

**Guidelines/Standard Operating Procedure (SOP)
for establishing collaborations through signing of
Memorandum of Understandings (MoUs) between
Uva Wellassa University (UWU) and a Foreign Counterpart**

International Collaboration Center
Uva Wellassa University

Guidelines/Standard Operating Procedure (SOP) for establishing collaborations through signing of Memorandum of Understandings (MoUs) between the Uva Wellassa University (UWU) and a Foreign Counterpart

Permeable: Each entity within the UWU (Faculties/Departments/Centers/Divisions) must adhere to the following process when establishing MoUs for formal collaborations with foreign counterparts. This process aligns with the circulars and guidelines from the UGC, Ministry of Higher Education, and Ministry of Foreign Relations. Please note that the internal approval process may take approximately 3-4 months to complete. This timeline includes all necessary reviews and approvals before the draft MoUs can be submitted to the University UGC) for final approval.

1. A staff member prepares a draft MoU along with the Justification/Memo template format of the Memorandum of Understanding (MoU) Review Committee (Annex I).
2. The draft MoU receives recommendation from the Faculty Board.
3. The Dean of the Faculty forwards the draft MoU to the Director of the International Collaboration Centre (ICC-UWU) with all relevant documents (including the draft MoU, Faculty Board recommendation, Justification, and Checklist).
4. For renewing expired/expiring MoUs that need re-signing (if not automatically renewed), a progress report of the previous MoU's active period must also be submitted.
5. ICC-UWU forwards the draft MoU along with the FB recommendation, Justification, and the Checklist to the MoU Review Committee, UWU for its recommendation.
6. After addressing the comments from the MoU Review Committee, the party responsible for developing the original draft MoU submits it to the ICC-UWU. The ICC-UWU then forwards the draft to the Senate and Council of UWU through the Vice Chancellor for approval.
7. Upon Senate and Council approval, the Vice Chancellor's office forwards the draft MoU to the University Grants Commission (UGC) along with:
 - Recommendations from the Faculty Board, MoU Review Committee, Senate, and Council
 - Extracts from the relevant minutes of the Faculty Board, MoU Review Committee, Senate, and Council
 - Completed "Justification Format" and "Checklist"
 - If renewing, a certified copy of the previous signed MoU/Agreement
8. The draft MoU is presented to the management committee, UGC, and with the Chairman's recommendation, it is sent to the Ministry of Education (ME).
9. The ME Secretary forwards the draft MoU to the Foreign Ministry (FM)
10. After obtaining the FM recommendation, the draft MoU will be submitted to the Attorney General's (AG) Department for obtaining Hon Attorney General's opinion.
11. The Attorney General's opinion is sent back to the ME, which then returns it to UWU for any necessary corrections.
12. UWU sends the corrected MoU, with required number of copies, back to ME for forwarding to the Cabinet of Ministers for approval.
13. The MoU is signed between UWU and the foreign counterpart once Cabinet approval is obtained.

It is advised everyone to strictly follow the guidelines provided in the relevant circulars/letters to avoid unnecessary delays or rejection of submissions. For further clarification, contact ICC-UWU at diricc@uwu.ac.lk.

Relevant Circulars/letters

1. Circular No. PS/EAD/Circular/16/2022 Dated 09.01.2023
2. Circular No. PS/SP/SB/Circular/06/2019 Dated 19.12.2019

For more details, please refer

UGC

https://www.ugc.ac.lk/index.php?option=com_content&view=article&id=2242%3Aobtaining-prior-approval-for-signing-memoranda-of-understanding-agreements-to-be-entered-by-state-universities&catid=118%3Aresearch-grants&Itemid=251&lang=en

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Note: Please refer the flow chart annexed on the next page.

