CGU Standard Operating Procedure for the Development and Signing of MOU with Foreign Academic Institutions

Request submitted by the university, university-level research centers, or colleges (not including credit courses or Dual Master Programs)

The department discusses with foreign academic institutions and reaches an agreement about future collaborations through emails/letters/visits. CGU provides a University Level MOU template for use. If the department is to use a MOU template provided by another university, it is recommended that the department includes subjects listed in the CGU version in the MOU as well. Rejected The draft for the MOU is submitted to college affair meetings for MOU revoked discussion and signed by the college dean. Approved The draft for the MOU can be countersigned by another college via the Rejected Sign a Center for International Academic Cooperation. The college dean may College Level then sign the draft after obtaining approval at relevant college meetings. MOU instead Approved Approved Relevant documents and the draft for the MOU should be submitted to the Revise according to Center for International Academic Cooperation and countersigned. The instructions Center for International Academic Cooperation will review the format and Returned to title of the draft and decide whether the signing representatives from both the applying parties are of equal ranks. The applying department is responsible for department reviewing the contents in the MOU as well as agreements related to Submit after courses and research projects. revision MOU revoked The MOU is submitted to the Presidents' Office, pending approval. and returned Rejected Approved to the The responsible department will confirm the content of the draft for the applying MOU with its partner institution. Either of the party will produce an department official copy of the MOU, and both parties will officially sign the MOU. The official copy of the MOU shall be submitted to the Center for

International Academic Cooperation where it is filed for reference. A copy of the MOU will be kept by the applying department.