What is a Collaborative Degree?

- **Creates academic programming opportunities for partner institution students** at Georgia State without receiving a Georgia State degree.
- **Binding agreement** establishing resources, details of a program and terms of collaboration - including roles, expectations, responsibilities, activities & contributions of the respective parties for incoming student programs only.
- Can be **college of university-wide** and may have stemmed from a prior MOC or LOI.
- Collaborative degrees do not undergo the review of the Undergraduate/Graduate Councils, Committee on Academic Programs (CAP), etc.
- Examples: Collaborative Graduate Student Research Program or Collaborative Graduate Student Training Program (up to 9 credits may be transferred to apply towards the Georgia State Master's degree in this case).

Considerations for Choosing a PSA - Collaborative Degree

- **Timeline**: If on GSU’s template, approximately **8 weeks**; several weeks longer if on Partner Institution’s template.

  **TEMPLATE TIMELINE IN WEEKS**

  1 2 3 4 5 6 7 8 9 10 11+ **8 WEEK MINIMUM**

- **Signatories**:
  - The president or provost, if at the university-wide* level.
  - The dean, if at the department or college-level.

- **Existence of a prior agreement** with this institution.
  Check the Agreements Database: [http://ipaweb.gsu.edu/Search/](http://ipaweb.gsu.edu/Search/)
  If an agreement already exists, contact IPA for further guidance

- **Contact and negotiations** with Partner Institution should be underway prior to initiating a draft.
- Some universities use a Memorandum of Cooperation or Understanding (MOU) in order to establish a program or activity. **GSU uses a PSA to capture program details.**
- Download a GSU template at [https://international.gsu.edu/agreement-resources/](https://international.gsu.edu/agreement-resources/)

*If two or more Colleges are involved, the agreement is University-wide.

PSA Step-By-Step

1. **PD leads discussion on and establishment of concept for program or activity** with Partner Institution.
2. PD consults with the **College International Specialist or IPA** who will review, refer, and approve the agreement according to the PD Consultation Checklist.
3. PD drafts the PSA from the **appropriate template** or incorporates our template content into the Partner Institution’s template, or requests assistance from IPA with a customized draft.
4. PD of College International Specialist submits the agreement draft to IPA through I-Agree to begin the review and approval process.
5. IPA conducts initial review, then initiates Support Unit review at Georgia State. PD communicates any changes with Partner Institution during this phase.
6. After all Support Units have approved, and if PD and Partner Institution agree, IPA requests Legal review for university sign-off.
7. In many cases, upon Legal approval, IPA prints the agreement in duplicate, routes for signatures at GSU, and then couriers the agreement to the Partner Institution. For other scenarios (e.g. signing ceremony or international printing), please contact IPA for relevant procedures.
8. Once the agreement is executed (returned fully signed by both parties), IPA will log and post the agreement to the online **Agreements Database** and send notification of execution to the PD.
9. IPA will send an expiration reminder to PD **4 months prior** to PSA expiration to initiate the renewal process.

Please see reverse for an acronym legend.
Checklist of Required Information

- Clear definition of program and expectations.
- Admission requirements (for each Georgia State and specific program).
- Number of students and timeline.
- Number of transfer credits permitted according to Georgia State and program requirements for residency, etc. (exact courses in articulation tables and syllabi translations, where applicable).
- Financial details (if including waivers / GTAs or GRAs, explain).
- Responsibilities of each party and resources needed.
- Intellectual property information.
- Faculty Program Director(s) contact information.
- Thesis committees and requirements, if applicable.
- Visa and insurance information.
- Travel / Housing / Student support / Employment information.

Georgia State University’s Acronym Key

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CAS</td>
<td>College of Arts &amp; Sciences</td>
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<tr>
<td>CEHD</td>
<td>College of Education &amp; Human Development</td>
</tr>
<tr>
<td>IPA</td>
<td>International Partnerships &amp; Agreements</td>
</tr>
<tr>
<td>GSU</td>
<td>Georgia State University</td>
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<tr>
<td>LOI</td>
<td>Letter of Intent</td>
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<tr>
<td>MOC</td>
<td>Memorandum of Cooperation</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>OII</td>
<td>Office of International Initiatives</td>
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<td>OLA</td>
<td>Office of Legal Affairs</td>
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<td>PD</td>
<td>Program Director</td>
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<tr>
<td>PSA</td>
<td>Program Specific Agreement</td>
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<tr>
<td>RCB</td>
<td>Robinson College of Business</td>
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</tbody>
</table>

College Contact

PDs, please contact your Director of International Engagement or International Specialist. If your college/school does not have international engagement staff, please contact relevant IPA staff.

CEHD: Tanya Madenyika; tmadenyika@gsu.edu; 404-413-8350; or Catharina Chang; cychang@gsu.edu; 404-413-8196
CAS: Eric Friginal; efriginal@gsu.edu; 404-413-5186
RCB: Emily Caskey; ecaskey@gsu.edu; 404-413-7144; or Jacobus Boers; jboers@gsu.edu; 404-413-7290

University Contact

PDs, please contact IPA for further questions/guidance.

IPA: Anna Tapfer; atapfer@gsu.edu; 404-413-2552 or Kike Ehigiator, kehigiator@gsu.edu; 404-413-2532
IPA General Mailbox: partnerships@gsu.edu
Partnership Resources (including templates): https://international.gsu.edu/agreement-resources/