

**Worksheet for UT Faculty**

**Approval process and legal authority:** The Office of International Programs is responsible for overseeing the exchange agreement approval process. This office will not normally have responsibility for the administration or implementation of agreements; nor will it be responsible for the allocation of any resources in support of agreements. Exchange agreements between the University of Texas at Austin and foreign universities are governed by a combination of Texas State law, Texas Higher Education Coordinating Board Rules, and University of Texas at Austin policies. The format of the exchange agreements has been prescribed by the UT System Board of Regents. Sample formats for the general and program agreements are located on the web site <http://www.utexas.edu/international/ogs>. Agreements not using these formats would normally have to be approved by the UT Board of Regents.

**Duration:** Agreements normally are valid for five (5) years; therefore, when considering an exchange relationship with a foreign partner institution, sustained faculty involvement for any kind of exchange remains the most critical ingredient in a successful relationship. Faculty must serve as the academic coordinators and student recruiters when applicable, plus help monitor the balance and quality of the exchange.

**Current Active Agreements:** Before completing this Worksheet, check the web site of Office of International Programs for the current list of Academic and Scientific Cooperation and Exchange Agreements. <http://128.83.84.48/default2.htm>

For additional information, call 471-6490.

***This questionnaire is used to obtain the information to prepare the Academic and Scientific Cooperation and Exchange Agreement and the Program Agreement. Please answer the following questions:***

**Part 1: Information about the foreign institution (exchange partner):**

1.1 Complete name of foreign institution (to be entered on all exchange agreement documents):

1.2 Institutional Web site URL:

1.3 Proposed types of exchange with the foreign partner institution (check all that apply):

reciprocal exchange of students

reciprocal exchange of staff and faculty

*(Include detailed terms and conditions of the exchange e.g. how many faculty/staff will be exchanged and what activities will take place and the maximum length of time period for each individual).*

collaborative research projects

*(Include a description of the collaborative research that will be conducted and Specify resources needed and who will pay for costs associated with the research i.e. employee salary, computer resources, lab equipment.)*

exchange of publications, reports, and other academic information

professional development

other activities such as conferences, symposia, and workshops, as mutually agreed.

1.4 List any specific sub-unit(s) (schools, colleges, faculties, departments, centers, institutes, etc.) in the foreign institution with which the agreement is to be made, unless the exchange applies to the entire overseas institution. Please include any relevant web sites for those units:

1.5 Name and title of chief executive officer authorized to sign the exchange agreement on behalf of the cooperating institution:

1.6 Cooperating institution contact information:

*Exchange Academic Coordinator:*

Name  
Title  
Mailing Address

Telephone  
Fax  
E-mail address  
Web address

In the case of a program agreement that includes student exchange:

*Advisor for Outgoing Students, i.e., students coming to UT:*

Name  
Title  
Mailing Address

*Advisor for Incoming Students, i.e., students enrolling at the cooperating institution:*

Name  
Title  
Mailing Address

Telephone  
Fax  
E-mail address  
Web address

Telephone  
Fax  
E-mail address  
Web address

For program agreements related to other exchange activities, list appropriate contact individuals; for example, exchange of faculty and staff, collaborative research projects, exchange of publications, collaborative professional development, other activities as mutually agreed (add extra sheets if necessary):

Name  
Title  
Mailing Address

Telephone  
Fax  
E-mail address  
Web address

**Part 2: University of Texas at Austin endorsement and support for the proposed exchange agreement:**

The UT faculty initiating this proposed agreement is to consult with the appropriate UT departments/schools/colleges and the UT area or language studies directors when appropriate. In the case of agreements related to the exchange of materials such as books and films, the faculty member should discuss the agreement with the Director of General Libraries.

2.1 Rationale for the proposed exchange agreement. (e.g. How is the activity with the proposed partner of mutual benefit to both institutions? For student exchanges, how does this benefit our UT students, and what is the probability of attaining an appropriate level of reciprocity? If UT already has agreements to provide students an opportunity to study in the proposed country or site, what new possibilities does this partnership offer? What are the enhancements/attractions of this exchange within the broader UT Community?) Attach extra pages if necessary:

2.2 UT Exchange Academic Coordinator, i.e. faculty member responsible for administering the proposed agreement:

Name  
Title  
Mailing Address

