ACU
AUSTRALIAN CATHOLIC UNIVERSITY

Renewing Agreements

Educational Partnerships Register (EPR)
Staff Training Guide

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1. Renew an Existing Agreement

When an existing agreement reaches its end date and has been approved for renewal, a **new Agreement record** must be created in the EPR.

The new Agreement record represents the renewed agreement period. To maintain a clear renewal history, it must be linked to the **most recent Agreement record**. Where there have been multiple renewals, this means linking each renewal to the agreement immediately before it, rather than to the original agreement.

***Note:** Do not amend the end date of the existing Agreement record to reflect the renewed agreement period. A new Agreement record must be created.*

2. Creating a Renewal Agreement

Create the renewal as a new Agreement record by following the standard process outlined in the **Creating New Agreements Staff Training Guide**.

Complete all mandatory and relevant fields for the renewed agreement, including:

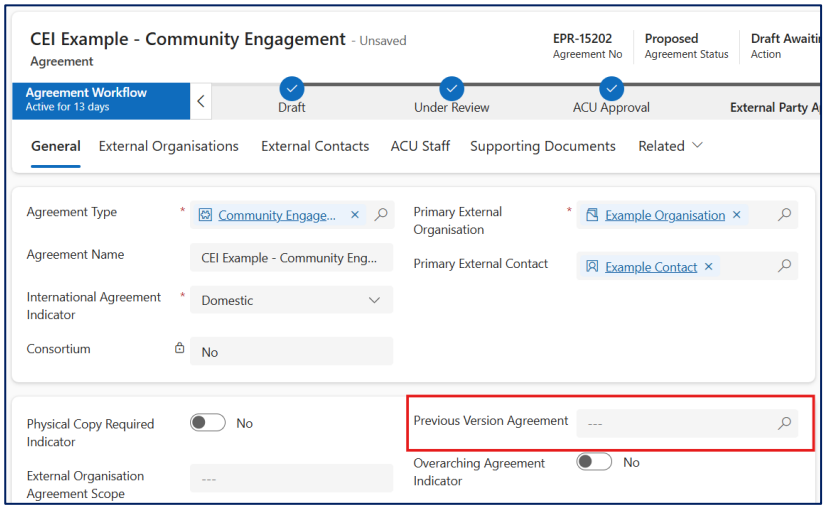
- Agreement Type
- Agreement Name
- International Agreement Indicator
- Primary External Organisation
- Primary External Contact, where applicable
- the commencement and end dates for the renewed agreement period
- any other information relevant to the Agreement

The information entered should relate to the renewed agreement period only.

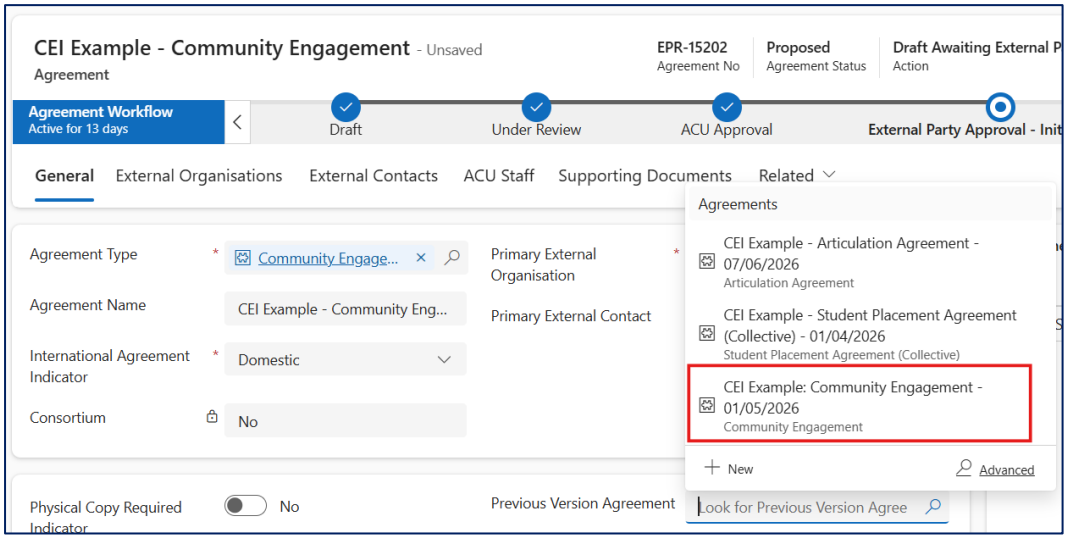
2.1. LINKING THE PREVIOUS AGREEMENT

The renewed Agreement record must be linked to the Agreement record it is replacing.

