



Office for Internationalization

Email: international.linkages@cnu.edu.ph | Website: www.cnu.edu.ph

GUIDELINES AND PROCEDURES IN THE DEVELOPMENT AND IMPLEMENTATION OF INTERNATIONAL PARTNERSHIPS

As the primary center for IZN, the Office for Internationalization is mandated to identify and explore areas of collaboration and linkages with foreign higher education institutions as well as various legitimate international organizations and/or agencies.

As such, international partnerships should be pursued in alignment with the University's Mission, Vision, and Strategic Plan.

The Office for Internationalization is adopting the **I-SHINE** Strategy for 2024-2027, which aims to boost internationalization at Cebu Normal University by focusing on five key areas: (1) Strategic Partnerships, (2) Holistic Development, (3) Innovation in Education, (4) Network Expansion, and (5) Excellence in Research, SDGs, and Global Citizenship Education (GCEd).



Areas for International Partnerships

ACADEMIC PROGRAMS AND CURRICULUM DEVELOPMENT

- a. Joint development and implementation of undergraduate and graduate degree programs
- b. Creation of dual-degree or joint-degree programs
- c. Collaborative Online International Learning (COIL)

RESEARCH AND INNOVATION

- a. Joint research projects
- b. Organization of joint conferences, seminars, and workshops
- c. Patents and Utility Models



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024
 For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)





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STUDENT MOBILITY

- Exchange of undergraduate and graduate students for short-term and long-term programs
- International internships, fieldwork, and practical training opportunities
- Student research projects and theses

FACULTY AND STAFF MOBILITY

- Exchange of faculty for teaching, research, and professional development
- Exchange of administrative and support staff for training and capacity building
- Collaboration on faculty and staff development programs and workshops

CULTURAL AND EXTRACURRICULAR ACTIVITIES

- Joint cultural events, exhibitions, and performances
- Promotion of sports and recreational activities
- Exchange of student organizations and clubs

COMMUNITY ENGAGEMENT AND OUTREACH

- Collaboration on community service projects and initiatives
- Joint efforts in addressing local and global societal challenges
- Promotion of sustainable practices and social responsibility

EXCHANGE OF ACADEMIC, RESEARCH, AND OTHER INFORMATION

- Exchange of academic information, materials, periodicals, and other publications
- Sharing of experiences in innovative teaching methods
- Sharing of best practices in quality assurance, accreditation, and institutional effectiveness.

SPECIAL PROJECTS

- Sit-In Class Integration Program (with Cebu International Academy)
- I Love CEEBU: Cultural Education Exchange to Bridge Understanding
- Ready-To-Work Abroad Program (with Exodus Canada)





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Procedures for International Partnerships/Agreements

1. A partnership request or letter of intent should be sent to the Office for Internationalization or through the External Affairs and Partnerships Office with the following attachments/details:
 - Updated profile of the institution/organization/agency
 - Areas of potential collaboration
 - Place in World Rankings and Accreditations (if any)
 - Niche of the institution
 - International Network or Partners in the Philippines
 - Website/Social Media Platforms
 - Draft Partnership Agreement
2. A background investigation will be conducted before proceeding with an agreement with a requesting institution/organization/agency.
 - The Office for Internationalization, pursuant to the Memorandum from the Office of the CHED Chairperson, will verify the status of prospective foreign partner-HEIs and their accredited/recognized programs with the CHED International Affairs Service (IAS)
3. The Office for Internationalization welcomes requests for exploratory meetings, to be conducted in person or virtually. Exploratory Meetings involve requested individuals from different offices/units and will include the following parts:
 - Introductions
 - Presentations
 - Discussions on steps forward
4. Provisions of the agreement are negotiated by both parties. Once drafted, the agreement will be submitted to the External Affairs and Partnerships Office, the Legal Unit Office, and other concerned offices/units for review. The review protects CNU from unforeseen liabilities and consequences to ensure the agreement is worth pursuing.
5. Once the agreement is finalized, the Office for Internationalization will submit an endorsement letter to the Office of the University President accompanying the MOU/MOA as well as the profile of the institution/organization/agency and other supporting documents. These will be taken up in the Administrative Council meeting.
6. Through the endorsement of the CHED IAS (*if prospective foreign partner-HEIs*) and the Administrative Council, the agreement and the supporting documents will be submitted to the Board of Regents. These will be taken up in the Board meeting.
7. Upon passage of BOR Resolution, the University President shall enter into MOU/MOA signing with the international partner.
8. A signed execution copy will be sent to the international partner via post/mail.
9. The implementation of the international partnership will be turned over to the colleges and external campuses of interest.
10. The Office for Internationalization shall trace and monitor the progress of the partnerships through the Internationalization Chairs.

