UTSA International Agreement Procedures: Part I

Initial Request for Academic Agreement

International agreements between UTSA and foreign universities are governed by a combination of Texas State law, Texas Higher Education Coordinating Board Rules, and UTSA policies.

This request form provides a formal UTSA review and approval process for (faculty and college) proposed international agreements with foreign universities and entities. This approval form must be completed and approved well in advance of any faculty member or college making a commitment to establish an international agreement with a foreign university or entity.

These approval procedures allow UTSA to review the proposed international relationship from an institutional perspective to determine if similar agreements already exist, and examine how the proposed agreement will directly contribute to the global focus, priorities, and strategic plan objectives of the university.

The Southern Association of Colleges and Schools (SACS) accreditation guidelines require UTSA to account for the effectiveness of educational activities undertaken as a result of our international agreements. Part I of this form asks for the identification of performance measurement metrics that will be used to evaluate the effectiveness of UTSA academic activities that will be accomplished as products of the approved international agreement.

Part II of this form provides a template for reporting the ongoing review and evaluation of all identified international agreement activities, and must be completed annually. Part II asks for the evaluation of the performance and effectiveness of each of the educational activities accomplished during the past year, utilizing the performance measurement metrics initially identified in Part I. This annual report also requires input on general questions about the success and effectiveness of the educational activities produced as a result of the approved international agreement.

UTSA faculty or staff member(s) seeking to establish an international agreement with a foreign university or entity must complete and send this (signed) request form to the Director, Office of International Programs in the Main Building 1.210. It is important to allow at least four (4) weeks for the processing, coordination, and approval of each international agreement request. Any last-minute requests for expedited or immediate approval will not be honored.

The request form will be recorded by the OIP and then forwarded to the Executive Vice Provost (the UTSA Senior International Officer) for final review and consultation with the members of the UTSA International Advisory Council (IAC).

The Executive Vice Provost may also consult with the UTSA Provost and the University President on whether or not the proposed agreement integrates, represents, and supports the globalization goals and best interests of the university.

Once the request to establish a new UTSA international agreement is approved, an International Scholar Services Advisor (in the OIP) will administratively assist the submitting college or department in building the actual agreement. The OIP will not normally have any responsibility for the ongoing program administration, implementation, resources, or other activities stipulated within the agreement.

Finalized and formal UTSA international agreements require the signatures of the UTSA President (or his designee) and a commensurate representative from the other international university or institution.

The template format used for international agreements is prescribed by the UT System Board of Regents. Sample formats for the UT System cooperation, affiliation, and program agreements are located at the following website: international.utsa.edu/international-agreements/standard-agreement-samples.

Non-standard agreements (agreements not using these formats) normally require the UT Board of Regents review and approval prior to signing.

Any agreement that involves the establishment of a new partnership or affiliation with another entity to offer or conduct a course for academic credit (or to offer a degree program) must have prior approval by the U.T. Board of Regents and Higher Education Coordinating Board.

Duration: International agreements are normally valid for five (5) years. Therefore, the long-term sustainment of college resources and faculty involvement is an important consideration.

For additional information, please contact Charles Crane, Executive Director, Office of International Programs, at ext. 7201 or email Charles.Crane@utsa.edu.
UTSA Faculty/Staff Requester: Cliff Paredes
Title: UTSA ITC Director
Signature: ____________________________ Date: 8/1/2012
Contact Information: Department: International Trade Center E-mail: cliff.paredes@utsa.edu Ext. 2470
Proposed Agreement Start Date: 8/10/2012 International Institution/Organization Acronym: UPGM
International Institution/Organization: Universidad Politecnica del Golfo de Mexico

Agreement Signatory (provide name and title): Robert McKinley, AVP-IED
Complete Address: UTSA Institute for Economic Development 501 W Cesar E. Chavez, San Antonio TX 78207
Contact Name: Cliff Paredes
Contact Title: UTSA International Trade Center Director
Tel.: 210.458.2470 Fax: 210.458.2491 E-mail: cliff.paredes@utsa.edu

Note: If available, submit a copy of the foreign institution’s logo via e-mail to Charles.Crane@utsa.edu

Please indicate below the type(s) of international agreement you are requesting to establish (check one):

☐ Agreement of Cooperation – A general agreement used to establish the intent to conduct exchange and collaboration in areas of interest and benefit to both institutions. This agreement simply outlines that UTSA and a foreign institution have established a formal relationship, and may agree to cooperate on more specific programs in the future.

