



Policies, Standards and Guidelines on Academic Affiliations and Engagements

Introduction

The Center for Internationalization, Academic Affiliations and Engagements (CIAAE) assists the different colleges and departments of the Academics in the linkage process which includes establishing, renewing, strengthening, implementing, evaluating, and terminating, *if necessary*, local and international academic partnerships, affiliations, and engagements governed by a Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU)/ Contract of Affiliation (COA).

This document covers four (4) sections including the definition of terms, overview, general guidelines, and process flow of the different phases of the academic linkage process.

Section 1. Definition of Terms

Academic Linkage-A local or international partnership, affiliation, or engagement which is academic in nature, either curricular or extra-curricular

Contract-A formal written agreement of an affiliation or engagement; may be an MOA/ MOU/ LOA/ contract of affiliation, etc.

External Partnership-An academic linkage with an entity, institution, or organization outside of De La Salle Medical and Health Sciences Institute (DLSMHSI)

Internal Partnership-An academic linkage between the different colleges or departments of Academics or between the different services of DLSMHSI

Institutional Contract Review Committee (ICRC)-An institutional committee which facilitates the review and recommending approval of all DLSMHSI contracts with external partners prior to the signature of the Vice Chancellor, Chancellor and the President

Parties-The DLSMHSI and the affiliate or partner

Proponent-A college or department proposing for an academic linkage





Section 2. Overview of the Four (4) Phases of the Academic Affiliations and Engagements Assistance Process

To facilitate a systematic process, the CIAAE identified four (4) phases for the academic affiliations and engagements assistance process as discussed below:

1. Preparatory Phase
 - Involves the exploratory research and matching of the proposed academic linkage
 - Involves the drafting of contract including the roles and responsibilities of the parties, terms and conditions, fees, effectivity, and termination
 - Involves the review of the contract by both the proponent and the partner
 - Involves the content and technical review of the CIAAE, review by the legal counsel, and review and recommending approval of the Institutional Contract Review Committee (ICRC)
2. Formalization Phase
 - Involves the signing of the contract either manually or electronically
 - Involves the notarization of the contract, if necessary
 - Involves the Apostille authentication of the documents, if necessary, especially with international partners
3. Implementation Phase
 - Involves the implementation and the documentation of the programs and activities governed by the MOA/ MOU/COA
4. Evaluation Phase
 - Involves the assessment of the academic linkage and its renewal or termination
 - Involves amendment of the contract, if applicable

Section 3. General Guidelines and Time Frames of the Four (4) Phases of the Academic Affiliations and Engagements Assistance Process

1. Scope and Limitations of the Academic Affiliations and Engagements Process Assistance Process rendered by the CIAAE
 - a. The assistance of the CIAAE for Academic Affiliations and Engagements Processing covers academic affiliations, partnerships, and engagements which are curricular in nature such as internship, community immersions, research collaborations, faculty-, staff-, and student-exchange, among others.
 - b. The assistance of the CIAAE for Academic Affiliations and Engagements Processing covers academic affiliations, partnerships, and engagements which are extra-curricular in nature such as cultural tours, benchmarking activities, and student recruitment among others.





NOTE: The assistance of the CIAAE does not cover non-academic affiliations, partnerships and engagements such as the purchasing of equipment and supplies, as well as their maintenance, calibration, pull-out and disposal.

2. Authorized Representatives and Signatories
 - a. Only the President of the institution is allowed to represent DLSMHSI in the MOA/ MOU/COA with an external partner.
 - b. Other administrators (i.e., Chancellor, Vice Chancellor for Academics, Dean/Director) and point-persons serve as witnesses of the academic linkage with an external partner.
 - c. The Vice Chancellors of the respective services within DLSMHSI are the representatives of the MOA/ MOU/ COA should there be an internal partnership (e.g., partnership between Academics and DLSUMC).
 - d. The Deans/ Directors of the respective colleges/departments are the representatives of the MOA/ MOU/ COA should there be an internal partnership within Academics (e.g., partnership between CIETI and CM).
3. All academic affiliations and engagements, whether curricular or extra-curricular, must be submitted to the CIAAE for technical review and content verification.
4. Academic affiliations and engagements with external partners should be reviewed and recommended for approval by the ICRC prior to the signature of the institution’s President. Partnerships within the institutions do not require ICRC review (e.g., partnership between a college and a department at DLSUMC).
5. Academic affiliations and engagements which involve fees must be governed by a notarized contract which is a requirement for cheque processing and releasing. Manual signatures are required for notarization.

Section 4. Process Flow of the Four (4) Phases of the Academic Affiliations and Engagements Assistance Process

This section details the step-by-step process of the different phases of the Academic Affiliations and Engagements Process along with the person-in-charge, requirements needed, and standard time frame.

