	TITLE: ESTABLISHMENT OF INTERNATIONAL OR LOCAL LINKAGE AND PARTNERSHIP AGREEMENT	DOCUMENT NO.: TSU-IAL-SP-01	PAGE 1 of 3
			EFFECTIVITY DATE: February 08, 2022
		REVISION DATE: 00	
		REVISION NO.: 00	

1.0 OBJECTIVE

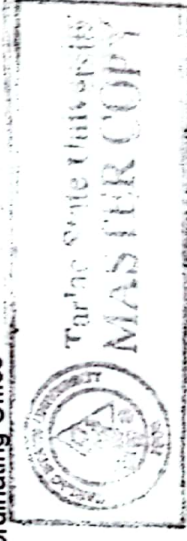
To establish and maintain a documented procedure on establishment of international or local linkages and partnership agreement.

2.0 SCOPE

This procedure applies to all TSU or Administrative Offices and Academic Colleges which intend to establish international or local linkages and partnership agreement.

3.0 RESPONSIBILITY

- Office of the University President (OUP)
- Office of the Vice President for Academic Affairs (VPAA)
- Office of the Vice President for Administration and Finance (VPAF)
- Office of the Vice President for Research and Extension Services (VPRES)
- International Affairs and Linkages Office (IALO) – Coordinating Office
- Admission and Registration Office (ARO)
- Administrative Offices – Implementing Offices
- Academic Colleges – Implementing Colleges



4.0 DEFINITION OF TERMS

Agreement – It is a document agreed formally by the partners that contains all collaborative arrangement made between institutions.

Higher Education Program – This is a program of study recognized by the relevant authority of a party as belonging to its higher education system, the completion of which provided a student with higher education qualification admission.




International Affairs and Linkages Office (IALO) – The office that acts as mediator of all potential international and local partnership and linkage across all local and foreign institutions. Upon this mediation, the IALO shall cascade the information and endorse the potential project/program to other offices and colleges concerned for proper course.


Memorandum of Agreement (MOA) – It is a final, definitive document detailing the terms and conditions of the agreement needed between two or more parties.

Memorandum of Understanding (MOU) – is a non-binding document where the terms and conditions of two or more parties need clear mention of another agreement that shall be drafted at a later stage.

Transnational Arrangement – It is an educational legal, financial or other arrangement leading to the establishment of (a) collaborative arrangements, whereby study programs, or parts of a course of study, or other educational services of the awarding institution are delivered or provided by another partner institution; (b) non- collaborative arrangements, whereby study programs, or parts of a course of study or other educational services are delivered or provided directly by an awarding institution.

Transnational Education – It refers to all types and modes of delivery of higher education study programs or sets of courses of study or educational services (including those of distance education) in which the learners are in a country different from the one where the awarding institution is based. Such programs may belong to the education system of a State different from the State in which it operates or may operate independently of any national education system.

PREPARED BY:  DR. MYREL M. SANTIAGO Unit Head, Academic Programs Unit	REVIEWED BY:  DR. JASPER JAY M. MENDOZA Director, IALO	APPROVED BY:  DR. MYRNA M. MALLARI President, TSU
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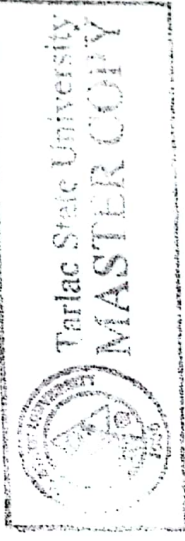
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5.0 RELATED PROCEDURE

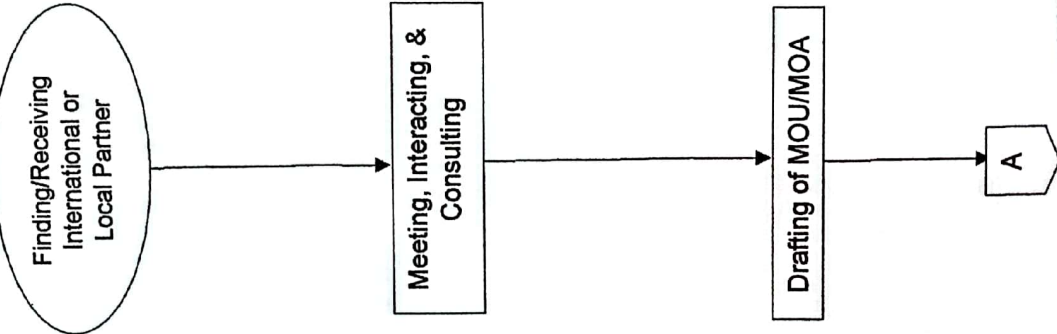
- CHED Policies, Standards and Guidelines and Procedures on Transnational Education
- CHED Policies, Standards and Guidelines and Procedures on Student Mobility
- CHED Policies and Procedures on Internationalization of Philippine Higher Education

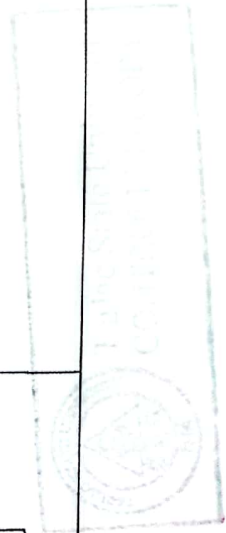
6.0 DOCUMENTATION AND RECORDS


- Memorandum of Understanding
- Memorandum of Agreement
- Educational Programs and Services



