

## FAQ INTERNATIONAL COLLABORATIONS

The establishment of international collaborations is part of EPHE-PSL's international policy, which is the result of synergy between the specific approaches of faculty members and the four-pronged roadmap that the institution is committed to aligning its priorities with: multilateral (Agenda 2030 and Sustainable Development Goals), governmental (MESRI and MEAE), PSL University's international strategy, and the School's strategy.

EPHE-PSL approaches its collaborations with a view to developing human capital and pursuing institutional excellence.

Its partnership strategy, which is designed to be streamlined and structured, combines geostrategic targets and priority cooperation models (joint research projects, dual degrees, student and teacher mobility, etc.).

### ▼ What is the role of the DRI in establishing international collaborations?

The International Relations Department (DRI) acts as a liaison between EPHE-PSL and its foreign partners (existing or potential) with the aim of establishing and developing collaborations.

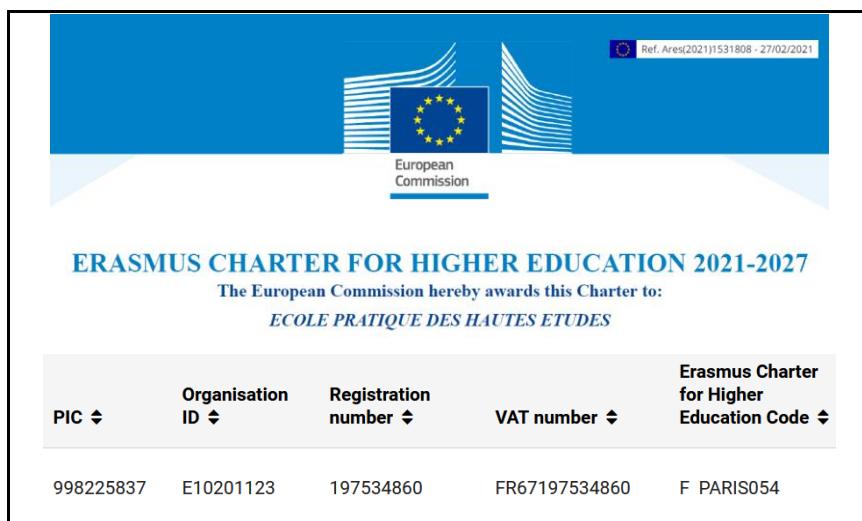
It assists project leaders in choosing partnerships that best meet the institution's objectives. It also provides advice and expertise on the implementation and renewal of international agreements.

### ▼ Are all international collaborations subject to the same monitoring?

The DRI mainly manages two categories of agreements:

#### ► *Erasmus+ interinstitutional agreements and Swiss European mobility programme agreements.*

EPHE-PSL holds an Erasmus+ charter for 2021-2027, which allows it to sign agreements with any other institution participating in the programme in order to define mobility flows for periods of study, teaching, internships, and training, and to access dedicated funding.



The DRI assists the EPHE-PSL and its faculty members in defining the European mobility projects they wish to implement with their partners, right up to the signing of agreements, by determining:

- the nature and number of beneficiaries (students by level of study, faculty members, or administrative staff);

- ▶ the purpose (study, internship, teaching mobility, etc.);
- ▶ the duration, etc.

► ***International cooperation framework agreements.***

An international agreement establishes the general legal framework for cooperation with one or more foreign partners and gives it legal status.

This agreement may:

- ▶ cover joint scientific projects, student and staff exchanges, training courses leading to dual degrees, off-site training, etc.
- ▶ concern the institution as a whole, one of its components, or a specific training course.

The international cooperation framework agreement is not generally sufficient on its own and must most often be accompanied by one or more specific agreements related to each category of activity to be carried out: mobility (student, teaching, and administrative), establishment of a joint training programme, etc.

The DRI supports the EPHE-PSL and its faculty members throughout the life cycle of the collaborations they initiate.

**Please note:** 

*Certain international activities do not require the signing of a framework cooperation agreement (e.g., organising a conference, one-off partnerships, creating a summer school, etc.).*

*However, if the planned collaboration involves accredited activities, it must be formalised by signing an agreement (e.g., joint programmes leading to a double degree).*

▼ **What is the life cycle of an international collaboration?**

Developing international collaboration is not simply a matter of signing an agreement and can take anywhere from a few weeks to several months.

First, it is necessary to ensure that EPHE-PSL has not already signed an agreement with the intended partner.

To do so, you can consult the institution's [map of framework agreements and Erasmus+ agreements.](#)

If no similar document has been signed, the process of establishing collaboration can begin:



### ► Step 1. Negotiation

**Referral to the DRI:** if you are considering setting up a formal international partnership, inform the DRI as soon as possible by completing the [International Collaboration Proposal](#) form.

The DRI will be able to guide you, in particular on:

- ▶ existing relationships and collaborations with the target institution, region and country;
- ▶ the form of collaboration best suited to your objectives;
- ▶ the agreement's compliance with the internationalisation strategy of EPHE-PSL and PSL University (some agreements require the signature of the President of PSL);
- ▶ the feasibility and conditions for implementing the proposed activities;
- ▶ the availability of resources to establish and manage the collaboration.

**Discussions with the partner:** all collaborations begin with discussions between the project initiator and the potential partner, in which the DRI may participate in order to provide insights into the best possible forms of collaboration.

