

Procedure for Signing a Framework Cooperation Agreement with a New Foreign Partner

Framework Cooperation Agreements (equivalent of Memorandum of Understanding) are processed through the KUE Electronic Document Workflow system (**EOD**).

The procedure to sign a new agreement can only be initiated provided that both parties (KUE and the prospective partner university) express a mutual intent to establish cooperation, and that the Supervisor of the department/unit employee approves the initiation of such cooperation.

Step-by-Step Procedure:

1. The department/unit reports its intent to establish cooperation with a new university to the staff of the International Relations Office (DWM).
2. The International Relations Office (DWM) or the contact person from the department/unit sends a link to the new university to complete the online form: **"Partner Application Form"**:
3. The International Relations Office (DWM) submits a formal application in the EOD system.
4. The application is directed to the designated contact person within the department/unit.
5. The contact person completes the section of the application regarding the planned cooperation between their department/unit and the partner university.
6. The application is forwarded for approval to the direct supervisor of the department/unit contact person.
7. The International Relations Office (DWM) verifies the completed application.
8. The application is forwarded for evaluation to the Director of the International Relations Center – Prof. Katarzyna Sanak-Kosmowska.
9. Next, the application is forwarded for final approval to the Rector of KUE – Prof. Bernard Ziębicki.
10. Following the Rector's approval, the draft cooperation agreement is prepared by the International Relations Office (DWM). If the partner university prefers to use their own agreement template, the amendments are negotiated with the partner and may be consulted with the KUE Legal Office.
11. The agreement is drafted in English. In exceptional cases, if the partner university requests the agreement to be signed in their national language as well, the document is prepared in three languages: English (as the common language of the agreement), the national language of the partner university, and Polish.
12. The signing of the agreement can take place in one of three ways:
 - **Traditionally:** Two signed copies are sent by post by one partner to the other; once signed by the second party, one copy is returned by post.
 - **Electronically:** Utilizing a qualified electronic signature via the AUTENTI system (the partner university does not require a license; KUE provides all necessary instructions).
 - **In Person:** A representative from one of the universities brings two signed copies of the agreement and hands them over to the partner university for signature during a visit; once signed by the second party, one copy is returned during the same visit, eliminating the need to send documents by post.

The procedure for signing a **Working Programme** (as an annex) to a Framework Cooperation Agreement follows a similar workflow (the department/unit applies for the Working

Programme via EOD), with one key exception – the partner university does not need to fill out any preliminary online forms.