PROGRAM SPECIFIC AGREEMENT (PSA)

What is a PSA?

- **Binding agreement** establishing resources, details of a program, and terms of collaboration - including roles, expectations, responsibilities, activities & contributions of the respective parties. Examples: exchanges, transfer articulation, international recruitment, etc.
- **Renewable** if the program or activity is successful during the first term (generally 5 years) and continues to have support moving forward.
- Generally 7 to 10 page agreement that may contain financial commitments or other obligations.
- Can be college or university-wide* and may have stemmed from a prior MOC or LOI.
- Should not be signed if no clear plans for further collaboration are laid out/apparent.

Considerations for Choosing a PSA

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

  ![TEMPLATE TIMELINE IN WEEKS](chart)

- **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 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 (housing, registrar, ISSS, etc.). 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

- Partner Institution's logo.
- GSU department or college, if at department or college-level.
- Partner Institution full name.
- Partner Institution department or college, if at department or college-level.
- Partner Institution short name.
- Partner Institution's city and country.
- Description/Purpose of Program or Activity.
- Duration (usually (5) year terms).
- GSU academic calendar (months)
- Partner Institution academic calendar (months)
- Semesters available to participants at each institution.
- Date / semester the program or activity will begin.
- Targeted population (undergraduate, graduate, post-graduate, etc.)
- Number of students or faculty members to be exchanged (if applicable). N.B. students are exchanged based on credits, not semester spaces. In general, an undergraduate semester = 12 credits and a graduate semester = 9 credits. This assists with reciprocity calculations.
- If renewing an existing PSA, the current number of incoming and outgoing students under the previous exchange term, and if available, corresponding credit hours taken by each student.
- Host unit participants are drawn from at GSU and Partner Institutions.
- Language of instruction at Partner Institution and any special language considerations for participants.
- List of required test scores at Partner Institutions and other admissions requirements.
- Course load of classes. These must be appropriate to full-time status at the home and/or host institution and for visa purposes.
- Admission application fees, or if waived by relevant unit(s).

- Tuition and mandatory student fees (payment to home university only?)
- Employment allowed?
- Other information for participants, as applicable: housing fees, further visa or passport requirements, health insurance specifications, salaries, etc.
- 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).
- 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

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</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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<tr>
<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/