PREPARATORY PHASE		
Processes	In-charge	Time Frame
1. Exploration of probable areas of partnership and collaboration, including matching and meetings <i>Requirement needed:</i> <ul style="list-style-type: none"> • CIAAE Form 001: Request Form for Affiliations and Engagements Assistance properly filled-out by the proponent NOTE: CIAAE will assign a unique reference number for every request received.	Proponent , Partner, CIAAE	Duration varies





2. Drafting of the contract with roles and responsibilities of the parties, terms and conditions, fees, effectivity, and termination <ul style="list-style-type: none"> • If the partner has a standard contract template, the proponent may adapt and modify it as seen fit. • If the partner is a government unit, the proponent must use the standard contract provided. • If both the proponent and the partner do not have a standard contract, CIAAE may assist with the drafting, if requested. 	Proponent , Partner, CIAAE	Duration varies
3. Content review of the contract	Proponent & Partner	Duration varies
4. Technical review and content validation of the contract <i>Requirements needed:</i> <ul style="list-style-type: none"> • Contract • CIAAE Form 001: Request Form for Affiliations and Engagements Assistance properly filled-out by the proponent 	CIAAE	One week (may vary if there are corrections or clarifications)
5. Legal review of the contract	Legal counsel	One week to one month
6. Revisions based on the legal recommendations and suggestions, if applicable	Proponent & Partner	Duration varies
7. ICRC review and recommending approval <i>Requirements needed:</i> <ul style="list-style-type: none"> • Final copy of the contract • Copy of the legally reviewed contract • Properly filled-out Contract Review Form (CRF) <ul style="list-style-type: none"> ○ ICRC will assign a unique reference number for every request received. 	ICRC	One week (may vary if there are corrections or clarifications)



FORMALIZATION PHASE		
Processes	In-charge	Time Frame
1. Printing of the Contract <ul style="list-style-type: none"> • Contracts with government units are printed in eight (8) copies • Contracts with private partners are printed in six (6) copies 	Proponent & Partner	Duration varies
2. Signing of the contract <ul style="list-style-type: none"> • All contracts which involve fees should be manually signed. 	Proponent & Partner	Duration varies





<p><i>Requirement needed:</i></p> <ul style="list-style-type: none"> • CRF with the ICRC recommending approval (for the President and Vice Chancellor's reference) 		
<p>3. Notary of the contract</p>	<p>Legal Counsel</p>	<p>Duration varies</p>
<p>4. Legalization of the contract, if applicable (usually required for contracts which will be sent abroad)</p> <ul style="list-style-type: none"> • Certification Authorizing Notarial Act (CANA) from the Regional Trial Court – Office of the Clerk of Court <p><i>Requirements needed:</i></p> <ul style="list-style-type: none"> ○ Notarized copy of the contract <ul style="list-style-type: none"> • Apostille from the Department of Foreign Affairs (DFA) <p><i>Requirements needed:</i></p> <ul style="list-style-type: none"> ○ Notarized copy of the contract ○ CANA ○ Authorization letter from the official representative of DLSMHSI ○ Please refer to this link for the complete list of requirements: https://consular.dfa.gov.ph/services/authentication/authentication-requirements/requirements-of-documents-for-authentication 	<p>CIAAE</p>	<p>Duration varies (depending on the DFA schedule)</p>
<p>5. Distribution of the contract to the following offices:</p> <ul style="list-style-type: none"> • Legal counsel – 1 copy • ICRC – 1 copy • Risk Management, Compliance and Audit – 1 copy • CIAAE – 1 copy • Proponent – 1 copy • Partner – at least 1 copy <p>All contracts are also scanned for electronic filing, documentation and back-up purposes.</p>	<p>CIAAE or Proponent</p>	<p>Duration varies (especially for international partners)</p>



IMPLEMENTATION PHASE		
Processes	In-Charge	Time Frame





<ol style="list-style-type: none"> Operationalizing the contract Documentation of the partnership or collaboration must be submitted to CIAAE Processing of fees, if applicable <p><i>Requirements needed:</i></p> <ul style="list-style-type: none"> Notarized contract Other documents required by the Finance and Controllership (i.e., official receipt, TIN) 	Both parties	As indicated in the contract
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EVALUATION PHASE		
Processes	In-Charge	Time Frame
<ol style="list-style-type: none"> Assessment of the affiliation or engagement and the activities governed herewith Amendment of the contract <p><i>Requirements needed:</i></p> <ul style="list-style-type: none"> Contract Amendment Form from the ICRC Copy of the original contract Proposed contract with amendments <ol style="list-style-type: none"> Termination of the contract <ul style="list-style-type: none"> Formal letter from either of the parties requesting for the official termination of the affiliation or engagement 	Both parties, CIAAE	Duration varies

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