

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**UNIVERSITY OF ALASKA FAIRBANKS**  
**COLLEGE OF ENGINEERING AND MINES**  
**AND**  
**UNIVERSITY OF ALASKA ANCHORAGE**  
**COLLEGE OF ENGINEERING**

**Counterpart's Name:**

UAA College of Engineering

**Counterpart's City, State, and Country**

Engineering and Industry Building (EIB), Room 403  
University of Alaska Anchorage  
Anchorage, AK

**Description of Agreement:**

Provisions for Anchorage-based students to complete the UAF Engineering PhD program.

**Point of contact for UAF:**

Dr. Doug Goering  
College of Engineering and Mines  
djgoering@alaska.edu  
907-474-7730

**Point of contact for counterpart**

Dr. Fred Barlow  
College of Engineering, UAA  
fdbarlow@alaska.edu  
907-786-1900

**Physical or Geographic Location of Work**

Anchorage and Fairbanks, Alaska

**Period of agreement:**

Start date: May, 2017  
End date: May, 2022

This agreement will be valid for a period of five years from the latest date appearing below and will be subject to the regular program review process on the UAF campus (next scheduled for AY 2021-22 for the engineering PhD program). It may be renewed for additional periods of five years if both

institutions, acting independently, agree in writing to review it before it expires. The parties also agree that either party for any reason may terminate this agreement at any time by giving the other party at least six (6) months advance written notice of the party's intent to terminate. In the event that the agreement is terminated, students already admitted based on this MOU will be allowed to complete their degree program.

**Purpose:**

To allow Anchorage-based students access to the UAF Engineering PhD Program.

**Background:**

The UAF College of Engineering and Mines and the UAA College of Engineering seek to enhance collaborative efforts in student mentorship. As such, this Memorandum of Understanding is intended to increase the availability of the UAF Engineering PhD program to students working with faculty at UAA. The catalog requirement states that UAF Engineering PhD students must reside in Fairbanks for 3 semesters. However, for students working with UAA faculty members in close collaboration with UAF faculty members, this residency requirement will be waived, subject to this MOU.

**Objective goals:**

Allowing Anchorage-based UAF students to complete their PhD onsite at UAA will enhance UAF's collaborative partnership with UAA and serve to meet the overall objectives of increased collaboration between our two universities.

**Responsibilities/Implementation:**

The purpose of the residency requirement is to ensure that the UAF Engineering PhD students and faculty mentors have sufficient contact time and that students in the program have sufficient exposure to an appropriate research environment. Thus, in cases where Anchorage-based PhD students are working remotely from the UAF campus, the student study plan must contain the following components in order for the student to be granted a residency waiver:

- The student must request a residency waiver under this MOU at the time of program application.
- The graduate advisory committee must include at least four members, at least two of whom must be UAF faculty members appointed to a CEM academic department and at least one of whom must be a UAA faculty member appointed to a UAA CoEng academic department.
- The graduate advisory committee chair (or co-chair) must be a UAF faculty member appointed to a CEM academic department.
- Graduate degree requirements are given in the UAF catalog (<http://catalog.uaf.edu/graduate>). Engineering specific requirements are listed at <http://catalog.uaf.edu/graduate/graduate-degree-programs/engineering/#text>, and in this MOU.
- Advisors and committee members are to be familiar with the material on the UAF Graduate School website ([www.uaf.edu/gradsch](http://www.uaf.edu/gradsch)), including the Dates & Deadlines, Forms, and Handbooks sections. The Graduate Advisor Handbook

([http://www.uaf.edu/gradsch/faculty/forms/Graduate\\_Advisor\\_Handbook.pdf](http://www.uaf.edu/gradsch/faculty/forms/Graduate_Advisor_Handbook.pdf)) is essential for all advisors and committee members to comprehend and follow.

- Graduate students should be familiar with the UAF Graduate School website, and particularly the Graduate Student Handbook ([http://uaf.edu/files/gradsch/2015\\_GSHandbook\\_Student.pdf](http://uaf.edu/files/gradsch/2015_GSHandbook_Student.pdf)).
- Students will complete all UAF Graduate School requirements, including required trainings.
- Students must be registered for at least 6 degree credits of UAF courses per academic year, or have an approved leave of absence.
- At least 9 credits of coursework (excluding thesis and research) must come from UAF courses. These may include independent study courses co-taught by UAA and UAF faculty or courses that are distance delivered to UAA.

In addition to the elements of the study plan, indicated above, it is critical that regular communication be maintained during the degree program. Thus, for students granted a residency waiver under this MOU, the following communication expectations are to be maintained and are aimed at ensuring a good mentor relationship between the student and the chair (or co-chair) and the graduate advisory committee:

- Monthly status meetings, remote or in-person, between the student and chair, and co-chair if applicable.
- Full graduate committee meetings including the student are to be held at least twice a year, where videoconference may be the typical modality.
- Quarterly 2-page reports detailing research and academic progress are to be sent to the committee members. One of these will be the annual progress report (due to the UAF Graduate School in May each year). Two of these reports will be used as the basis for discussion at the full graduate committee meetings.
- The student will document the quarterly meetings on a web-based form in a timely manner. This database will be maintained by the UAA and UAF Associate Deans. If the quarterly meeting communication requirements are not fulfilled as indicated in that database, the student may be placed on probation. If there is continued non-compliance, the student may be disqualified from the degree program.

### **Administration:**

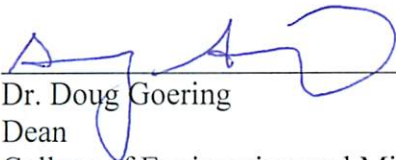
The University of Alaska Fairbanks and the University of Alaska Anchorage subscribe to the policy of equal opportunity and will not discriminate on the basis of race, sex, age, ethnicity, religion, citizenship, or national origin. Both institutions shall abide by these principles in the administration of this agreement and neither institution shall impose criteria which would violate the principles of non-discrimination.


Neither party assumes any financial responsibility through signature on the agreement and any commitment of resources by either university for collaborative activities will require review and approval by both parties.


Both parties agree that this agreement does not create legally enforceable obligations for either party does it establish a standard of care attributable to the activities outlined in this document.

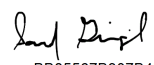
This agreement may be modified at any time upon written approval of the parties. There may be no changes to the scope of this agreement without written consent of both parties.

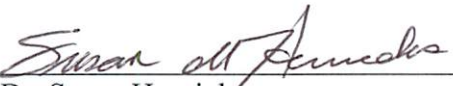
**Signatures:**

 6/14/17  
\_\_\_\_\_  
Date  
Dr. Doug Goering  
Dean  
College of Engineering and Mines  
University of Alaska Fairbanks

DocuSigned by:  
 June 16, 2017  
\_\_\_\_\_  
Date  
Dr. Fred Barlow  
Dean  
College of Engineering  
University of Alaska Anchorage

 6/14/17  
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Date  
Dr. Mike Castellini  
Dean  
UAF Graduate School  
University of Alaska Fairbanks

DocuSigned by:  
 June 16, 2017  
\_\_\_\_\_  
Date  
Dr. Samuel Gingerich  
Interim Chancellor & Provost  
University of Alaska Anchorage

 6/14/17  
\_\_\_\_\_  
Date  
Dr. Susan Henrichs  
Provost  
University of Alaska Fairbanks