MEMORANDUM OF COOPERATION (MOC)

All non-research Institutional Cooperation Agreements must be routed for approval through International Partnerships & Agreements (IPA) prior to being signed: partnerships@gsu.edu

What is a MOC?

- **Non-binding** agreement stating the general or potential areas of collaboration.
- **Non-renewable**, three-page agreement that does not contain any financial commitments or other obligations.
- **Does not** establish or facilitate mobility and programs.
- Usually university-wide*. An "umbrella" agreement that indicates ongoing or proposed collaborations.
- Should not be signed if no clear plans for further collaboration are laid out/apparent.
- Precursor to a PSA or addendum to grant submission.

Considerations for Choosing an MOC

- **Timeline:** If on GSU’s template, approximately 2-4 weeks; several weeks longer if on Partner Institution's template.
  - **Template Timeline in Weeks**
    - GSU
    - Partner Institution
  - **1 2 3 4 5 6**

- **Signatories:**
  - The president or provost, 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.
  - Download a GSU template at: [https://international.gsu.edu/agreements-management/](https://international.gsu.edu/agreements-management/)

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

MOC Step-By-Step

1. PD leads discussion on and establishment of common areas of interest with the Partner Institution.
2. PD consults with the College International Specialist or IPA at Georgia State.
3. PD drafts the MOC from the template or incorporates our template content into the Partner Institution’s template.
4. PD or 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.
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 couriered 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 and relevant university units/contacts.

**Please see the reverse for an acronym legend.**
Information Needed for a MOC Draft

- Partner institution's logo.
- GSU department or college, if at department or college-level.
- Partner Institution's full name in English and official language.
- Partner Institution's short name.
- Partner Institution's department or college details, if at department or college-level.
- Partner Institution's city and country.
- Description/purpose of the MOC (if different from standard language).
- Duration (usually five (5) year terms).
- GSU PD contact information (cannot be the same as the signatory and must include name, title, courier address including postal code, phone number with country code, fax number, email address).
- Partner Institution contact information (cannot be the same as the signatory and must include name, title, courier address including postal code, phone number with country code, fax number, email address).
- Agreement translation language, if applicable.
- GSU signatory and title.
- Partner Institution signatory and title.
- Other details requested during IPA review specific to this agreement.

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>
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<tr>
<td>IPA:</td>
<td>International Partnerships &amp; Agreements</td>
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<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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<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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<td>PSA:</td>
<td>Program Specific Agreement</td>
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<td>RCB:</td>
<td>Robinson College of Business</td>
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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: Catharina Chang; cychang@gsu.edu; 404-413-8196
CAS: Eric Friginal; efriginal@gsu.edu; 404-413-5186

University Contact

PDs, please contact IPA for further questions/guidance.

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