### ► Step 2. Development

**Choice of agreement type:** the DRI assists you in selecting the most appropriate type of agreement and drafting it. Examples include, but are not limited to:

- ▶ **International programmes and dual degrees:** creation of training programmes leading to the award of two degrees (one per partner institution).
- ▶ **Erasmus+ agreements:** a European programme that allows students to study or do an internship at a foreign university in a country participating in the programme<sup>1</sup> in order to validate part of their university course.
- ▶ **Framework** agreements: general agreement between two parties establishing a range of possible areas of collaboration. It is usually accompanied by one or more legally binding implementation agreements, which set out the commitments of the partners and specify the operational details and responsibilities of each party.
- ▶ **Implementation agreements:** a detailed description of all activities related to the cooperation projects that teachers wish to develop.



#### **Please note:**

*The maximum duration of an agreement is five years without tacit renewal.*

*Draft agreements relating to the awarding of Master's and Doctorate degrees by PSL must be submitted to the University.*

**Drafting of the agreement:** once the proposed agreement has been approved, the DRI assists the project leader in drafting the document based on the EPHE-PSL's standard templates.

**Negotiation and approval of the final version of the agreement:** the DRI and the project leader negotiate with the international partner. These discussions may take several weeks or months.

<sup>1</sup> Member States of the European Union, Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey.

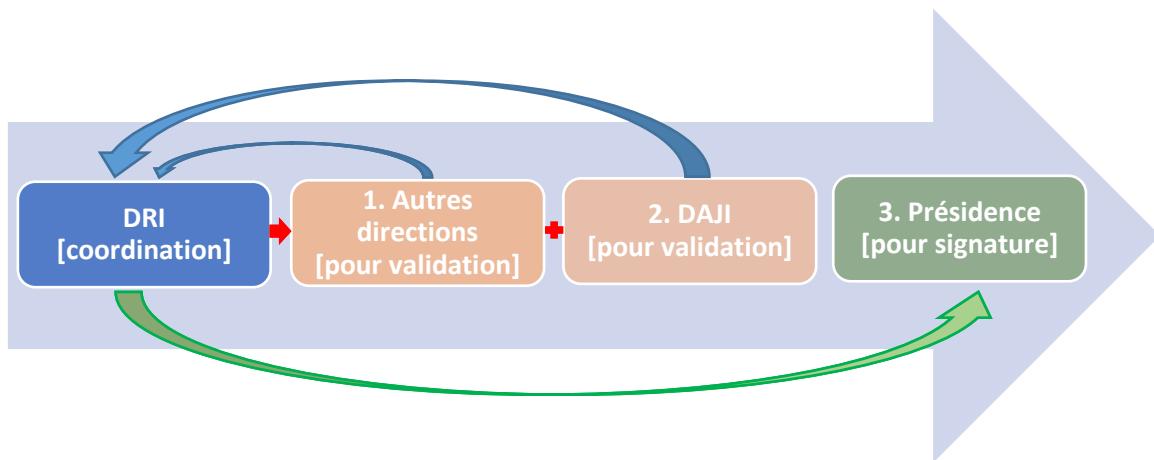
**Language(s) of the agreement:** EPHE-PSL agreement templates are available in English and French. For any language other than French and English, the partner institution must provide a translation.

***Please note:***

Cooperation agreements may be drafted in several languages, but a French version must be provided (see [Law No. 94-665](#) of 4 August 1994 on the use of the French language - Article 5 and Title III.1. of the [circular of 30 May 1997](#) on the drafting and conclusion of international agreements).

*Agreements drafted in several languages must state that the English or French version is the authentic version.*

**Governance and signature:** agreements must be signed by the president of EPHE-PSL and follow the following approval process:



All signatures must be brought to the attention of the institution's board of directors and scientific council (if the agreement relates to research).

**Archiving:** the Legal Affairs Department keeps the originals of the agreements and records a scanned copy in the [database](#) available on the EPHE-PSL server. The DRI's web site publish the list of agreements on the institution's website with the help of the Communications Department.

### → Step 3. Implementation

**Scientific coordination:** to ensure the successful implementation of the collaboration, the project leader, who is the DRI's main point of contact, is responsible for scientific coordination.

**Promotion:** the signatory parties must disseminate information and promote the project to the target audiences.

**Monitoring:** in the case of dual degrees, the scientific coordinator must monitor the operational implementation of the agreement, which may require changes to study programmes, student enrolment, etc.

## → **Step 4: Management**

Collaboration continues after the agreement has been signed and launched.

**Information gathering:** those responsible for implementing the agreement (DRI and research professors/scientific coordinators) must keep quantitative and qualitative data on the collaboration, which may include, for example, the number of student and teacher exchanges, the experience of participants, and the use of resources.

**Relationship management and monitoring:** It is important to maintain contact with the parties involved, to give and collect feedback, and to determine what changes need to be made. The implementation plan must indicate who is responsible for this management, namely the scientific coordinator and a representative of the DRI.

#### **Step 5: Review**

All collaborations must be reviewed by the scientific coordinator and the DRI in order to assess their impact and whether they should be renewed.

#### **Step 6 (if necessary). Renewal**

The renewal of a framework agreement must be planned in advance. Agreements generally stipulate that the parties must make a decision six months before the expiry date.

The International Relations Department relies on the assessment carried out by the scientific coordinator to decide whether to renew the partnership.

Where appropriate, and whenever possible, the preferred procedure will be [an exchange of letters](#).