



# **GUIDELINES AND PROCEDURES FOR INTERNATIONAL COOPERATION AGREEMENTS**

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# Guidelines and Procedures for International Cooperation Agreements

## I. Purpose and Scope

The following guidance is provided to assist the Georgia State University community in developing and implementing international cooperation agreements. These agreements involve faculty and student exchanges, study abroad programs, collaborative research, economic development projects and other activities with organizations and higher education institutions in other parts of the world.

International education is an important strategic priority of Georgia State University. As such, international agreements should be concluded only in those instances where there is a demonstrated intent or commitment of the parties to initiate programs. Our aim is to enter into agreements that result in substantive activities.

This guidance also:

- Seeks to achieve uniformity and consistency in the development, processing and implementation of international cooperation agreements.
- Establishes parameters for Georgia State University international cooperation agreements at three levels--the department, the college and the university.
- Provides guidelines and sample documents.
- Creates a process to ensure the timely and efficient processing of international cooperation agreements.

Please direct questions and requests for assistance in preparing international cooperation agreements to the Office of International Affairs.

## II. Types of Agreements

As noted above, this guidance describes three different levels of cooperation agreements that reflect progressively higher degrees of collaboration between the partnering institutions. These agreements, concluded at the department, college or university levels, are described in greater detail below.

At all three levels, international cooperation agreements share the following common features:

- **Title of Agreement:** This is the formal reference of the document. It is recommended that the title be presented in a centered format, with a bold typeface and capitalized. Please see examples.
- **Formal References:** Use the formal, legal names of the organizations listed and avoid acronyms on the title and first pages. Georgia State University's legal name is: **"Georgia State University (GSU), a unit of the Board of Regents of the University System of Georgia."**
- **Location of Institutions:** For tracking purposes and to avoid confusion, it is best to insert the location (city/town, state/province, country) of the institutions beside or beneath the formal references.
- **Date:** Month, day, year.

**Level 1: Letter of Intent (LOI):** This is a short document stating the intent of two or more parties to cooperate. The LOI is appropriate to reflect the desire of the parties to continue exploratory discussions and consultations. Typically, an LOI could be developed and signed at the conclusion of a first visit or following an initial series of discussions. It does not commit resources. The LOI should normally be entered into at the department or college level and does not require the signature of the University President, except where the President's counterpart in the partnering institution is a signatory.

**Format:** The following is a preferred presentation format:

- Title of Agreement
- Statement of Intent
- Areas of Collaboration
- Background to Letter of Intent
- Effective Date of Letter
- Signatories

(Refer to Appendix 1 on page A-1 to see sample agreement)\*

### **Level 2: Memorandum of Understanding (MOU) or Memorandum of Cooperation (MOC)**

This document reflects the parties' agreement to cooperate generally or in specified areas. MOU's or MOC's can be executed at the college level or at the university level if activities are underway or anticipated by departments of more than one college. The latter are viewed as **University-to-University Agreements** and should be signed by the college dean, the Office of International Affairs and the University President. These agreements may or may not commit resources.

**Format:** The following is a preferred presentation format:

- Title of Agreement
- Introductory statement
- Joint Declaration
- Statement of Continued Efforts (in the absence of agreement details)
- Life of Agreement
- Statement of Alteration
- Effective Date of Agreement
- Signatories

(Refer to Appendix 2 on page B-1 to see sample agreement)\*

### **Level 3: Program-Specific Agreements**

This document is used to spell out in detail the specific areas and terms of collaboration including the roles, responsibilities, activities and contributions of the respective parties. Such an agreement could elaborate the details of a student or faculty exchange program, a collaborative research effort, etc. **The Program-Specific Agreement** can be executed as a stand-alone document or it could be developed within the scope or umbrella of a broader, less detailed MOU or MOC. **The Program-Specific Agreement** should be signed by the program director, if any, the department chair, and the college dean. The university maintains current guidelines and protocol that govern exchange of staff, faculty and students on our various international programs on campus.