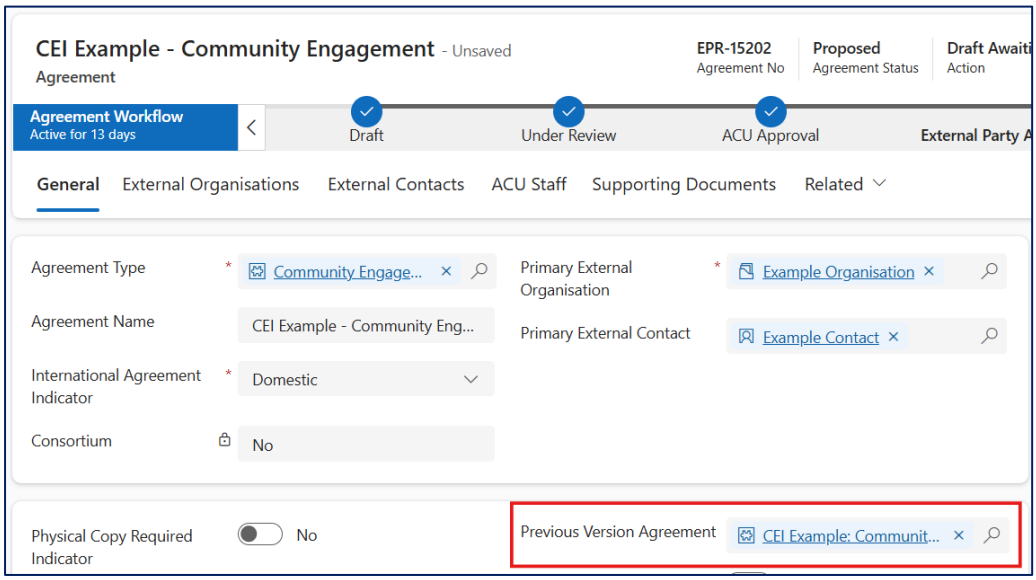
- In the new Agreement record, locate the **Previous Version Agreement** field.



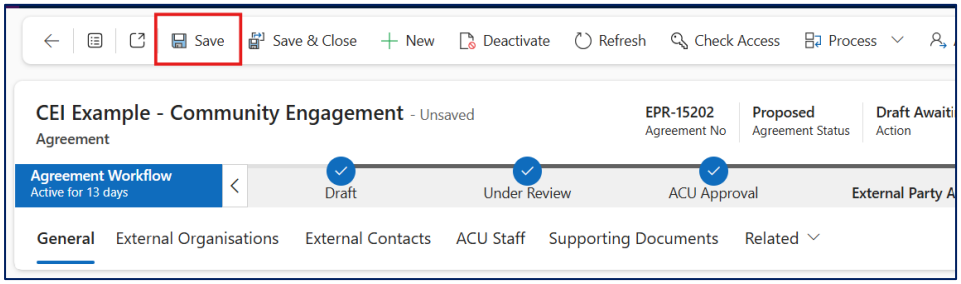
- Start typing in the field to search for the previous Agreement, or select the lookup icon to view the available Agreement records. Only records associated with the Primary External Organisation will appear.



- Select the Agreement record for the previous agreement. The selected Agreement will appear in the Previous Version Agreement field.



- Complete any remaining relevant information and select **Save**.

