

## How to Sign an Agreement with Overseas Universities

### Submission of application materials to OIC

1. Application Form needs to be approved and signed by Dean of School
2. Draft of agreement and Translated Chinese version
3. Description of Cooperation Background and Cooperation Plan



### Review by OIC

1. Examine the equivalence of its content and language
2. Clarify the agreement as normal or important contract according to its significance, and send to relevant departments for review



### Review by Legal Office and other departments

1. Examine its compliance with the law
2. Other departments examine the agreement for other related issues



### OIC Feedback to applicant

1. The period of examination shall not exceed 5 work days, those agreements involving 3 departments excepted.
2. OIC summarize all review comments and feedback to applicant.
3. School level agreements could be signed directly after its approval, university level agreements and important agreements shall be signed by university presidents or schools with the mandate from President.



### Applicant submit the signed agreements to OIC

1. After completing signing, applicant should forward the original university level agreements to OIC, and one copy of school level agreements to OIC

### How to Clarify Normal and Important Agreement

**Normal agreement: President's mandate no needed, schools could sign the agreement after going through the internal review procedures.**

School level framework agreement and has no legally binding commitment

### **Important agreement: President's mandate needed**

Agreements involve human, financial, material, degree education, personnel training and other resources, common important agreements as follows,

1. University level cooperation agreement
2. Student/faculty exchange agreement, student joint degree agreement, scientific research agreement etc.