**Format:** The following is a preferred presentation format:

- Title of Agreement
- Introductory statement
- Institutional Declaration
- Joint Declaration
- Life of Agreement
- Statement of Alteration
- Effective Date of Agreement
- Signatories

(Refer to Appendix 3 on page C-1 to see sample agreement)\*

### **III. Financial Commitments**

To the extent that resources are committed, agreements must contain language clearly stating that any financial commitments are subject to availability of funds and are negotiated in each case, annually, and under separate cover.

### **IV. Language**

International Cooperation Agreements should be executed in the official languages of the cooperating institutions unless agreed otherwise. Two original copies per language should be signed.

**V. Approval Process:** See Appendix 4 on page D-1.

The **GSU International Cooperation Approval Form** is used to route the international cooperation document through the internal approval process. This form is initiated by the program director or sponsor of the cooperation initiative and submitted, along with the draft agreement, to the Office of International Affairs (OIA). OIA, in coordination with the sponsoring office makes the necessary revisions to the document, obtains clearance from the Office of Legal Affairs, arranges for translation, and prepares the documents for final GSU signatures and the university seal, in the case of University-to-University agreements. The Office of International Affairs also coordinates the transmittal of the approved copies to the partner institution(s) for their signatures. When duly signed by all parties, OIA distributes the agreement.

### **VI. Records Management**

The original documents (one in each official language per cooperating institution) will be retained in a central file at the Office of International Affairs on behalf of Georgia State University.

*\* Please note that the samples are not prescriptive; they only represent a tangible example of an existing GSU agreement with similar or identical formatting to the preference indicated above.*

## **VII. International Cooperation Database**

The Office of International Affairs maintains an International Cooperation Database. The database will track and manage GSU agreements for the purposes of providing data for planning and communication. The database will also be used to coordinate and maintain information on relationships with international partners; inform inter- and intra-collegiate partnerships; facilitate and develop multidisciplinary teams both locally and globally; and assist GSU in achieving its goal of internationalizing education.

## **VIII. Agreement Renewal**

It is recommended that the renewal process be initiated at least six (6) months prior to expiration of the agreement to allow sufficient time to negotiate and finalize the renewal document. In considering renewal of a cooperation agreement, the parties should assess effectiveness and progress toward achieving the objectives of the original agreement. Only active, vibrant agreements that are achieving stated objectives, and have concrete plans for future collaboration, should be continued.

The approval process outlined in item IV also applies to renewals.

## **IX. Agreement Termination**

All agreements should contain a termination clause giving either party the right to terminate the agreement within a specified time frame. The agreements should also specify the process by which programs will be ended with the least amount of disruption in the event of a termination. Upon termination of an agreement, all relevant GSU offices reflected on the **International Cooperation Approval Form** will be notified in writing by the program director or by the head of the sponsoring department or college.

## **X. Agreement Amendment**

Amending agreements should be a mutual decision of the signatories. The Office of International Affairs, in coordination with the sponsoring office, will facilitate agreement amendments following the program approval process discussed under item IV.

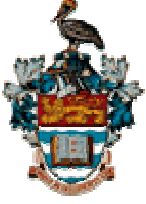
## **XI. Other Institution Proposals**

The above guidance applies to agreements initiated by Georgia State University. However, potential collaborators often initiate proposals to enter into cooperation agreements and present their documentation to GSU for consideration and signature. When this occurs, it is university policy to work with such proposals and to assure that GSU interests, concerns and priorities are adequately addressed.

