solely pursuant to the laws of the respective states/ countries without giving effect to the principles of conflicts of laws thereof and the parties agree that this

For [Name of Partnering Institution]

Principal

DATE: _____

For MINAMS

Principal

DATE: _____

If a unit, administrator, or faculty member creates an agreement without adhering to the policy outlined above, the Institute may choose to terminate that agreement and impose any of the costs that may arise out of such termination on the relevant unit.

Guide for setting up a collaborative activity

a. Consider potential issues:

- i) Language issues for students; need to build in time for English support courses
- ii) Faculty concerns about the program
- iii) Institutional differences in quality assurance
- iv) Issues of academic freedom with the international institution or organization
- v) Mismatch in institutional goals and motivations
- vi) Legal concerns, such as financial liabilities, taxation rules, and local government regulations
- vii) Professional disciplines tend to be more attractive; not all academic disciplines equally attractive to students.
- viii) Need to implement an administrative structure to manage the program at the unit level, taking into consideration resource constraints

b. Assessing the requirements:

- i) Positive, intensive communication with partners is imperative throughout the whole process
- ii) Physical visits by staff, administrative leadership, or faculty of your unit are highly encouraged
- iii) Alignment with your school's accreditation policies, school and campus admission requirements, and transfer credit practices should be assured
- iv) Sustainable, deep support of the program by administrative leadership and faculty (not dependent on one or two people) is necessary

c. Setting up a program:

- i) Understand the approval process, your school's accreditation policies and your institutional requirements
- ii) Do course mapping with course equivalencies and outline a sample plan of study
- iii) Consider transfer scholarships as a recruitment incentive (may need campus support)
- iv) Take into account differences in teaching methodologies

v) Consider the English language abilities of concerned students

d. Implementing the program:

i) Marketing and recruiting students for the program

ii) Processing students into the program

iii) Supporting students while in the program
