

International Memorandum of Understanding, Agreements and Partnership Procedures



FACULTY



- UNE Staff member generates or follows up Partnership Idea
- UNE Staff member consults key people deemed relevant
- UNE Staff member seeks APPROVAL from Dean of Faculty
- Faculty assesses risks and completes Foreign Interference Checklist
- Faculty contacts PVCER with APPROVED business case

PVCER



- PVCER considers proposed MOU or Agreement
- PVCER office provides standard template and instructions
- PVCER presents major partnership cases to Senior Executives
- MOU/Agreement sent to Legal for review

LEGAL



- MOU/Agreement entered into the Contracts Management System and reviewed
- MOU/Agreement executed and TRIMMED

- For all Student Exchange Agreements please contact the UNE International Director
- For Agreements not commented in this process, please contact the UNE Legal Office