# **APPENDICES**

*Please note that the following samples are not prescriptive.*

## Appendix 1: Sample Letter of Intent



THE UNIVERSITY OF THE WEST INDIES  
at St. Augustine, Trinidad & Tobago



April 15, 2003  
**Letter of Intent**

In furtherance of mutual goals to foster internationalization of education and to collaborate with appropriate higher education institutions in the Caribbean and the United States, since October 2002, officials from the University of the West Indies, St. Augustine, Trinidad (UWI) and Georgia State University, Atlanta, Georgia, USA (GSU) a unit of the Board of Regents of the University System of Georgia, have been discussing the feasibility of international collaboration. Through written correspondence and an exchange of visits, the two institutions have identified the following areas of common interest:

***African History and Diaspora Studies; Applied Psychology; Cardiopulmonary Research; Caribbean Studies; Child Abuse; Communication Disorders; Criminal Justice and Criminology; Domestic Violence; Education Assessment and Evaluation; Entrepreneurship; Finance; Food Safety; Grandparents Raising Grandchildren; Health Economics; HIV/AIDS; High-Risk Learners; International Relations; Language Studies and Linguistics; Marketing; Neurobiology; Nutrition; Nursing including Clinical Research; Public Health; Public Policy; Respiratory Physiology; Small Business Development; Social Work; Sports Medicine and Disabilities; Substance Abuse; Teacher Education; Youth Crime and School Safety; Youth Development and Youth Mentoring.***

During its campus visit to UWI from April 14-15, 2003, a GSU delegation comprising the Deans of the Colleges of Education and Health and Human Sciences and The Assistant Provost for International Affairs met with counterparts and other officials at UWI. The two institutions decided, pending mutual agreement and consent, to further explore cooperation opportunities and to initiate student and faculty exchanges, joint research, study abroad and other initiatives. It was further agreed that those areas listed above which are outside the scope of GSU's Colleges of Education, and Health and Human Sciences, will be referred to the pertinent college at GSU for consideration and included in future consultations as appropriate.

This Letter of Intent takes effect from May 1, 2003, and continues until the duly constituted authority of either party provides ninety days notice of termination to the other, while taking due account of all existing projects and programs.

University of the West Indies

Bhoendradatt Tewarie

Principal and Pro-Vice Chancellor

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

Dennis J. Gayle

Senior Advisor to the Principal and Pro-Vice Chancellor

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

Georgia State University

Carl V. Patton

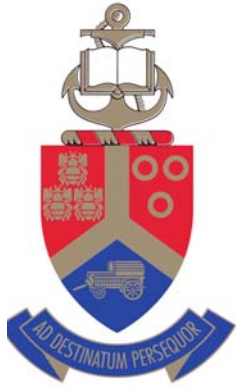
President

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

John F. Hicks

Assistant Provost for International Affairs

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



# MEMORANDUM OF CO-OPERATION

**B**etween the

UNIVERSITY OF PRETORIA

SOUTH AFRICA

And

GEORGIA STATE UNIVERSITY, a unit of the Board  
of Regents of the University System of Georgia

UNITED STATES OF AMERICA

March 21, 2001

# MEMORANDUM OF CO-OPERATION BETWEEN

## THE UNIVERSITY OF PRETORIA

Herein duly represented by

Professor Johan van Zyl

Vice-Chancellor and Principal

And

## GEORGIA STATE UNIVERSITY

Herein duly represented by

Dr. Carl V. Patton

President

The University of Pretoria and Georgia State University (hereinafter “the parties” / “institutions”), inspired by the extensive possibilities offered by international co-operation, recognize the need to develop and nurture new partnerships and to share human and material resources, with the aim to promote international understanding, contribute to the pool of global knowledge and advance the development of our respective countries and the world.

In the spirit of this challenge and responsibility, the parties acknowledge the similarities in the scholarly pursuits of the institutions and desire to promote interinstitutional co-operation, scientific and cultural exchange, and mutual understanding and respect between the citizens of South Africa and United States of America.

The parties therefore join in the following Agreement:

### **Article 1**

The two Institutions shall establish and encourage mutually beneficial scientific, technological, educational and other relations based on the following activities:

- Exchange of academic staff members for the purpose of research, teaching and the presentation of special courses in their fields of specialisation.
- Student exchange and study abroad programmes.
- Establishment of joint research programmes.
- Exchange of postgraduate students in respect of specific research projects or courses of interest and importance.
- Exchange of scientific and educational literature produced by either or both of the parties, as well as the exchange of material on the most relevant and topical research undertaken by researchers of both institutions.
- Organisation of conferences, seminars and symposia of mutual interest of the institutions.

