

Regulations and Procedures Governing Undertakings to Be Signed by Staff on Behalf of Lingnan University

1. Preamble

- 1.1 For the purposes of these regulations and procedures, an undertaking shall mean any signed written agreement to undertake specified activities in conjunction with an individual, an organization or another institution of higher education.
- 1.2 An undertaking may be in the form of a memorandum of understanding, a letter of intent, an agreement or a contract.
- 1.3 Programmes/Departments/Units/Centres (hereinafter referred to as the Originating Body) may negotiate undertakings on behalf of the University with local and overseas institutions, individuals or organizations for projects of an academic or non-academic nature. Before entering into any undertaking, the Originating Body should ensure that it has fully understood the legal implications of the undertaking for the University. It should have cleared all questions in connection with any legal, financial, personnel, and other long-term liabilities to which the University may be subject. It is desirable that procedures for approving the undertaking be simple and unambiguous in order to facilitate the conclusion of undertakings with other institutions, organizations or individuals on projects which contribute to the University's mission.
- 1.4 Only members of the Presidential Group, Programme Directors, Heads of Departments/Units, and Directors of Centres can initiate negotiations for an undertaking subject to the procedures as stipulated in paragraph 2 below.
- 1.5 All formal University-level exchanges must be in accordance with the internationalization strategies as set out in the "Strategic Statements on Internationalization".

2. Procedures

- 2.1 In negotiating an undertaking, the Originating Body should take the following into consideration:
 - (a) whether and in what ways the project's objectives will contribute to the University's mission of providing its students with an excellent education in the liberal arts tradition; and
 - (b) whether and in what ways the project's objectives will change the philosophy and/or the content of the relevant academic programme approved by the Senate.
- 2.2 Only when the questions as stipulated in paragraphs 2.1 (a) and (b) have been considered and adequately addressed should the Originating Body proceed with the negotiation of the undertaking.
- 2.3 In negotiating the terms and conditions of an undertaking, the Originating Body should consult with the Associate Vice-President (Academic Quality Assurance and Internationalisation), the Registry, the Finance Office and other relevant units concerning matters under their respective jurisdiction.

- 2.4 Where appropriate, the Originating Body should prepare a budget setting out estimates for items of income and expenditure, including salary and staff benefits, accommodation and passage, furniture and equipment, space requirement and other facilities required, for consideration by the Finance Office and approval by relevant authorities.
- 2.5 In case the Originating Body is a teaching department, it should first present the proposed undertaking to the Department Board/Programme and Curriculum Committee concerned for consideration. The proposal should include, inter-alia, the following details:
- (a) the purpose and subject matter of the project;
 - (b) the terms and conditions of the project;
 - (c) the time frame of the project; and
 - (d) the proposed budget.

Subject to the endorsement of the Department Board/Programme and Curriculum Committee, the proposal will be submitted for consideration to the Presidential Group (PG) through the Originating Body's Dean.

- 2.6 If the Originating Body is an administrative/service unit, the proposed undertaking should be presented to the appropriate member of the PG for endorsement before submission to the PG for consideration.
- 2.7 The PG may refer the proposed undertaking to other unit(s)/committee(s) for further comments and consideration before making any decision. For proposed undertakings which may have a long-term implications for the University's finance, staffing, administration and other resources, the PG may endorse the proposed undertaking for consideration by the Council.
- 2.8 Once the proposed undertaking is approved by the PG, the President will designate a person to sign the undertaking and the relevant office will arrange for the signing of the undertaking.
- 2.9 If a proposed undertaking is approved by the Council, the Council will determine whether the Council Chairman and/or the President will sign the undertaking on behalf of the University. In such cases, the Director of Administration will arrange for the signing of the undertaking.
- 2.10 The original of the signed undertaking should be kept by the President's Office. One copy of the signed undertaking should be kept by the Director of Administration or Director of Global Education (depending upon the nature of the agreement), the Registry and the Finance Office.