

**GUIDELINES**  
for the development of  
**COOPERATIVE AGREEMENTS**  
between USF and  
**INTERNATIONAL INSTITUTIONS**

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## **GUIDELINES FOR THE DEVELOPMENT OF EXCHANGE AGREEMENTS**

These **Guidelines** are for use in planning formal inter-institutional relationships and are not intended to affect informal one-to-one relationships, which researchers may develop with colleagues in foreign countries.

### **I. Issues to consider when developing international agreements with foreign institutions**

1. How will the proposed exchange contribute to the goals and priorities of the University/College(s)/departments involved?
2. Will the proposed exchange be for students (graduate and/or undergraduates), for teaching faculty, for research activities, or a combination of all these?
3. How many academic departments/units/colleges at USF could potentially be affected or involved in the proposed exchange?
4. How feasible will this agreement be to implement? In examining this question, several issues will have to be addressed.
  - Exchange of faculty
    - Will the exchange be for a short-term/semester/academic year?
    - In most cases you will need to consider the following issues:
      - support stipend
      - immigration documentation
      - health insurance
      - lodging
      - office space/lab equipment
      - e-mail accounts/use of fax and phone
      - use of libraries
  - There are also the intangibles, such as the visitor's expectations based on social/cultural differences (and the differing relationships of faculty/students/administrators in universities around the world)
  - Exchange of students
    - Is this to be a reciprocal exchange? (e.g. a balance of one-for-one over a three to five year period)
    - Will the majority of students be coming to USF with few outgoing students? (In this case, financial support becomes a vital issue.)
    - Will financial support be needed? (will tuition waivers be involved? assistantships? scholarships? other means of financial aid?)
  - Exchange of researchers
    - (The Office of Research can give advice on matters pertaining to patents/licensing/royalties, etc.)
  - Other issues specific to a particular academic discipline
5. What funding will be required to successfully implement this agreement?
  - What type of funds will be needed? (E&G, Foundation, tuition waivers, etc.)
  - What are the estimated annual resource needs?

## II. Steps to follow when developing exchange agreements with international institutions

The following suggestions will assist in the preparation of an inter-institutional agreement for collaboration in areas of exchange of faculty, students, and research information:

1. Initiate department/college level discussion regarding a potential inter-institutional relationship.
2. Review the feasibility and appropriateness of the inter-institutional relationship as proposed (regarding eventual resource needs in personnel and/or funding).
3. Obtain initial endorsement for the proposal by department chair and college dean.
4. Send a copy of the draft agreement (using the Agreement for Collaboration template) to the foreign partner institution for initial approval. It is good protocol to include a translation of the draft in the language of the partner institution as well as in English.
5. Once both institutions are prepared to execute an agreement, **the following documentation needs to be sent to the IAC:** (Please allow a minimum of four weeks for processing and signature of agreements once the documentation has been submitted to the IAC.)
  - a.) **An electronic copy** of the both the English and translated version (where appropriate). Please forward via email to Amanda Gilmer, [gilmer@iac.usf.edu](mailto:gilmer@iac.usf.edu). Once agreements are signed, the IAC will retain one copy in each language for its files. The other copy will be sent to the partner institution.
  - b.) **A copy of the AGREEMENT INFORMATION SHEET.** An original hard copy containing all appropriate endorsement signatures should be forwarded to International Affairs, CPR 107, to the attention of Amanda Gilmer. An electronic copy of the document should also be emailed to Amanda Gilmer at [gilmer@iac.usf.edu](mailto:gilmer@iac.usf.edu).
6. Once agreements are received and reviewed by the IAC, all documentation will be submitted to the Office of the General Counsel and the Office of Provost for final approval.
7. Once an agreement has been signed, the IAC will distribute the signed documents to the appropriate foreign institution and to individual/ departments/units on the USF campus. The IAC will be the official repository for the signed originals on the USF campus.
8. **Each year following the agreement signing, IAC will forward an electronic copy of the Agreement Information Sheet to the sponsoring faculty member for an activity update.**

### For additional information, please contact:

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