PROGRAM SPECIFIC AGREEMENT (PSA): COLLABORATIVE DEGREE GUIDELINES

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 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**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11+</th>
</tr>
</thead>
</table>

- **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/
  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/

*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.**

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.

7. 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.**
8. 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>
</tr>
</thead>
<tbody>
<tr>
<td>CAS:</td>
<td>College of Arts &amp; Sciences</td>
</tr>
<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>
</tr>
<tr>
<td>LOI:</td>
<td>Letter of Intent</td>
</tr>
<tr>
<td>MOC:</td>
<td>Memorandum of Cooperation</td>
</tr>
<tr>
<td>MOU:</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>OII:</td>
<td>Office of International Initiatives</td>
</tr>
<tr>
<td>OLA:</td>
<td>Office of Legal Affairs</td>
</tr>
<tr>
<td>PD:</td>
<td>Program Director</td>
</tr>
<tr>
<td>PSA:</td>
<td>Program Specific Agreement</td>
</tr>
<tr>
<td>RCB:</td>
<td>Robinson College of Business</td>
</tr>
</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:** 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/