

## **Florida State University Policy 9-9**

**Title of Policy:** International Cooperative Agreements

**Responsible Executive:**

Provost and Executive Vice President for Academic Affairs

**Approving Official:**

Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs

Dr. Mary B. Coburn, Vice President for Student Affairs

**Effective Date:**

### **I. INTRODUCTION**

This document sets the general policies for developing international cooperative agreements at Florida State University (FSU). An “International Cooperative Agreement” is used when FSU and an international institution of similar academic standing, as determined by academic departments and approved by the Provost and Executive Vice President for Academic Affairs, agree to explore partnership activities. This document is an agreement to start discussions and identify future collaborative endeavors. FSU’s International Cooperative Agreements are supported by FSU’s Division of Academic Affairs, Office of Research, and Division of Student Affairs. The Program Director, FSU International Initiatives, provides support to develop international agreements.

Procedures for implementing international cooperative agreements are outlined in “International Cooperative Agreements: Procedures.” The Procedure document includes the specific forms and documents referred to in this policy.

### **II. STAFF AND FACULTY ROLES**

The *Program Director, International Initiatives* supports FSU colleges, programs or faculty in developing international cooperative agreements.

The Center for Global Engagement Exchange Visitor Advisor (hereafter known as the *J-1 Advisor*) supports inbound scholars with the documents necessary for their visa applications. Immigration advising and ongoing support at FSU are also provided.

The FSU Faculty Advisor is the FSU Faculty member who represents the academic department and initiates the international agreement. The FSU Faculty Advisor directs incoming and outgoing scholars through their department's selection process since Cooperative Agreements may include visits by scholars.

The Chair of the Department agrees to appoint an alternate FSU Faculty Advisor for the International Student Research/Institutional Contact in the event the position becomes vacant.

### **III. POLICY**

#### **A. ESTABLISHING AN INTERNATIONAL COOPERATIVE AGREEMENT**

An “International Cooperative Agreement By and Between an International University and Florida State University” (hereafter known as Cooperative Agreement) is used when FSU

and an institution of similar academic standing agree to the development of cooperative efforts which will enhance the academic interchange between the two institutions. The parties desire to promote the interchange of academic and research information as well as support visits between faculty and researchers (including, graduate students not enrolled for credit at the host university). Visits between institutions may arise once mutual research interests within the same field have been identified and approved by the host faculty, who will follow FSU's policy and procedures for inviting an unpaid visiting scholar/researcher.

There are specific responsibilities of the FSU Faculty Advisor, including a commitment to support inbound and outbound scholars and graduate student researchers. In addition, the Chair of the participating FSU department and the Dean of the participating FSU College agree to support the agreement and its terms. The Director of the Center for Global Engagement, the Vice President for Research, and the Associate Vice President for Academic Affairs also approve the partnership.

Specific projects in an area of educational interest will be selected as a result of coordination by the partners at the appropriate administrative level in each institution. As these projects are developed, each will require a specific written agreement made in advance, setting forth the terms and conditions thereof and executed by authorized representatives of both institutions. Details of specific projects can be a letter outlining the responsibilities of the two entities and signed by the Department Chair and College Dean. Any projects involving transfer of intellectual property should be reviewed and approved by FSU's Office of Research. Invitation of visiting scholars to FSU will follow FSU's policy and procedures for inviting an unpaid visiting scholar/researcher. In the event a decision is made to exchange students who will be enrolled for credit at the host university, an "International Agreement for Reciprocal Student Exchange Program" will be developed.

## **Inclusion**

Cooperative Agreements apply only to scholars in the area specified by the FSU department sponsoring the agreement at each institution. The inclusion of other areas of study (departments/colleges) is to be addressed by addendum.

## **Responsibilities of the Institutions**

All research and other collaborative activities conducted pursuant to the agreement shall be conducted in accordance with the laws and regulations appropriate to each institution and their respective national laws. Any exchange of technical information and technology under the agreement will also be subject to the respective national export control laws and regulations.

## **Budgetary Authority**

The Cooperative Agreement may not encumber or expend university Educational and General (E&G) funds beyond faculty and staff support needed to operate the agreement as approved by the Provost and Executive Vice President for Academic Affairs or commit the faculty member, department or college to budgetary support of any nature without the approval of the appropriate budgetary authority and the Provost and Executive Vice

President for Academic Affairs. Any funding required for this Agreement is subject to appropriations by the Legislature of the State of Florida for this purpose.

### **Validation**

The Cooperative Agreement is validated by signature of the Provost and Executive Vice President for Academic Affairs, the designee acting for and on behalf of the Florida State University Board of Trustees. The Cooperative Agreement shall become effective when executed by both parties and shall remain in force for the specified period – usually five years – unless sooner terminated by the parties under the provisions stated within the agreement. It may be terminated by either party giving 60 days' notice in writing to the other party. Signed original agreements are retained in the office of the Program Director, International Initiatives.

### **Application to Establish an International Cooperative Agreement**

An “Application of Intent to Establish an International Cooperative Agreement” is endorsed by review and signature by the faculty member initiating the agreement, the Chair of the participating department, the Dean of the participating college, the Director of the Center for Global Engagement, the Vice President for Research and the Associate Vice President for Academic Affairs responsible for international activities.

### **Partner Selection and Rationale**

Cooperative Agreements are only made with institutions that can demonstrate appropriate resources, regional or national accreditation and are not on the “Entity List” and other restricted party lists that various federal agencies compile and publish. FSU reserves the right to deny an application of intent to establish an international cooperative agreement, including a cooperative agreement proposed with an institution in a country to which the U.S. Department of State has issued a travel warning or alert or a restricted entity according to the U.S. government. In such cases, all travel to the country must be approved in advance by the Provost or designee.