7.0 PROCEDURE DETAILS

RESPONSIBLE	FLOWCHART	DETAILS
IALO Administrative Offices Academic Colleges /Departments		<ol style="list-style-type: none"> TSU through IALO and/or the Administrative Offices and/or Academic Colleges find or receive an international/local partner for a possible collaboration. IALO and/or Administrative Offices and/or Academic Colleges conduct meetings, provide interaction, consults all those who shall be involved in the educational arrangements and get everybody's commitments. All MOU/MOA between TSU and international/local linkage partner shall be drafted by IALO/Administrative Offices /Academic Colleges.
IALO Administrative Offices/Units Academic Colleges		
TSU and Partner Institution		



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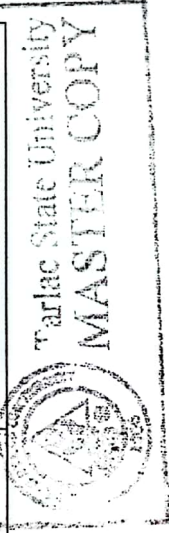
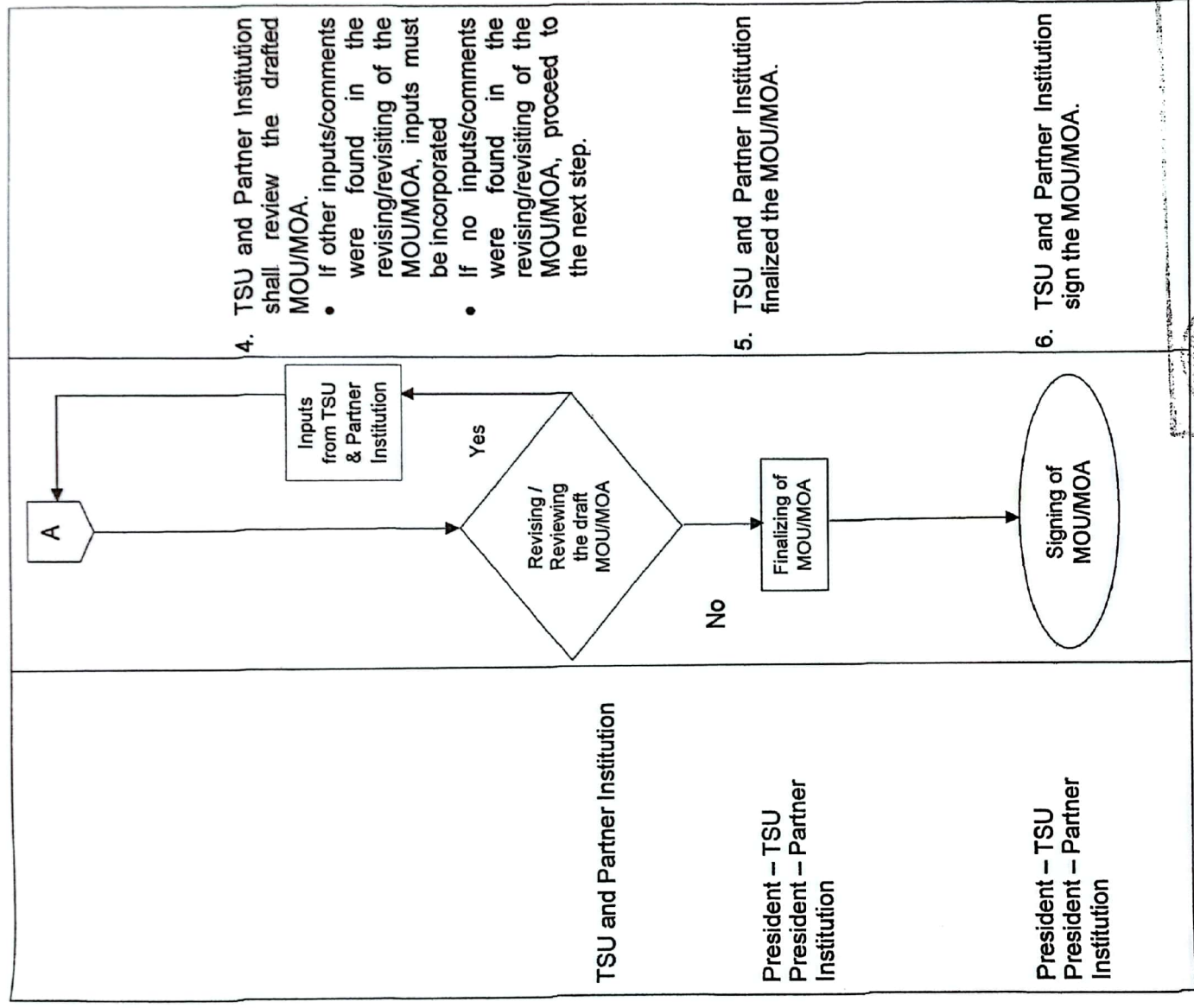
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