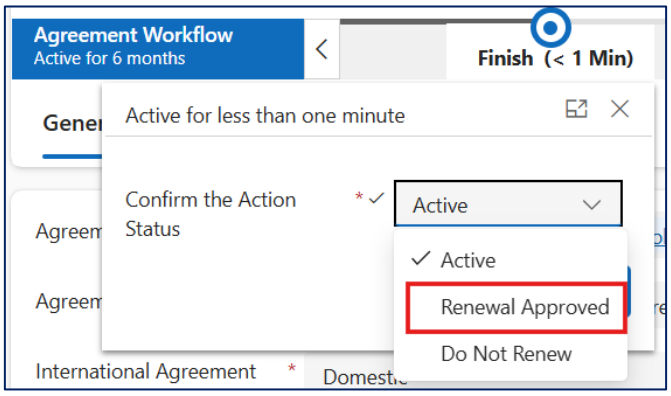


3. Finalising Agreement Status and Action

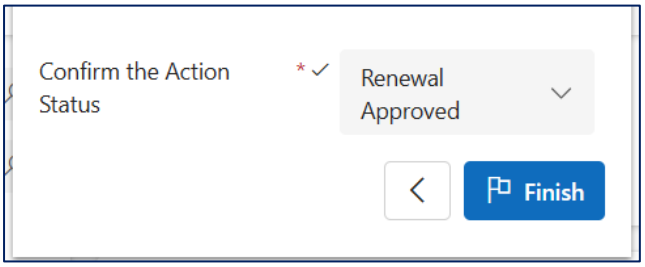
Once the renewal Agreement record has been created and linked to the previous Agreement, complete the standard Agreement Workflow and approval process.

The workflow for a renewal Agreement follows the same process as a new Agreement until the final stage. At this stage, a different action must be selected to show that the Agreement has been renewed

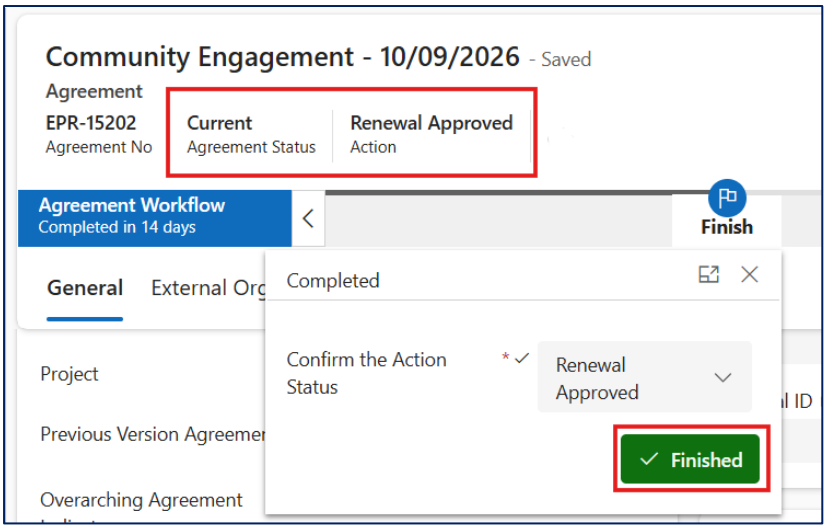
- In **Confirm the Action Status**, select **Renewal Approved.**



- Select **Finish** to complete the Agreement Workflow.

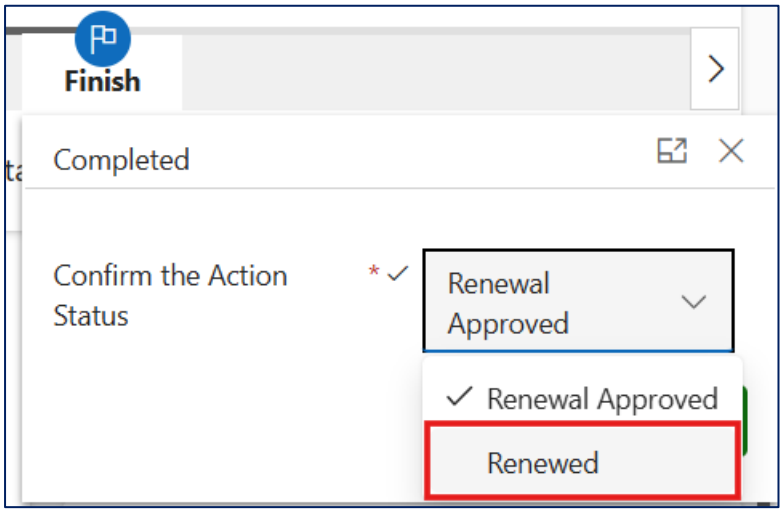


- The Agreement Workflow will display as **Finished** in green. The Agreement record will display:
  - **Agreement Status:** Current
  - **Action:** Renewal Approved