## **B. MANAGING AN INTERNATIONAL COOPERATIVE AGREEMENT**

### **Renewing an International Cooperative Agreement**

The FSU Faculty Advisor(s) and the Associate Vice President for Academic Affairs assess the International Cooperative Agreement and determine whether it should be renewed.

### **Adding an Additional College/Department to an International Cooperative Agreement**

International Cooperative Agreements are written for specific Florida State University Colleges or Departments. Each individual agreement applies to research/projects in the specified area(s) at each institution. Inclusions of other areas of study (departments/colleges) are addressed in an “International Cooperative Agreement Addendum between a Partner University and The Florida State University.”

## **Terminating a Cooperative Agreement**

International Cooperative Agreements are effective from the date of the last signature, and will terminate five (5) years after the date of its approval on June 30<sup>th</sup> unless sooner terminated by the parties. The Agreement may be terminated sooner than five (5) years, with written notice, for failure to comply with the terms and conditions stated therein. The Agreement also may be terminated by either Party without cause, provided that the Party seeking to terminate the Agreement notifies the other Party in writing of the intent to terminate the Agreement not less than sixty (60) days before such termination. When FSU terminates the agreement, notice is given to the other party using "Termination of the International Cooperative Agreement between a Partner University and Florida State University."

Florida State University reserves the right to suspend a cooperative agreement in a country that falls under travel warning or alert from the Department of State. Florida State University may also refuse to grant permission for an FSU student to participate by denying the "Exemption Request for Travel to Locations on the U.S. Department of State Travel Warning or Alert List". FSU staff or faculty-members must remain in compliance with FSU's Travel Policy (4-OP-D-2-D) and staff/faculty travel to a country on the U.S. Department of State Travel Warning or Alert List must be approved in advance by the Provost or designee.

### **C. OUTGOING GRADUATE STUDENT RESEARCHERS**

FSU graduate students may participate in research opportunities at an international university with which FSU has a valid Cooperative Agreement. The FSU Faculty Advisor selects the FSU graduate student researchers to participate in the international student research opportunity and assists students with the host university's process for inviting a visiting scholar.

Participating FSU students will be in compliance with FSU's requirements for students participating in an international experience, including completing the Student International Experience Plan (SIEP), purchasing mandatory international health insurance, and complete all of the required documents, including the "Acknowledgement of Risk and General Release Form".

If the U.S. Department of State has issued a travel warning or alert for the country, student researchers who wish to participate will complete an "Exemption Request for Travel to Locations on the U.S. Department of State Travel Warning or Alert List" in accordance with the FSU Policy for International Experiences. Florida State University may refuse to grant permission for an FSU student to participate by denying the student's "Exemption Request".

If funding is disbursed for Florida State University student travel it will follow Florida State University travel reimbursement procedures. Any funds are subject to availability and where appropriate subject to relevant contract and grant requirements.

## **Outgoing Students Enrolling for Credit at the Partner University**

This agreement does not exclude outbound student researchers from enrolling for credit at the partner university, but this falls outside the terms of this agreement, and students will need to follow the policy and procedures for “Transferring International Credit from an International Host University”.

### **D. INCOMING INTERNATIONAL SCHOLARS AND GRADUATE STUDENT RESEARCHERS**

Scholars and graduate student researchers are eligible to participate in research at FSU under the Cooperative Agreement.

The FSU Faculty Advisor reviews prospective incoming scholars and graduate student researchers' placements to ensure that each incoming visitor will have a meaningful research assignment. The FSU Faculty Advisor must follow FSU procedures for inviting an unpaid visiting scholar/researcher. FSU does not extend invitations to individuals and entities on the “Entity List” and other restricted party lists that various federal agencies compile and publish.

The FSU’s Center for Global Engagement provides incoming scholars and graduate student researchers with immigration documents required to apply for a U.S. J-1 Short-term Scholar Visa and provides ongoing immigration advising and support.

When the agreement includes opportunities for student graduate researchers, an FSU faculty member will be willing to provide appropriate oversight and reporting of FSU student research activity. U.S. immigration regulations preclude the participation of some internships and research in certain fields.

This agreement does not exclude undergraduate researchers from participating, but their participation falls outside of International Cooperative Agreements and involves development of a DS-7002 Training Plan developed by the Academic Department as required by the Department of State.

### **E. POLICY IMPLEMENTATION**

Florida State University International Cooperative Agreements have followed parts of this policy and the attendant procedures since February 2008. The policy and procedures are hereby revised to accommodate updated university requirements. The implementation date of the current policy is XXX.

This policy is the purview of the Provost and Executive Vice President for Academic Affairs. The Provost is responsible for announcing and publicizing the policy among Florida State University constituents and for monitoring mandatory compliance. Constituents are informed as each component is implemented. The Vice President for Student Affairs is responsible for all immigration services and support to inbound scholars and graduate student researchers through the Center for Global Engagement as well as coordinating FSU’s response to an emergency involving an FSU graduate student researcher at a partner institution. The Associate Vice President for Academic Affairs and the Program Director, International Initiatives are responsible for implementing and

monitoring the policy.

F. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Florida Constitution, Article IX, Section 7, BOG Regulation 1.001(4) BOT Delegation to President, President Delegation to individual Vice Presidents. FSU Policy 2-1, Development of Policies.

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Dr. Mary B. Coburn  
Vice President for Student Affairs

Date: \_\_\_\_\_

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Dr. Sally McRorie  
Provost and Executive Vice President for Academic Affairs

Date: \_\_\_\_\_