

## INTERNATIONAL AGREEMENT REVIEW FORM GUIDELINES

Please note that identifying information for each international agreement has been entered into the International Agreement Review Form by the International Programs Department based upon the available information.

The following guidelines should be used in completing the review:

USC Contact Person (as listed on original contract approval form)

The form indicates the contact person at the time of signing. In many cases, the original contact person would be the appropriate person to conduct the agreement review. If that person is not the relevant individual for completing the review, the department/college may identify another reviewer. If the contact person for the agreement has changed, please provide new name and contact information.

1. What activity has occurred under the agreement since its approval?

Provide specific information on the activity that has occurred under the agreement, indicating the year in which the activity occurred. Provide quantitative data, including the number of people participating in the activity, whenever possible. If no activity has occurred, and the agreement is "Approved for Renewal" (in review form Question 7), information should be provided about why the agreement is recommended for continuation and what activity is planned under the auspices of the agreement to justify renewal. Alternatively, the agreement can be "Approved for Termination" (Question 7), with a brief explanation of why it is being terminated. If agreement is recommended for termination, "N/A" can be noted for Questions 2-6.

2. How is activity covered by the agreement consistent with USC Columbia's mission?

Provide an explanation of how the activity covered by the agreement is consistent with the USC Columbia Mission Statement, which is located at (<http://www.sc.edu/aboutusc/columbiaMission.shtml>). The mission statement does not address international activity directly. However, certain sections can be related to the activity covered by an international agreement. One or more of the following excerpts from the mission statement could be used to answer this question and can be included in the explanation by referencing as mission statement excerpt a., b., c., d., or e.

Mission statement excerpts:

- a. The primary mission of the University of South Carolina Columbia is the education of the state's citizens through teaching, research, creative activity, and community engagement.
- b. At the heart of its mission lies the University's responsibility to state and society to promote the dissemination of knowledge, cultural enrichment, and an enhanced quality of life.
- c. The University serves a diverse population of students with widely varying backgrounds, career goals, and levels of aspiration.
- d. Recognized by the Carnegie Foundation as a top research and service institution... the University has a profound relevance, reach, and impact on the people of the state.
- e. USC Columbia leads the way in providing all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, community outreach, and artistic creation.

<p>3. How is activity covered by the agreement academically sound?</p>	<p>The response should explain how the activity covered by the agreement is consistent with USC academic standards, which will depend upon the nature of the activity. For example, if the agreement relates to student study, reference should be made as to how academic credit is awarded, what the admissions criteria or program acceptance standards are, and how student learning outcomes are assessed. Relevant information about the academic standards and reputation of the partner institution should be included. Non-student agreements might include information about scholarly activity, credentials of visiting teaching faculty, quality of sources of external funding, or other indicators of academic soundness.</p>
<p>4. How is activity covered by the agreement appropriately administered?</p>	<p>The response should identify who is responsible for implementing the agreement activity, and who provides administrative oversight for activity covered by the agreement. Information about how oversight has been conducted should be provided, for example, whether there have been periodic committee reviews, site visits, measures established for effectiveness, or other forms of evaluation.</p>
<p>5. How are risk and safety issues related to activity covered by the agreement addressed?</p>	<p>If agreement activity involves mobility of students, faculty, or staff to another country or bringing students or scholars to USC, supply information about how risk management issues have been addressed. Depending upon the agreement, this could include compliance with the requirements of the relevant international services office at USC (Study Abroad, International Student Services, or International Support for Faculty and Staff), arranging for health and emergency evacuation insurance, monitoring health and safety concerns in the relevant country, and establishing emergency contacts in the partner country.</p>
<p>6. Is the agreement viable with respect to facilities, finances, and resources? If not, specify what action will be taken and when to address any shortcomings.</p>	<p>Depending on the type(s) of activity covered by agreement, viability can be assessed on: whether adequate funds are available to support the activity; whether revenue/profit is generated, if that is a goal of the activity; whether student exchange balance is maintained; whether adequate facilities exist; whether commitments made by USC can be realized.</p> <p>If agreement is <u>not</u> currently viable and it is "Approved for Renewal" (in Question 7), provide specific information about the adjustments that will be made to make the agreement viable and by what date.</p>
<p>7. Based on the review, the Department/College recommends that the agreement listed above be:</p> <p style="padding-left: 40px;">Approved for Renewal or Approved for Termination</p>	<p>An agreement should be recommended as "Approved for Renewal" only if positive responses are provided to Questions 1 - 6 in the International Agreement Review Form.</p> <p>An agreement should be recommended as "Approved for Termination" in any of the following situations:</p> <ol style="list-style-type: none"> <li>a. There has been no substantive activity under the agreement since its approval (unless the reviewer has adequately justified in Question 1 why the agreement should be renewed).</li> <li>b. The reviewer cannot adequately explain in Question 2 how the activity covered by the agreement is consistent with the USC Columbia mission statement.</li> <li>c. The reviewer cannot adequately explain in Question 3 how the activity covered by the agreement is academically sound.</li> <li>d. The reviewer cannot adequately demonstrate in Question 4 how the activity covered by the agreement is appropriately administered.</li> <li>e. The reviewer cannot adequately explain in Question 5 how risk and safety issues related to the activity covered by the agreement are addressed.</li> <li>f. The agreement is not currently viable (unless the reviewer has adequately explained in Question 6 the adjustments that will be made to make the agreement viable and by what date).</li> <li>g. The originating Department/College does not wish to continue to engage in the activity covered by the agreement.</li> </ol>