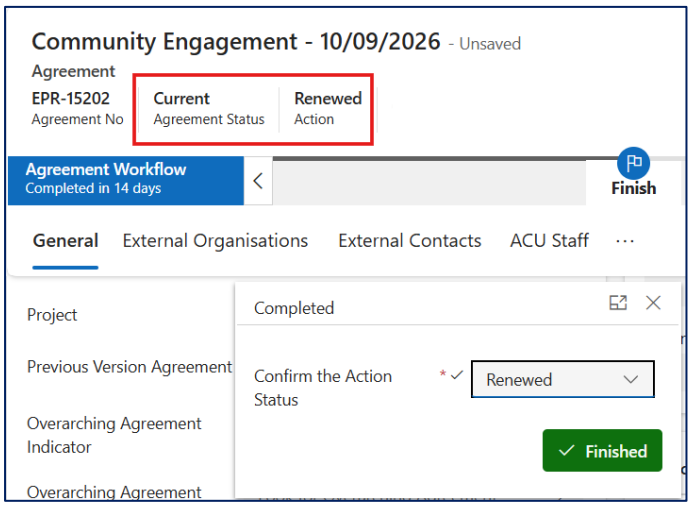


Once the Agreement Workflow displays as **Finished**, update the Action Status again to accurately show that the Agreement has been **renewed**.

- In the **Confirm the Action Status** drop-down list, change the selection **from** Renewal Approved **to** Renewed.



- The Agreement record will then display:
  - Agreement Status: Current
  - Action: Renewed

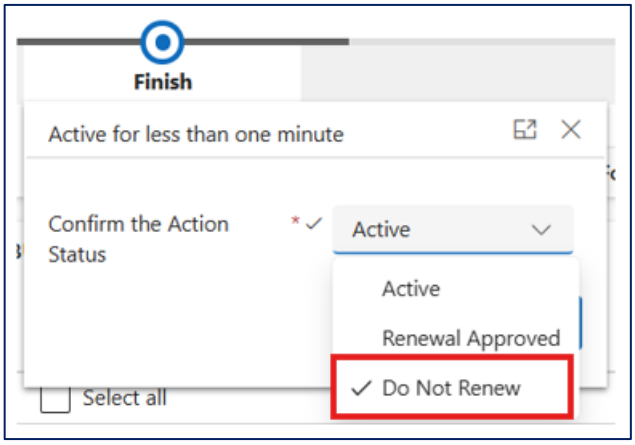


This confirms that the renewal process is complete and the Agreement has been recorded as renewed in the EPR.

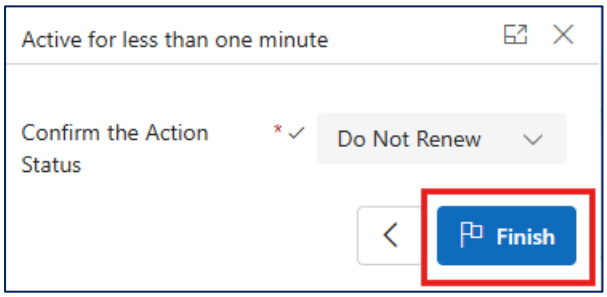
4. Agreements Not Being Renewed

If it is known that the Agreement will not be renewed again at the end of its current agreement period, you can set this to reflect on the Agreement.

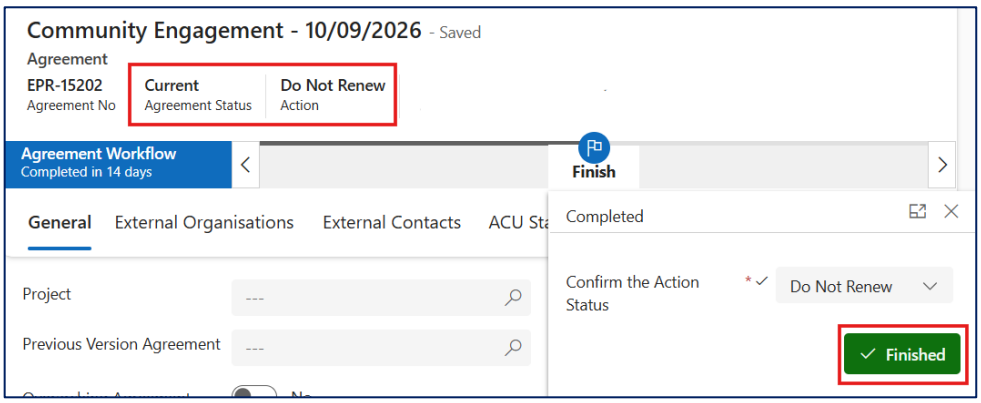
- Select **Do Not Renew** from the **Confirm the Action Status** drop-down list.



- Once Do Not Renew has been selected, select **Finish**.



- The Agreement Workflow will update to Finished and display in green. The Agreement record will then display:
  - Agreement Status: Current
  - Action: Do Not Renew



Add a relevant note to the Agreement explaining why it will not be renewed. This provides transparency and helps other staff understand the reason for the decision.