



KASTURBA MEDICAL COLLEGE

MANGALORE

(A constituent unit of MAHE, Manipal)

HOW TO SET UP AN INTERNATIONAL COLLABORATION:

SMC requests OIAC for a letter of introduction to the global health administration of the partner university. After introduction, the SMC writes to the contact person at the partner university introducing KMC, Manipal, describing core academic and research areas in which collaboration is sought. Once the partner university responds, common areas for partnerships are explored through email, online meetings and in- person meetings.

A general agreement is drafted with help of international agreements section of OIAC and MAHE legal cell. Officers for execution of the agreement are identified in both the institution. Once the draft is approved by the agreements and legal team on both sides, the authorized signatories sign the document. The Vice Chancellor, Director of international affairs and Dean of KMC, Manipal are the authorized signatories. The actual signatory depends on the signing authority at the partner university. A fully executed agreement is archived at OIAC with copies to the registrar's office, Dean's office and SMC. The Dean's office updates the same on the website.

Specific agreements are drafted as and when required and duly signed and executed as mentioned above. Specific academician or researcher (principal investigator) associated with the agreement acts as witness in the agreement. The witness (PI) is expected to provide periodic progress reports on the project regarding its outcome.

The SMC coordinates visits from international delegates with the help of OIAC. After an initial meeting with the administrative representatives from partner/future partner universities, core areas of mutual interest are identified in research, teaching and patient care. A team of leads are identified on both ends and further dialog is promoted. The initial meetings are generally face to face while the collaborators are encouraged to improve rapport and brainstorm through online meetings and emails.

Joint research proposals and publications are encouraged. SMC assists in drafting the bilateral agreements, legal and financial approvals and final execution of memoranda of understanding between the institutions.