

## GUIDELINES ON THE INTERNATIONAL AGREEMENT DEVELOPMENT PROCESS

The Office of International Affairs (OIA) is available to assist with developing academic agreements between UC San Diego and universities/institutions abroad. OIA facilitates the drafting of agreements, including memoranda of understanding (MOUs), while ensuring they adhere to guidelines developed by the offices of Campus Counsel, Academic Affairs, Research Affairs, Graduate Division, Contract and Grant Administration, and the International Center. Our experience is that the most successful collaborations are strongly supported by a specific faculty member who will serve as an advocate for the partnership. Campus requires that agreements specify a UC San Diego faculty member who will participate in the negotiation and drafting of the agreement as described below; and administer projects, programs and exchanges developed through the partnership.

Below you will find step-by-step information on the agreement development process. All resources referenced below are available on the OIA website: <http://ia.ucsd.edu/developing-agreement>.

1. Search the OIA agreement database, <http://ia.ucsd.edu/agreements-database>, to determine if there is already an agreement in place with the same institution that may allow the proposed collaboration to join in.
2. If there is no agreement in place that may support the proposed collaboration, review the guidelines below and complete the *International Agreement Review Sheet (IARS)*. If the proposed collaboration involves student exchanges, review the *Timeline for Developing International Student Exchange Programs* and the *Guidelines for Visiting International Students at UC San Diego for Research Purposes*. These documents will help you budget sufficient time and resources for a successful student exchange. Note: visiting students who wish to enroll in courses for credit must do so through the Education Abroad Program, Extension or Summer Session.
3. Proposals involving academic units require the awareness and approval of the departmental chair, divisional dean and MSO, while proposals involving ORUs require the approval of the ORU director and MSO. Discuss the IARS with each and request their signature on the IARS. Return the IARS to OIA as instructed on the form.
4. Review the non-binding MOU and binding collaboration agreement templates. Request an editable version of the relevant model to draft an initial agreement. Agreements may be tailored to meet the unique needs of each partnership, yet utilizing standardized language to the extent possible will expedite the review process.
5. Provide the draft agreement to the international partner for review and discussion. After reaching consensus with the international partner on a first draft, submit the draft to OIA.
6. OIA will review the draft to ensure compliance with campus standards, and arrange further reviews as follows:
  - a. Graduate Division: agreements that involve graduate students.
  - b. Office of Postdoctoral and Visiting Scholar Affairs: agreements that involve scholars.
  - c. International Center: agreements that involve students and/or scholars.
  - d. Office of Contract and Grant Administration: agreements that contain research, IP or publication clauses.
  - e. Campus Counsel: agreements not reviewed by the Office of Contract and Grant Administration.

Allow at least 5 days to complete MOU reviews and 21 days for collaboration agreement reviews. Agreements that significantly deviate from the UC San Diego templates may need additional time for review and approval.

7. During the review process, OIA will notify you of questions and provide suggested revisions. Discuss issues within your unit and the international partner as appropriate. Provide the revised "final" draft to OIA.
8. OIA will notify you of final approval, at which time the agreement is ready for translation (if stipulated in the agreement). Arrange for translation if relevant, then email the translated document to OIA.
9. OIA will prepare the final documents and obtain campus signatures. You are responsible for express mailing the signed documents to the international partner for signature. If a signing ceremony is proposed, OIA advises consulting the *Guidelines on Signing Ceremonies for International Agreements* as early in the planning stages as possible.
10. Contact OIA when you receive UC San Diego's signed original agreement back from the international partner. OIA serves as the official office of record for international academic agreements and must maintain an original of each signed document. OIA will email a PDF of the signed original to you, and to each of the campus offices that have reviewed the agreement.
11. Obtain the chair's, director's or dean's approval of all activities developed after the agreement is signed.

For more information, visit the International Affairs website, <http://ia.ucsd.edu/developing-agreement>, or contact Michelle Hermas by email: [mhermas@ucsd.edu](mailto:mhermas@ucsd.edu); by phone: 858-822-4739; or campus mail: 0043.