

UNIVERSITY OF PITTSBURGH PROCEDURE 02-01-05

CATEGORY: ACADEMIC AFFAIRS
SECTION: Academic Programs
SUBJECT: International Inter-institutional Academic Agreements
EFFECTIVE DATE: May 7, 2004 Revised
PAGE(S): 3

I. PURPOSE

To outline the process for the execution and tracking of all international inter-institutional academic agreements.

II. SCOPE

This procedure applies to any agreement 1) between the University of Pittsburgh and one or more foreign governments and/or universities or other organizations domiciled outside the United States, regarding the use of the University's faculty, student, library, or other research or instructional resources, or 2) that commits the University of Pittsburgh to the deployment of faculty, student, library, or other research or instructional resources outside of the United States.

Agreements governed by this procedure include, but are not limited to, friendship agreements and memoranda of understanding (with or without financial obligations); program-specific linkages with or without financial obligations (e.g., a library access or exchange program, an internship, a language program, a training program, a field research program); and institutional linkages that commit the University to broad-based programs and/or exchanges with associated financial obligations (e.g., faculty and student exchanges, joint research projects).

III. ADMINISTRATIVE RESPONSIBILITIES

The Chancellor exercises final approval of all international inter-institutional academic agreements.

The Provost or the Senior Vice Chancellor for Health Sciences, as appropriate, reviews and approves all international inter-institutional academic agreements involving their respective vice chancellor areas, prior to submission to the Chancellor.

University Counsel is responsible for reviewing all proposed contracts and agreements to which the University is to be a party, and ensuring that the legal rights and responsibilities of the University and its employees are protected.

The Office of International Services (OIS) is responsible for reviewing all proposed international inter-institutional agreements to ensure that the agreements do not conflict with current U.S. immigration laws/regulations and are able to be fully facilitated by OIS.

The University Center for International Studies (UCIS) is responsible for coordinating and facilitating the development and implementation of international agreements, serving as the repository for original copies of international agreements, and maintaining a campus-wide accessible computer database of all international agreements, historic and current.

University schools and departments, before entering into or negotiating any international agreement, as described above, are responsible for completing and forwarding to UCIS, FORM 0194 PITT 5026, International Agreement Routing Form.

IV. PROCEDURE

Initiator (Faculty or Staff) 1. At the earliest stages of conceptualization of an international opportunity, complete FORM 0194 PITT 5026, International Agreement Routing Form (Exhibit A), as instructed.

2. Prior to acquiring approval signatures, forward the form to UCIS for review, together with a draft of the proposed agreement.

Note: UCIS maintains and regularly updates a variety of models of agreements for use in drafting new agreements. These models are available from UCIS to all members of the University community upon request.

UCIS 3. Confirm that the agreement passed the preliminary review, or that problems uncovered during the preliminary review have been corrected.

4. If approved, sign and return form to the originating faculty or staff member.

Initiator 5. Secure the required approvals as indicated in the Authorization section of FORM 0194 PITT 5026, International Agreement Routing Form.

Note: UCS will work with the faculty member and other parties to expedite all subsequent reviews and necessary adjustments for completion of the routing form and the final execution of the agreement.

Generally, agreements should be submitted to General Counsel only after they have been approved in substance by the chief administrator responsible for the subject matter of the agreement. (See Policy 01-05-01, Legal Services.)

6. Upon final execution of the agreement, forward the original Routing Form and finalized agreement to UCIS for inclusion in the database.

UCIS 7. Incorporate agreement into the International Agreement database to facilitate both the preliminary reviews of subsequent proposed agreements and to provide information to University administrators, upon request, about the University's international commitments and opportunities.

V. REFERENCES

[Policy 02-01-05, International Inter-institutional Academic Agreements](#)

[Exhibit A - FORM 0194 PITT 5026, International Agreement Routing Form](#)

University of Pittsburgh of the Commonwealth System of Higher Education - BYLAWS, Article IV, "Execution of Instruments," adopted by the Board of Trustees, January 14, 1969,

as amended

[Policy 01-05-01, Legal Services](#)