Institutional Responsibilities

After an evaluation of the previously signed memorandum of understanding dated July 31, 2014, the institutions signed a new memorandum of understanding in March 2021 which detailed the following institutional responsibilities.

Partnership and Program Coordinators

1. Both parties shall appoint a partnership coordinator whose function is to monitor and evaluate this Agreement between the two institutions. When a new partnership coordinator is appointed, all involved personnel must be informed as soon as possible. The validity of the contract is untouched by the change.
2. Both parties will appoint a program coordinator for each program approved at this location. The program coordinator at Lee will assist in overseeing the program with respect to the availability and use of Lee University faculty as well as the evaluation of the program. Lee’s program coordinator will have ultimate responsibility over the curriculum and content of the program, utilizing the appropriate Lee University curriculum approval processes as required. The program coordinator at ETS, who might also be the partnership coordinator, will serve as the point of contact with Lee on all aspects of the educational program.

Responsibility of Lee University

1. Lee University will be responsible for ensuring all on-site programs are approved for this location by the Southern Association of Colleges and Schools Commission on Colleges.
2. Lee will maintain responsibility for the development, approval, instruction, and evaluation of all on-site educational programs at this location.
3. Lee will ensure that there is a sufficient number of faculty qualified to develop, design, and teach the courses for all on-site programs.
4. Lee program coordinators will review the credentials of ETS faculty according to the guidelines of SACSCOC and approve those with the appropriate credentials.
5. When available, Lee faculty will travel to ETS to teach courses in this program to ensure quality and consistency with similar on-campus programs. Lee program coordinators will determine which Lee faculty are best prepared to teach classes.
6. Lee will pay the salary and airfare from the United States for Lee faculty who participate in the program.
7. While the recruitment and admission processes are managed through ETS, the respective program coordinators will have final approval of students' acceptance into the programs.

8. The program coordinators at Lee will be responsible for reviewing all transfer work for prospective students to determine academic transfer credit according to university policy. They will work with ETS's appropriate administrator(s) to gather the necessary documents and communicate decisions to students.
9. Lee University will give ETS students access to the electronic resources of the Squires Library.
10. The program coordinators at Lee will certify all students for graduation upon notification from the appropriate administrator(s) at ETS.
11. All students completing the requirements for graduation in a program offered at ETS will receive a Lee University diploma and transcript.
12. Lee will maintain the official records of student enrollment, course completion, and graduation in the Office of Records in Cleveland, TN.
13. Lee agrees to maintain each program once it has begun so that all enrolled students can complete their program in a reasonable timeframe.

Responsibilities of ETS

1. ETS will be responsible for ensuring that each program is properly documented and meets the legal requirements for the operation of a foreign university in Germany.
2. The appropriate administrator(s)/faculty at ETS will assist the respective Lee program coordinator in the adaptation of educational programs and courses to suit contextual needs.
3. The appropriate administrator(s) at ETS will identify and recommend on-site faculty who have the appropriate credentials to teach each of the courses in the approved educational programs and will send the credentials of recommended faculty to the respective program coordinator for review.
4. Students enrolled in on-site programs will pay tuition directly to ETS.
5. With the exception of Lee faculty salary and airfare, ETS is responsible for all other expenses of on-site programs, including in-country travel, and room and board for Lee faculty teaching courses in this program.
6. ETS will be responsible for advertising, recruiting, and admitting students into on-site programs. Recruitment materials will adequately and accurately represent the programs, requirements, and services available to students.
7. ETS will make available to students and prospective students the following: admissions requirements, policies for awarding transfer credit, academic calendars, grading practices, refund policies, and procedures for addressing student complaints.
8. ETS will provide appropriate academic support services to students enrolled in on-site programs. This includes access to the library, technology, and other student support services.
9. ETS will maintain records of student enrollment, course completion, and graduation in a safe and secure location. At the beginning of each semester, the appropriate administrator(s) at ETS will send rosters of students and course enrollments to the Lee Office of Records. At the end of each semester, final grades will be submitted to the Lee Office of Records.

10. ETS will have adequate procedures in place for resolving student complaints and will be able to demonstrate it follows these procedures.
11. ETS will make available physical facilities that appropriately serve the needs of the on-site educational programs.
12. ETS agrees to maintain each program once it has begun so that all enrolled students can complete their program in a reasonable timeframe.