☐ Affiliation Agreement – This agreement is used to further establish a relationship of a much more defined and continuing nature with an international academic institution. The affiliation agreement establishes more specific program relationships beneficial to the respective educational institutions. It is often used to establish the development of well-defined joint studies, research and training activities, and other educational programs of mutual interest.

☐ Program Agreement – This agreement is used to further define and implement the details of a specific program already included within the provisions of an approved affiliation agreement.

▪ Briefly describe the reason(s) why the proposed agreement should be established (use additional sheets if necessary):

This agreement would allow UTSA to increase its participation and presence within the Mexican Association of SBDCs that is critical part of the President’s Small Business Network of the Americas (SBNA) initiative. UTSA would collaborate with UPGM on its small business assistance programs and in the area of natural disaster assistance risk management for the small business sector.

▪ Describe the benefits to UTSA that will be realized by establishing this agreement (use additional sheets if necessary):

The benefits to UTSA is that it expands its presence in Mexico and creates an opportunity of collaboration with UPGM that will begin with collaboration between the SBDC programs and that will later expand into other academic areas and future faculty exchanges.
- If applicable, identify and describe the educational activities that will be realized by establishing this agreement:

  UTSA will provide technical assistance on the UPGM's disaster preparedness program that will include participation on the training that UPGM will provide via its SBDC program for small business clients, local government agencies and other economic development stakeholder. This initiative will be supported by a Mexican Federal Government grant provide by the National Council of Science & Technology (CONACYT)

- Identify and describe performance measurement metrics that will be used (on an annual basis) to evaluate the performance and effectiveness for each of the previously identified educational activities.

  No specific metrics other than jointly conducting joint training sessions with UPGM.
DEPARTMENT/COLLEGE/PROVOST REVIEW AND APPROVALS

Approval of Department Chair:

Name: Cliff Paredes
Department: International Trade Center
Signature: ____________________________
Date: 13-12

Approval of College Dean (or Vice President, if applicable):

Name: Robert Mckinley
College (or Administrative Unit): AVP-IED
Signature: ____________________________
Date: 8/12

Note: Forward the IAP to the Executive Director, Office of International Programs (MB 1.210) after the Department Chair and Dean have signed this document as required.

Approval of Executive Vice Provost (UTSA Senior International Officer) in consultation with the UTSA International Advisory Council:

Name: ________________________________
Department: ____________________________
Signature: ____________________________
Date: _________________________________
UTSA International Agreement Procedures: Part II

Annual International Agreement Review and Evaluation Report

Name of International Agreement: Agreement of Cooperation between the Universidad Politecnica del Golfo de Mexico and the University of Texas at San Antonio

Annual review/report for the year: 2012 Agreement Start Date: 8/10/2012

UTSA Faculty/Staff Contact: Cliff Paredes Title: International Trade Center Director

Contact Information: Department: International Trade Center Email: cliff.paredes@utsa.edu Ext.: 2470

Foreign Institution/Organization: Universidad Politecnica del Golfo de Mexico

Signature: _______________ Date: 8-13-12

The Southern Association of Colleges and Schools (SACS) requires UTSA to account for the effectiveness of educational activities undertaken in support of our international agreements. During the proposal stage of the agreement (and if applicable), you identified performance measurement metrics that would be used to evaluate the success of academic activities undertaken as a result of the agreement being approved. Accordingly, please complete this form and submit it to International Faculty & Scholar Services.

1. Identify and describe the educational activities that were realized this past year:

2. List the names of faculty members in your department, college, or university that participated in activities and accomplishments related to this international agreement during the past year:
3. Please evaluate the performance and effectiveness of each of the educational activities that were accomplished this past year related to this international agreement. If applicable, be sure to use performance measurement metrics previously identified in Part I (at the time the agreement was proposed).

4. If necessary, please identify and describe any planned/future changes that will improve the performance and effectiveness of the educational activities.
AGREEMENT OF COOPERATION
BETWEEN
UNIVERSIDAD POLITECNICA DEL GOLFO DE MEXICO
AND
THE UNIVERSITY OF TEXAS AT SAN ANTONIO

The University of Texas at San Antonio (hereinafter referred to as “UTSA” and Universidad Politécnica del Golfo de México (hereinafter referred to as “UPGM”).

This Academic protocol is to formalize the agreement between UTSA-UPGM, which was signed on August 6, 2012.

New Orleans, Louisiana September 13th, 2012

THE UNIVERSITY OF TEXAS AT SAN ANTONIO.