### **Article 2**

In each case, the theme for a joint activity; the conditions for utilizing results obtained; or arrangements for a visit, exchange and other form of co-operation shall be determined collaboratively by the management and scholars of the institutions.

The number of members of staff to participate in a visit or exchange programme, their sojourn and conditions of service shall be negotiated in each case, with due consideration for the capabilities and needs of the individuals and the institutions concerned.

The number of students to participate in an exchange or study abroad programme, their sojourn and conditions of study shall be negotiated in each case, with due consideration for the capabilities and needs of the individuals and the institutions concerned.

The parties shall endeavour to provide adequate and reasonable accommodation for exchange staff and students as well as access to facilities such as libraries and the Internet. Coverage of tuition fees for exchange students will be worked out on a case-by-case basis between the parties.

### **Article 3**

Both parties accept that financial arrangements shall be negotiated in each case and shall be dependent on the availability of funds.

The parties shall aim to find sources of financial assistance for the activities and exchanges to be undertaken in the terms of this Agreement.

### **Article 4**

This Agreement represents the total Agreement between the parties.

The representatives of the parties, or their authorised substitutes, shall meet frequently at suitable times to evaluate the implementation of this Agreement and to decide on changes or additions thereto, which will not be of any force or effect unless in writing and signed by the representatives of both parties.

### **Article 5**

This Agreement shall come into effect when the authorised representatives of both parties have signed it. Either Party may withdraw from the Agreement by giving written notice before 30 June of any year of its intention to withdraw with effect from the beginning of the next calendar year.

### **Article 6**

The parties choose for purposes of this Agreement as their domicilium citandi et executandi, the following addresses:

University of Pretoria

Georgia State University

Lynwood Rd

University Plaza

Hillcrest, Pretoria

Atlanta, Georgia 30303-3083

Republic of South Africa

United States of America

### **Article 7**

The signatories appoint Professor Theuns Erasmus, Vice Principal (for the University of Pretoria) and John F. Hicks, Director of International Affairs, (for Georgia State University) as Coordinators for the purpose of this Agreement.

Signed at Georgia State University  
this \_\_\_\_ day of \_\_\_\_\_ 2001

Signed at Georgia State University  
this \_\_\_\_ day of \_\_\_\_\_ 2001

Prof J van Zyl

Dr. Carl V. Patton

UNIVERSITY OF PRETORIA

GEORGIA STATE UNIVERSITY

\_\_\_\_\_

\_\_\_\_\_

Date: March 21, 2001

Date: March 21, 2001

Witness:

Witness:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

### **Appendix 3: Exchange Agreements or Program Specific Agreements**

## **RENEWAL OF AN AGREEMENT FOR A DUAL DEGREE PROGRAM BETWEEN**

**Board of Regents of the University System of Georgia by and on behalf of  
GEORGIA STATE UNIVERSITY  
AND  
GROUPE ECOLE SUPERIEURE DE COMMERCE TOULOUSE**

Board of Regents of the University System of Georgia by and on behalf of Georgia State University (GSU) and Groupe ESC Toulouse (ESCT), wish to renew the agreement for a dual degree program (DDP) for graduate students. The program is designed to enable qualified students to earn a Master of Business Administration (MBA) degree from Georgia State University and the Diplome d'Etudes de Management degree from Groupe ESC Toulouse. The latter degree is referred to as the Master in Management (MIM). This reference will be used throughout the document.

#### **1. RATIONALE**

As part of their vision for effective education in the field of business administration, both GSU and ESCT are dedicated to preparing their graduates to function in an increasingly globalized business environment. A professional degree program in business has to create an awareness of international business environments and practices, foster sensitivity to foreign cultures, and develop managerial skills to function effectively in global markets. Such goals can be achieved through an exchange of qualified students that allow students to study at, and earn degrees from, both GSU and ESCT. Such exchanges will expand the opportunities to participating students to develop the necessary international business skills, global awareness and cultural sensitivity while making the optimal use of the resources and facilities of the two institutions. Moreover, the exchanges will help increase the global awareness and the international business skills of all students and of the faculties of the two institutions.

