

Introduction

Agreements with international institutions are legal contracts that have been 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 signed by the Office of the Board of Trustees (University President or Secretary of the Board of Trustees).

International agreements are catalogued by *Global Carolina* and a review/renewal process based on University Policy ACAF 2.06 International Academic Agreements is initiated at the appropriate time by the *Office of the Provost*. This document establishes the protocol for the review/renewal of an international agreement.

Protocol for the Review and Renewal of an International Agreement

1. *Global Carolina* initiates and coordinates a review of the agreement or program activity in the last year of the life of the agreement or one year prior to an automatic renewal date as specified in the agreement terms. *Global Carolina* notifies the *Department* initiating the agreement that the contract is set to expire and requests an International Agreement Review Form be completed.
 - The International Agreement Review Form is available [here](#).
2. The *Department* completes the International Agreement Review Form, recommends that the agreement be either terminated or renewed, obtains the signature of the Dean (or designee), and forwards the International Agreement Review Form to *Global Carolina*.
3. *Global Carolina* sends the International Agreement Review Form to the *Office of the Provost* for approval of the recommendation made by the *Department* either to renew or terminate the agreement.
 - If the agreement is recommended and approved for termination, the *Department* contacts the partner to make its intent known. If the agreement has expired and does not automatically renew, the *Department* need not notify the partner.
4. Should the *Department* request that the agreement be renewed and the *Office of the Provost* approves, *Global Carolina* initiates the renewal by preparing a draft renewal agreement and sending it to the *Department*.
 - If an agreement is set to automatically renew and the *Department* does not wish to make any changes to the original agreement, only the International Agreement Review Form need be completed and approved by *International Programs* and the *Office of the Provost*. No additional steps are necessary. The agreement will be reviewed again following the process described above when the auto-renewal period is one year from expiration.

5. If necessary, the *Department* works with the international partner to address any issues that may have arisen over the course of the relationship and makes changes to the draft renewal agreement to develop a final version renewal agreement.
 - In some cases, changes made to the original agreement through the renewal process must be reviewed by internal stakeholders such as the Graduate School, Undergraduate Admissions Office, or Study Abroad Office. *Global Carolina* determines whether review by internal stakeholders is needed and then coordinates that review. If that review results in changes to the agreement made by internal stakeholders, *Global Carolina* returns the revised renewal agreement to the *Department* for vetting by the international partner.

6. Once a final version renewal agreement has been agreed to by the *Department* and the international partner, the *Department* submits the final version renewal agreement for approval as a legal contract by providing *Global Carolina* with the following required documents:
 - three (3) copies of the final version renewal agreement,
 - the International Agreement Review Form (already completed by the *Department*), and
 - a University of South Carolina Contract Approval Form.
 - 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.

7. *Global Carolina* finalizes the required forms and obtains any missing signatures before routing the required documents (three copies of the renewal agreement, International Agreement Review 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).

8. Once signed by the President or Secretary of the Board of Trustees, the renewal agreement returns to *Global Carolina*, which notifies the *Department* that the renewal 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 renewal agreement to the partner institution or rather may send the renewal agreement itself.

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