Robert McKinley
Associate Vice President for Economic Development

UNIVERSIDAD POLITECNICA DEL GOLFO DE MEXICO.

Luis Andrés Domínguez Alejandro
President
AGREEMENT OF COOPERATION

BETWEEN

UNIVERSIDAD POLITÉCNICA DEL GOLFO DE MÉXICO

AND

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

The University of Texas at San Antonio (hereinafter referred to as “UTSA”) and Universidad Politécnica del Golfo de México (hereinafter referred to as “UPGM”), located at Carretera Federal Malpaso-El Bellote, Km 171, Ranchería Monte Adentro, Sección Única, C.P. 86600 Municipio de Paraiso, State of Tabasco, Mexico enter into an agreement of cooperation to establish a program of exchange and collaboration in areas of interest and benefit to both institutions.

I.

The purposes of the cooperation between UTSA and UPGM are as follows:

• to promote interest in the teaching and research activities of the respective institutions, including disaster preparedness and response training; and
• to deepen the understanding of the economic, cultural and social issues environment of the respective institutions.

II.

To achieve these goals, UTSA and UPGM will, insofar as the means of each allow:

• promote the knowledge of disaster preparedness and response training;
• promote institutional exchanges by inviting faculty and staff of the partner institutions to participate in a variety of teaching and/or research activities and professional development;
• receive undergraduate and graduate students of the partner institution for periods of study and/or research;
• organize symposia, conferences, short courses and meetings on research issues;
• carry out joint research and continuing education programs; and
• exchange information pertaining to developments in teaching, student development and research at each institution.
In achieving these goals, UTSA’s Office of Research Integrity and Compliance will review in advance the specifics of all proposed exchanges of information or of any proposed research collaboration to ensure that such exchanges or collaborations comply with any applicable American Export Control laws and regulations.

III.

Each institution shall designate a coordinator to oversee and facilitate the implementation of this Agreement. The coordinators, working with other appropriate administrators at the respective universities, shall have the following responsibilities:

- to promote academic collaboration at both faculty, graduate and undergraduate student levels for research and study;
- to act as principal contacts for individual and group activities and to plan and coordinate all activities within their institutions as well as with the partner institution;
- to distribute to each institution information about the faculty, facilities, research, publications, library materials and educational resources of the other institution; and
- to meet periodically to review and evaluate past activities and to work out new ideas for future cooperative agreements.

IV.

This general Agreement of Cooperation shall be identified as the parent document of any program agreement executed between the parties. Further agreements concerning any program shall provide details concerning the specific commitments made by each party and shall not become effective until they have been reduced to writing and executed by the duly authorized representatives of the parties. The scope of the activities under this agreement shall be determined by the funds regularly available at both institutions for the types of collaboration undertaken and by financial assistance as may be obtained by either institution from external sources.

V.

Except as may be stipulated in any specific program agreement, each institution shall be responsible for expenses incurred by its employees under this agreement.

VI.

Upon approval by each institution, this agreement shall remain in effect for a period of ten (10) years unless terminated earlier by either institution. Such termination by one institution shall be effected by giving the other institution at least ninety (90) days advance written notice of its intention to terminate. If such notice is given, this agreement shall terminate: (a) at the end of...
such ninety (90) days; or (b) when all students enrolled in a course of study under the agreement at the time such notice is given have completed their respective courses of study under the agreement, whichever event occurs last. Termination shall be without penalty. If this agreement is terminated, neither UTSA nor UPGM shall be liable to the other for any monetary or other losses which may result.

VII.

This agreement or any associated agreements resulting from this agreement may be translated and executed by the institutions; however, if the terms and conditions in the English version of an agreement conflict with those in the foreign language version(s) of the agreement, the English version shall prevail.

EXECUTED by The University of Texas at San Antonio and Universidad Politécnica del Golfo de México in duplicate copies, each of which shall be deemed an original.

THE UNIVERSITY OF TEXAS
AT SAN ANTONIO
By: [Signature]
Julius Gribou
Title: Executive Vice Provost and Senior International Officer
Date: 9 AUGUST 2012

UNIVERSIDAD POLITÉCNICA
DEL GOLFO DE MÉXICO
By: [Signature]
Luis Andrés Domínguez Alejandro
Title: President
Date: 9 AUGUST 2012

By: [Signature]
Robert McKinley
Title: Associate Vice President for Economic Development
Date: 9 AUGUST 2012