#### **2. DUAL DEGREE PROGRAMS**

Both institutions currently serve a large graduate constituency in business administration. Both of them are highly selective in their admission standards to the MBA or MIM program. At GSU, admission is based on previous grades, GMAT scores, recommendations and work experience. ESCT is part of the French Grandes Ecoles system and is ranked among the top ten Grandes Ecoles in the field of management. Admission is highly competitive and is based on previous grades, ranking in a national examination and an interview. The programs of study leading to the respective degrees are also quite similar, with a portion of the program devoted to developing a broad managerial perspective and the remaining portion of the program permitting options for specialization in various arm of business administration.

The GSU-ESCT dual degree program (DDP) will enable qualified students to complete the MBA degree at GSU and the MIM degree at ESCT while satisfying the full academic requirements and obtaining the benefits of both programs.

## 2.1. Admissions

Each institution shall maintain independent control over its admissions criteria and process. Students wishing to participate in the DDP must be regularly-admitted students in the MBA or MIM programs.

To participate in the DDP, GSU students must petition by letter to the Director of the Institute of International Business, Robinson College of Business, GSU, for admission to the DDP. ESCT students must petition for admission to the Director of International Programs at ESCT. Each institution will be fully responsible for selecting students to participate in the DDP.

Criteria to be used in selecting students will include:

1. Academic performance, particularly in the student's first year in the MBA or MIM program.
2. Relevance of the DDP to the student's education objectives.
3. Student's capacity for successful intercultural integration as judged by interviews and faculty recommendations.
4. Demonstrated knowledge of international business issues. Successful completion of IB 8090 will fulfill this requirement for GSU students.
5. Fluency in the partner institution's language of instruction.

As a degree requirement, ESCT students must practice two foreign languages, and, in their first year, they must take a number of courses taught in English, German, or Spanish, taught by faculty visiting ESCT. Given the level of language proficiency that successful completion of coursework in English implies, Toulouse students will be required to submit a TOEFL score of 250 (600 on the old scale) or more but will not be required to submit a score for the Test of Spoken English (TSE).

GSU students must be fluent in French to be admitted to the DDP. GSU students will be required to demonstrate proficiency based on past study of the language. Students may fulfill the language requirement by: a) successful completion of three years of university-level French up through third-year French conversation and composition with grades of B or better in the latter two courses, and b) successful completion of a two-course sequence in French language for business offered by the Department of Modern and Classical Languages at GSU, or their equivalents.

Letters of nomination and academic records of students selected for participation in the DDP will be forwarded to the Director of Graduate Student and Alumni Services at GSU by ESCT and to the Director of International Programs of ESCT by GSU. Each director will determine whether the students thus nominated will be admitted to the DDP program.

In order to provide adequate time for the processing of student records, the two institutions agree to nominate students by April 15 for students who will begin the exchange in the fall term.

Admissions procedures will be reviewed, as needed, by the two institutions. These procedures will specify the types of documentation needed from students and the flow of paperwork through the relevant university offices.

## 2.2. Graduation Requirements

### 2.2.1 GSU Students Going to ESCT

Upon completion of the MBA foundation, core, and required courses (33 semester credit hours), students admitted to the DDP will attend ESCT for one academic year (August - May). Students pay GSU tuition as full-time graduate students by enrolling in twelve (12) hours of IB 8400 for two semesters. When ESCT transcripts are received, the credit is converted to twenty-four (24) semester hours of equivalent GSU elective credit and a notation is made on the GSU transcript that credit was earned in the Toulouse exchange program. To receive course credit, a minimum score of 8 must be obtained with an average total score of 10 for all courses taken at ESCT. All course credit will transfer as satisfactory / unsatisfactory. The Office of Graduate Student and Alumni Services at GSU will facilitate registration and course conversion. Students will qualify for the MBA with a major in international business upon completion of the DDP.

