

SUBJECT: International Academic Agreements	Effective Date: 11/16/11	Policy Number: 2-900
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	Responsible Authority: Assistant Vice President, Office of Internationalization	

APPLICABILITY/ACCOUNTABILITY

This policy on the initiation of academic agreements with institutions abroad applies to all university departments and units.

The Office of Research and Commercialization is responsible for international agreements related to research or research grants.

BACKGROUND

UCF follows a standard process to review, implement, and maintain academic agreements with institutions and organizations abroad. The process is intended to ensure consistency with university policies, accreditation requirements, and compliance with State of Florida and U.S. laws and regulations.

POLICY STATEMENT

All international academic agreements must be reviewed and approved by the appropriate units and the Office of Internationalization before being submitted to the president's office for final review and approval.

DEFINITION

International academic agreement. A document that establishes, in writing, a formal academic arrangement between the University of Central Florida and one (or more) institutions abroad, such as student exchange, study abroad, dual degree, and faculty exchange programs.

PROCEDURES

The *Guidelines for Establishing Partnerships with Institutions Abroad* is accessible at <http://internationalization.ucf.edu/files/MOUGuidelines2011-2012.pdf>. This site provides detailed information on the process of initiating academic agreements.

The Office of Internationalization maintains a series of approved templates to be used as drafts. When the draft text does not use a pre-approved template, the draft text must be reviewed by the units involved prior to starting the formal signing process.

Translations of the final agreement text, if any, must be approved by the Office of Internationalization.

RELATED DOCUMENTS

2-901 UCF Policy for All Foreign Nationals
2-902 Study Abroad Programs

INITIATING AUTHORITY

Provost and Executive Vice President

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-900	
Initiating Authority: <u>[Signature]</u>	Date: <u>11-28-11</u>
Policies and Procedures Review Committee Chair: <u>[Signature]</u>	Date: <u>11-22-11</u>
President or Designee: <u>[Signature]</u>	Date: <u>11/28/11</u>