

Introduction

Agreements with international institutions are legal contracts that must be approved by the academic unit head and the dean of the College/School initiating the agreement, *Global Carolina*, the Office of the Provost, the Office of General Counsel (Legal), and must be signed by the Office of the Board of Trustees (University President or Secretary of the Board of Trustees).

University Policy ACAF 2.06 International Academic Agreements describes the types of possible agreements and establishes the protocol for approval of a new agreement or review of an existing agreement. *Global Carolina* in the Office of the Provost oversees the development of University agreements with international institutions. This document provides step-by-step instructions for developing and executing an international agreement.

Instructions for Developing an International Agreement

1. The *Department (or Academic Unit)* interested in entering into an international agreement contacts *Global Carolina* regarding possible international collaboration. Following a preliminary discussion with *Global Carolina*, a draft agreement is prepared by the *Department*.
Exception: *Global Carolina* refers a *Department* interested in developing an undergraduate student exchange agreement directly to the *Study Abroad Office* for discussion.
 - a. The *Global Carolina* has sample agreements that cover common types of collaborations. Sample agreements are available [here](#).
 - b. In some cases, the international partner already will have prepared a draft agreement. In those cases, the *Department* and *Global Carolina* work together to edit/amend the partner's draft agreement.

2. Once a draft agreement has been written, *Global Carolina* identifies the internal stakeholders that must review the agreement and works with those stakeholders to draft a final version agreement that complies with applicable University regulations. The internal stakeholders that may be asked to review a draft agreement are:
 - a. *Provost's Office (Director of Academic Programs)*: agreements that create a dual degree or other program that must be approved by the Southern Association of Colleges and Schools (SACS) or the SC Commission on Higher Education (CHE).
 - b. *Graduate School*: agreements that relate to the admission of international graduate students or the granting of a graduate degree.
 - c. *Graduate Council*: agreements that create a dual degree or other graduate program that must be published in the *Graduate Bulletin*.
 - d. *Undergraduate Admissions*: agreements that relate to the articulation of transfer credit or the direct enrollment of students in undergraduate programs.
 - e. *Faculty Senate*: agreements that create a dual degree or other undergraduate program that must be published in the *Undergraduate Bulletin*.
 - f. *International Student Services*: agreements that might be in conflict with U.S. immigration law.

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- g. *International Support for Faculty and Staff*: agreements that involve the hosting of international visiting faculty and scholars.
 - h. *Study Abroad Office*: reciprocal exchange agreements not developed initially by the *Study Abroad Office*.
3. *Global Carolina* sends the final version agreement to the *Department* for vetting by the international partner.
- a. Changes made to the final version agreement by the international partner are reviewed by the *Department* and *Global Carolina*, and in some cases are sent back to internal stakeholders for review.
4. Once a final version agreement has been agreed to by the *Department* and the international partner, the *Department* submits the agreement for approval as a legal contract by providing *Global Carolina* with the following required documents:
- three (3) copies of the final version agreement,
 - an *Office of the Provost International Agreement Request Form*, and
 - a University of South Carolina Contract Approval Form.

The International Agreement Request Form is available [here](#).

- a. *Global Carolina* can provide the *Department* with a filled-out Contract Approval Form upon request.
 - b. The Head of the *Department* initiating the agreement should sign the Contract Approval Form under **Certification of Requesting Party** and the Dean (or designee) should sign under **Certification of Department Head**.
 - The Contract Approval Form also must be signed by (1) a representative of *Global Carolina* under **Certification of International Programs** and by (2) the Vice Provost for international affairs under **Certification of the Office of the Provost**. Spaces for these two additional certifications must be added manually to the pre-printed Contract Approval Form.
5. *Global Carolina* finalizes the required forms and obtains any missing signatures before routing the required documents (three copies of the agreement, International Agreement Request Form, and Contract Approval Form) to the *Office of the Provost*, which approves and forwards to the *Office of the General Counsel (Legal)*. Once approved by *Legal*, the documents are forwarded to the *Office of the Board of Trustees* for final signatures (President or Board Secretary).
6. Once signed by the President or Secretary of the Board of Trustees, the agreement returns to *Global Carolina*, which notifies the *Department* that the agreement is ready to be sent to the international partner either for the partner's signature or as a fully executed agreement.
- a. *The Department* may choose to have *Global Carolina* ship the agreement to the partner institution or rather may send the agreement itself.

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- b. If *Global Carolina* sends the agreement, the *Department* provides *Global Carolina* with contact information for the international partner so the agreement may be sent via FedEx.
 - c. If the agreement has not yet been signed by the international partner, the sender of the agreement (either *Global Carolina* or the *Department*) attaches a cover letter to notify the partner to have the agreement signed and then returned to the sender.
7. When the agreement is returned by the international partner to *Global Carolina*, *Global Carolina* sends one (1) copy of the signed agreement to the *Department*.
- Alternatively, when the agreement is returned by the international partner to the *Department*, the *Department* sends one (1) original copy of the signed agreement to *Global Carolina*.
8. *Global Carolina* sends one (1) original copy of the signed agreement to the *Office of General Counsel* to be finalized, and sends an electronic copy of the signed agreement to relevant internal stakeholders.
9. *Global Carolina* updates all records relating to the contract and catalogues the agreement.

Tracking

Throughout the international academic agreement development process, *Global Carolina* maintains an electronic copy of the agreement and keeps track of the contract as it moves through the approval process.

International Agreements Related to Academic Programs or Degrees

Agreements with international institutions related to new or existing academic programs or degrees must follow the steps above and must also be submitted through the faculty governance review process as outlined in University Policy ACAF 2.00 Creation and Revision of Academic Programs. In some cases, the activity covered by the international academic agreement will also need CHE and SACS approval prior to implementation.

Navigating the faculty governance review process is the responsibility of the *Department* initiating the agreement. *Global Carolina* oversees the agreement development process and provides consultation with respect to the faculty governance process.