

Guidelines for International Partnership Agreements

Within the framework of its internationalisation strategy, the Georg-August-Universität Göttingen supports all its faculties and institutes in initiating and fostering cooperation with international partner universities. The University's International Office, Göttingen International, advises on and supports the development of partnership agreements aimed at promoting exchange partnerships for students, researchers, lecturers and staff.

The implementation of research projects should be coordinated with the university's Research Department. Agreements pertaining to study offerings, such as joint or double degree programs and bi-national doctorates (Cotutelle), must be made through the Student and Academic Services Department. The respective contact persons are listed at the end of this document.

For agreements coordinated through Göttingen International, pre-approved sample agreements are available from the University's Legal Department.

The following points should be considered when arranging partnership agreements.

- Agreement level: partnership agreements can be made at a central, institute or faculty level.
- Forms of cooperation: general framework agreements, staff and student exchange, i.a.

1. Cooperation Agreements at University Level

Cooperation Agreements such as a Memorandum of Understanding (MoU) or Letter of Intent (LOI) can be made at university level, if approved by the presidential board (President and Vice-President for International Affairs) and if the student exchange encompasses at least three faculties without the partnership being clearly assigned to one single faculty or department.

2. Cooperation Agreements at Faculty or Department Level

A Cooperation Agreement such as a MoU or an LOI at the faculty or department level is advisable when only one faculty or department shows an interest in cooperating with an international partner or the faculty or department of an international partner.

3. Appointing Partnership Coordinator

Each party will designate a person as partnership coordinator, who is foremost responsible for the agreed-upon collaboration and whose name will appear in the agreement. The partnership coordinator will:

- determine the priorities of the partnership and will allocate funding accordingly in consultation with his/her colleagues who are involved in the exchange
- administers a budget should one be available.

4. Language

The contractual language for partnership agreements is German or English. If further versions of the contract exist in other languages, only the German or English version is legally binding.

5. Audit and Signature

The official partner of a cooperation agreement with another institution of higher education is foremost the Georg-August-Universität Göttingen. Therefore, every cooperation agreement, even at faculty or department level, must be signed by the Vice-President for International Affairs.

Once both parties have produced a final draft of the agreement, this is to be handed in to Göttingen International. Should the agreement differ from the sample agreement provided by the university, Göttingen International will send the document for approval by the university's Legal Department. This process can take up to 10 working days. Cooperation agreements at the faculty or department level must be approved by the faculty council or department board before they can be signed by the Presidential Board. Furthermore, the person within the faculty, responsible for internationalisation should be informed. Göttingen International will then forward the agreement (either university or at faculty level) to the Presidential Board for final signature, the process between the agreement reaching Göttingen International and the signing of the document by the presidential board can take up to 10 working days.

The following regulations apply to the signing of standard cooperation agreements:

Exchange agreement at university level:

Signed by

1. Vice-President for International Affairs and, if necessary, another Vice-President

Co-signed by

2. Partnership coordinator

Exchange agreement at faculty level:

Signed by

1. Vice-President for International Affairs and, if necessary, another Vice-President

Co-signed by

2. Deans of all involved faculties
3. Partnership coordinator

Exchange agreement at department level:

Signed by

1. Vice-President for International Affairs and, if necessary, another Vice-President

Co-signed by

2. Deans of all involved faculties
3. Head of Department
4. Partnership coordinator

6. Duplicates

Depending on cooperation level and partner institution, different numbers of agreement duplicates with original signatures are necessary. One original is to remain with Göttingen International.

Agreement at central level:	2 duplicates (1 per partner)
Agreement at faculty level:	4–6 duplicates (max. 3 per partner)
Agreement at department level :	4–6 duplicates (max. 3 per partner)

7. Financial Commitments

Should financial commitments for the university arise from a cooperation agreement, the availability of funds must be determined in advance and to be specified in a further document. This document should contain the source of the funds, the duration of its availability, the nature of the commitment and the processing. The main cooperation agreement must contain a mention of this addendum. In all cases, it must be determined whether the University's Finance Department has to be consulted and is required to co-sign. This will be done via one of the departments mentioned below (see table).

8. Contact Person

Department	Responsibilities	Contact Person
Göttingen International	Framework Agreements, Memorandum of Understanding, Letter of Intent, Addendum	Dr. Tanja Falkowski Von-Siebold-Str. 2, 37075 Göttingen E-Mail: tanja.falkowski@zvw.uni-goettingen.de Tel.: +49 551 39 21334
	Erasmus+ Inter-institutional Agreements (IIA) for the funding line KA 103	Karen Denecke Von-Siebold-Str. 2, 37075 Göttingen E-Mail: karen.denecke@zvw.uni-goettingen.de Tel.: +49 551 39 21330
	Erasmus+ Inter-institutional Agreements (IIA) for the funding line KA 107	Olga Uchlina Von-Siebold-Str. 2, 37075 Göttingen E-Mail: olga.uchlina@zvw.uni-goettingen.de Tel.: +49 551 39 21337
Student and Academic Services Department	International Academic Program Development, Double/Joint Degree-Options, Cotutelle-Agreements	Dr. Helena Krause Wilhelmsplatz 2, 37073 Göttingen E-Mail: helena.krause@zvw.uni-goettingen.de Tel.: +49 551 39 13691
Department for Law and Foundation / Research Department & EU Office	Research and Development Agreements	Dr. Kristina Lovric-Pernak Goßlerstr. 5-7 / Von-Siebold-Str. 2 & 4 E-Mail: kristina.lovric-pernak@zvw.uni-goettingen.de Tel.: +49 551 39 20283