

## 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, review and approval of agreements, including non-binding memoranda of understanding (MOUs), while ensuring they adhere to guidelines developed by the offices of Campus Counsel, Export Control, Graduate Division, Scholar Affairs, Contract and Grant Administration, and Global Education. Campus requires agreements specify a UC San Diego faculty member who will participate in the negotiation and drafting of the agreement as described below; and serve as the chief point of contact for activities developed through the partnership. All resources referenced below are available on the [OIA website](#):

1. Search the [OIA agreement database](#) to determine if there is an existing agreement in place with the same institution that may allow the proposed collaboration to join in.
2. Complete the *International Agreement Review Sheet (IARS)*. Consult the [Field Operational Planner](#) when a collaboration includes taking students abroad. Guidelines for collaborations involving visiting graduate students are available here: <https://grad.ucsd.edu/financial/non-uc-visiting-grads/index.html>. **Note:** agreements specific to student mobility are managed by Global Education, contact Director Courtney Giordano for more information: [clgiordano@ucsd.edu](mailto:clgiordano@ucsd.edu).
3. Agreement proposals involving academic units require the approval of the department chair, division dean and MSO, while proposals involving ORUs or Academic Affairs' institutes require routing through the ORU/institute MSO (or other financial officer) and director. 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 to determine the appropriate model for your partnership. Agreements may be tailored to meet the unique needs of each partnership, yet utilizing our pre-approved language to the extent possible will expedite the review and approval process.
5. OIA will use information in the IARS to conduct required Export Control screenings and draft the initial agreement. OIA will lead negotiation until the parties (the lead faculty, OIA and the partner institution) reach consensus.
6. OIA submits the agreement for formal campus review and approval, as follows:
  - a. [Graduate Division](#): agreements with non-standard graduate student provisions.
  - b. [Postdoctoral and Research Scholar Affairs](#): agreements with non-standard scholar provisions.
  - c. [Global Education](#): agreements with non-standard student and/or scholar provisions.
  - d. [Contract and Grant Administration](#): agreements that contain non-standard research, IP or publication clauses.
  - e. [Campus Counsel](#) and other relevant offices: non-standard agreements on a case-by-case basis, as relevant.
7. Allow at least 5 days to complete MOU reviews and 21 days for collaboration agreement reviews. Agreements that significantly deviate from the pre-approved UC San Diego templates may need additional time for review and approval. During the review process, OIA will notify you of questions, and provide suggested revisions that 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 in writing that the English and other language versions are identical.
9. OIA will prepare the final documents and obtain campus signatures via emailed .PDF file. If original ink signatures on hard copy documents are required, you are responsible for coordinating and 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. Upon receipt of the final signed agreement, OIA will email a .PDF of the document to you and other relevant campus stakeholders.
11. Obtain your administrative leadership approval before proceeding with the development of collaborative activities.

For more information visit the [OIA website](#) or contact International Affairs Director Michelle Hermas: [mhermas@ucsd.edu](mailto:mhermas@ucsd.edu); 858-822-4739.