

International Relations and Study Abroad Service  
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# **Procedures for entering into and renewing Memorandum of Understanding and academic agreements with universities and institutions**

## 1. Purpose

These procedures define the way to proceed to ensure that the International Relations and Study Abroad Service (Relint) can support the promoter of the agreement by providing templates and following him/her through the process of drafting or renewing one of the following agreements:

1. Memorandum of Understanding (MoU);
2. Double Degree Agreement;
3. Joint Degree Agreement.

## 2. General Principles

2.1 Prior to the drafting of any of the *MoU, double degree, and joint degree agreements* with universities and institutions, the proposing faculty member (hereinafter the proposer) must consult Relint to verify whether there are already existing agreements in place with the same institution or not.

2.2 If the proposal for an agreement/collaboration comes from an institution other than USI, and after receiving a favorable opinion from the Relint service, the proposal is submitted to the USI body deemed to be the reference point.

2.3 The texts of the agreements must be submitted in Italian and/or English, possibly accompanied by a translation into the language of the partner institution: the Relint service reserves the rights to establish which version has legal value.

2.4 Relint shall follow the entire approval process for the agreements, acting as an intermediary between the parties (USI bodies and the counterpart); if appropriate, Relint might ask other university departments opinion.

2.5 Should there be any significant discrepancies with respect to the agreement template already approved, Relint reserves the rights to resubmit the text to the USI Legal Service for approval.

2.6 Any agreement is signed in two copies by the Rector and the General Secretary (USI): the copies of the agreement are first sent to the partner university for signature by the legal representatives and, secondly, signed by the USI legal representatives.

2.7 Relint keeps the original document, and will issue an electronic copy to the proposer.

2.8 Relint shall notify the interested parties of the entry into force of the agreement, update the list of active agreements and remind concerned parties about the agreement expiration.

2.9 Relint shall use its institutional channels to inform interested parties of the existence of the agreement.

**3.**

**Procedure for stipulating a new Memorandum of Understanding (MoU)**

3.1. The proposer communicates its intention to conclude an agreement to [relint@usi.ch](mailto:relint@usi.ch).

3.2 Relint submits the proposal to the Pro-Rector for Internationalisation for a preliminary assessment of the strategic value of the proposal.

3.3 If the documentation is not complete, it is referred to the proposer, indicating the aspects to be amended.

3.4. If the notice is favorable, Relint sends the **Memorandum of Understanding** template to the proposer. As a general rule, the Proposer is requested to use the USI MoU template.

If the other party prefers to use its own template, the proposer is asked to forward it to Relint for review.

If the notice is negative, the proposer will be informed of the outcome and the process stops.

3.5 The proponent of the agreement shall submit the proposal to the other party.

3.6 When consensus is reached by both parties, Relint submits the MoU – together with a supporting documentation - to the Rector and the General Secretary of USI for signature; go to point 2.6.

**4.**

**Procedure for renewal of the Memorandum of Understanding (MoU)**

4.1 Relint notifies the proposer of the agreement expiration.

4.2 The proposer, in agreement with the other party, which in turn expresses interest in renewal, shall draw up a summary report describing the carried out activities and the reasons for renewal. This report, to be sent to [relint@usi.ch](mailto:relint@usi.ch), will be submitted to the Pro-Rector for Internationalization for review.

4.3 If the notice is positive, Relint sends the updated version of the **Memorandum of Understanding** to the proposer, who will provide it to the other party. If the notice is negative, no renewal is carried out and the other party is notified of the outcome.

4.4 Relint submits the MoU to the Rector and General Secretary for signature, with a supporting documentation that supplements the Summary Report. The procedure follows from point 2.6.

## 5.

### **Procedure for entering into a new dual degree/joint degree agreement**

5.1 The proposer fills in the document **Proposal for a bilateral agreement** and sends it to relint@usi.ch.

5.2 Relint submits the proposal to the Pro-Rector for Internationalisation and the Pro-Rector for Education and Students' experience for a preliminary evaluation of the strategic value of the proposal. In the event that critical issues or financial burdens are identified, the opinion of the Administrative Director contacted by Relint is requested.

5.3 Following positive notice given by Relint, the proponent informs the Dean of the Faculty, who returns the faculty's opinion as to whether the new Dual Degree/Joint Degree Agreement should be activated or not.

5.4 If the notice is positive, Relint sends the template **Dual Degree/Joint Degree Agreement** to the proposer. As a general rule, the proposer is encouraged to use the USI **Dual Degree/Joint Degree Agreement** template. If the other party prefers to use its own template, the proposer is asked to forward it to Relint for review.

5.5 If the notice is not entirely positive, the proposal is sent back to the proposer indicating the aspects to be amended. If the notice is negative, the proposer will be informed of the outcome of the procedure and the process stops.

5.6 The proponent of the agreement submits the proposal to the other party.

5.7 When consensus has been reached by both parties, Relint submits the agreement - accompanied by a supporting documentation - to the Rector and the General Secretary of USI for signature, prior to authorization from the Administrative Director in the case of financial burdens for USI. The procedure set out in section 2.6 shall apply.

## 6.

### **Procedure for the renewal of the Double Degree/Joint Degree Agreement**

6.1 Relint notifies the proposer of the agreement expiration.

6.2 The proposer, in agreement with the other party, which expressed interest in renewal, shall draw up a summary report describing the carried out activities and the reasons for interest in renewal. This report, to be sent to relint@usi.ch, will be submitted to the Pro-Rector for Internationalization and the Pro-Rector for Education and Students' experience for examination. If critical issues or financial burdens are identified, the opinion of the Administrative Director contacted by Relint is requested.

6.3 If the notice is positive, Relint sends the updated version of the **Double Degree/Joint Degree Agreement** to the proposer, who will provide it to the other party. If the notice is negative, the renewal will not be considered and the other party will be notified accordingly.

6.4 Relint sends the agreement to the Rector and General Secretary for signature with a supporting document that supplements the summary report. The procedure in section 2.6 applies.

**7.**  
**Procedure for entering into a new structured exchange agreement/traditional exchange agreement**

For these two types of agreement the administrative contact is the International Relations and Study Abroad Service.

In the case of structured exchange agreements, the proposer is normally the director of the study programme at USI, while in the case of traditional exchange agreements, proposals are evaluated by the faculty representative in the [International Relations Commission](#) at USI.

Relint submits the agreement (structured exchange) to the Rector and the Secretary General for signature. For traditional exchange agreements, the Rector's signature is sufficient.

**8.**  
**Procedure for renewing structured exchange or traditional exchange/mobility agreements**

8.1 Relint notifies the proposer (for structured exchange agreements) or the faculty representative in the International Relations Commission (for traditional exchange agreements) of the expiry of the agreement and, if interested, arranges for its renewal.