

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

CHANNEL ISLANDS

December 6, 2012

CHICO

DOMINGUEZ HILLS

**MEMORANDUM**

EAST BAY

**TO:** CSU Presidents

FRESNO

**FROM:** Charles B. Reed  
Chancellor

FULLERTON

HUMBOLDT

**SUBJECT:** International Agreements — Executive Order 1080

LONG BEACH

LOS ANGELES

Attached is a copy of Executive Order 1080 relating to international programs and activities.

MARITIME ACADEMY

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

MONTEREY BAY

NORTHRIDGE

If you have questions regarding this executive order, please call Academic Affairs at (562) 951-4790.

POMONA

SACRAMENTO

CBR/gsb

SAN BERNARDINO

Attachment

SAN DIEGO

c: Executive Staff, Office of the Chancellor

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4790**

**Executive Order:** 1080  
**Effective Date:** December 6, 2012  
**Supersedes:** No Prior Executive Order  
**Title:** International Agreements

This executive order is issued pursuant to the Board of Trustee Standing Orders, Section II (a) and (c). The California State University recognizes the education-related benefits of international activity and the integral role it plays in the mission of the institution, as well as the importance of minimizing risk, both to participants and the university.

**I. Purpose**

This executive order establishes minimum requirements for campuses entering into agreements as a part of their international activity in state and self-support endeavors. International activities should be connected to the university mission, and managed centrally on the campus.

**II. Delegation of Authority**

The president of each campus is delegated the responsibility for the development, implementation, and oversight of all international activity. All international agreements must be signed by the campus president and this authority may not be delegated further.

**III. Definition of International Agreements Covered**

For the purpose of this executive order, an international agreement involves an agreement with a partner, where CSU makes a commitment of resources to engage in activities with international students, universities or other persons or entities doing business outside of the United States. They include: degree programs offered abroad; articulation agreements; agreements with agents or partnerships to recruit international students; student, staff and faculty exchange; and study abroad. They do not include agreements that are solely expressions of shared values that do not commit financial or other campus resources.

**IV. International Agreement Requirements**

International activities are under the direction and control of the campus. The staff who are academically and financially responsible for implementing a program are accountable to the campus president for the programs.

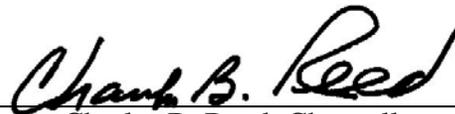
- A. All proposed agreements should go through a formal and documented campus review process including:
  - 1. Ensuring that appropriate resources are available for the proposed activity.
  - 2. Evaluation of the risks of the proposed activity, and the agreement and balancing the benefits of the proposed activity against the risks.
  - 3. Review of applicable host country legal requirements for the proposed activity.
  - 4. Coordination with the systemwide Office of Risk Management to ensure that appropriate insurance has been procured for the activities involved.
  
- B. All agreements must have a sunset clause with a duration of no more than five years before review and renewal. All agreements should also have provision for modification or early termination.
  
- C. Where proposed international agreements will involve substantial CSU resources and/or present significant risk, campuses are encouraged to consult with relevant staff at the Office of the Chancellor during development, and in advance of seeking final approval of the proposed agreement under section D below.
  - 1. Academic Affairs shall be consulted on such matters as relevant systemwide policies, accreditation, degree programs proposed to be offered abroad, overall fit with the CSU mission, and appropriate commitment of CSU resources.
  - 2. Office of General Counsel shall be consulted on whether foreign counsel is required, what law will govern the arrangement, choice of forum for legal disputes, indemnification, export controls, use of the CSU name and other intellectual property issues.
  
- D. All international agreements must be reviewed and approved by the Office of the Chancellor before they are signed by the campus president. Even where the campus has already consulted with relevant Chancellor's Office staff in the development of the agreement, final drafts of all proposed international agreements must be submitted to Academic Affairs for Chancellor's Office approval. In evaluating institutional risk, consideration will be given to the location of the international activity, previous CSU

experience with the proposed partner, the length of the term of the CSU commitment, and any other factors that would mitigate concerns and risk.

**V. Agreement Retention and Reporting**

Campuses shall maintain all international agreements (state, self-support) in one central campus location under the direction of a single point of contact. Campuses shall retain all agreements for no less than four years after the date of their expiration/termination.

Campuses shall provide an inventory of all operative international agreements to the Office of the Chancellor, Office of International Programs annually by June 30. Such inventory shall include the effective and expiration dates of each agreement.

A handwritten signature in black ink that reads "Charles B. Reed". The signature is written in a cursive style and is positioned above a horizontal line.

Charles B. Reed, Chancellor

Dated: December 6, 2012