GUIDELINES ON THE INTERNATIONAL AGREEMENT DEVELOPMENT PROCESS

The Office of International Affairs (OIA) assists faculty 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 Global Education. 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.

All resources referenced below are available on the OIA website: [http://ia.ucsd.edu/developing-agreement](http://ia.ucsd.edu/developing-agreement).

1. Search the OIA agreement database, [http://ia.ucsd.edu/agreements-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). Consult the Field Operational Planner when a collaboration includes taking students abroad ([http://blink.ucsd.edu/go/fieldsafety](http://blink.ucsd.edu/go/fieldsafety)). For collaborations involving visiting graduate students, review the Guidelines for Visiting International Students at UC San Diego for Research Purposes. Note: agreements specific to student mobility are managed by Global Education, contact Courtney Giordano for more information: [clgiordano@ucsd.edu](mailto:clgiordano@ucsd.edu).

3. Proposals involving academic units require the approval of the department chair, division 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 form. 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. OIA prepares the draft agreement and leads negotiation until the parties (the lead faculty, OIA and the partner lead faculty) reach consensus.

6. OIA submits the document for formal campus review and approval, as follows:
   a. Graduate Division: agreements that involve graduate students.
   b. Office of Postdoctoral and Visiting Scholar Affairs: agreements that involve scholars.
   c. Global Education: 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 which may require further discussion within your unit and the partner institution.

8. OIA will notify you of final approval, at which time the agreement is ready for translation (if stipulated in the agreement). You are responsible for translation, including confirmation that the English and other language versions are identical.

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. OIA serves as the official office of record for international academic agreements. OIA will email a .PDF of the signed agreement to you, and to each of the campus offices that reviewed the document.

11. Obtain the chair’s, director’s or dean’s approval of all activities developed after the agreement is signed.

For more information, visit: [http://ia.ucsd.edu/developing-agreement](http://ia.ucsd.edu/developing-agreement), or contact International Affairs Director Michelle Hermas: email [mhermas@ucsd.edu](mailto:mhermas@ucsd.edu); phone 858-822-4739.