

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 international universities and institutions (hereafter “agreements”). OIA facilitates agreements, including memoranda of understanding (MOUs), while ensuring that they adhere to guidelines developed by the offices of Campus Counsel, Academic Affairs, Research, Graduate Studies, Contracts and Grants Administration, and the International Center. Our experience is that the most successful collaborations are strongly supported by a specific UCSD faculty member who will serve as an advocate for the partnership. Campus requires that agreements specify a UCSD 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/developagreement.asp>.

1. Search the OIA agreement database, <http://ia.ucsd.edu/agreementsdatabase.asp>, 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 current agreement in place that may support the proposed collaboration, review the guidelines below and complete the *International Agreement Review Sheet*. If the proposed collaboration involves student exchanges, review the *Timeline for Developing International Student Exchange Programs* and the *Guidelines for Visiting International Students at UCSD for Research Purposes*. These last two documents will help you to budget sufficient time and resources for a successful student exchange. **Note:** visiting students who wish to enroll in courses for credit at UCSD must do so through the Education Abroad Program, Extension or Summer Sessions.
3. Proposals involving academic units require the approval of the department chair and divisional dean, while proposals involving ORUs require the approval of the ORU director and AVC-Research Initiatives Paul Yu. Discuss the Review Sheet with your department chair/divisional dean or ORU director/AVC-RI. Have the department chair and divisional dean, or ORU director and AVC-RI, either sign the Review Sheet or send a brief email to Michelle Hermas (mhermas@ucsd.edu) confirming support for the proposal. Return the *Review Sheet* to OIA as instructed on the form.
4. Review the MOU and 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 UCSD standards, and arrange further reviews as follows:
 - a. Office of Graduate Studies: agreements that involve graduate students.
 - b. Office of Postdoctoral Scholar Affairs: agreements that include exchanges of postdocs.
 - c. International Center: agreements that include student or scholar exchanges.
 - d. Office of Contracts and Grants Admin.: agreements that contain research, IP and/or publications clauses.
 - e. Campus Counsel: agreements not reviewed by the Office of Contracts and Grants Administration.Please allow 10 days *minimum* to complete the above reviews. Agreements that significantly deviate from the UCSD 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 as appropriate with your unit and the international partner. 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 for signature. Once UCSD signatures have been obtained, OIA will provide the signed document(s) to you to express mail to the international partner for signature.
10. When you receive UCSD’s signed original agreement back from the international partner, forward the signed original document to OIA (MC 0001) for our records. 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 UCSD reviewers and signators to 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/developagreement.asp>, or contact Michelle Hermas by email: mhermas@ucsd.edu; or by phone: 858-822-4739.