### Program of Study at GSU

Prior to attending ESCT, GSU students must complete the following program of study:

#### Foundation Courses (Exemptible if equivalent coursework has already been completed.)

IB 8090	Introduction to International Business
MBA 8011	Decision Sciences Foundation
MBA 8121	Accounting for Financial Decisions
MBA 8231	Economics for Managers

#### Core Courses

MBA 8412	Organizational Behavior
MBA 8452	Systems & Operations Management
MBA 8622	Corporation Finance
MBA 8642	Marketing Management

#### Required Courses

MBA 8423	Law and Ethics in Business & Employment Environments
MBA 8473	Information Technology & Decision Making
MBA 8683	Managerial Accounting and Control

### Program of Study at ESCT

Sept.-Oct.	Nov. - Dec.	Jan. - June
<p>Term 4a</p> <ul style="list-style-type: none"> <li>➤ 5 Electives</li> <li>➤ Integrated Strategic Management Capstone Seminar</li> </ul>	<p>Term 4b</p> <p>Sectorial concentration courses (choose one) :</p> <ul style="list-style-type: none"> <li>Banking and Financial Markets</li> <li>International Business Entrepreneurship</li> <li>The Consumer Product Sector</li> <li>Public and Private Consortia</li> <li>Management Training and Consulting Research</li> <li>Methods in Management</li> <li>The Services Sector</li> </ul>	<p>Terms 5 + 6</p> <p>In-company Management Project: Applied to Sectorial Concentration</p> <p>Management Project Report and “viva” – May/June</p>

	Business to Business Corporate Finance and Management Control Industrial and Commercial Logistics Managing humanitarian and cultural activities The technological and scientific environment Human Resource Management The Small Business Sector	
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Successful completion of the programs of study at GSU and ESCT results in the awarding of two master's degrees, the GSU Master of Business Administration (MBA) and the ESCT Master in Management (MIM).

### 2.2.2 ESCT Students Going to GSU

After completion of the first three terms of the ESCT Master in Management program, students must attend GSU for an academic year. ESC-T students may continue into the summer session but will be responsible for the payment of tuition and fees at the in-state rates (out-of-state tuition waivers will be awarded). Students are admitted to the MBA program at GSU. Students are registered for GSU courses but pay ESCT tuition. ESCT students are required to register for 12 credit hours in the fall and spring semesters. The GSU Office of Graduate Student and Alumni Services will facilitate registration and course conversion. At a minimum the ESCT student must complete the following program of study at GSU:

<i>Fall Semester</i>	<i>Spring Semester</i>	<i>Summer Semester</i>
MBA 8412 MBA 8473 2 Electives	MBA 8993 3 Electives	Electives (Student pays tuition and fees) (as desired)

Successful completion of this program results in the awarding of two master's degrees, the GSU Master of Business Administration and the ESCT Master in Management. ESCT students wishing to earn an MBA with a concentration in one of the specializations available at GSU must take four elective courses in the area of concentration, as prescribed in the current graduate bulletin. Students wishing to earn a major, instead of a concentration, must complete six elective courses. Any courses taken beyond the eight courses outlined above must be taken in the summer semester and the student will pay GSU tuition to GSU. Summer hours will not count in the total credit count relative to balance in enrollment between the two institutions. ESC-T students must apply for spring graduation at the beginning of fall semester. Failure to do so may postpone graduation and delay receipt of the GSU MBA degree.

### 2.3 Additional Work for Dual Degree

A central principle of the DDP is that students should undertake more coursework to earn the dual degree than is required for a single degree, but less coursework than would be required to earn the two degrees separately.

This principle is upheld in two ways:

1. Students must undertake one year of study of business courses in a foreign language. Both ESCT and GSU students will be enrolled in the partner institution's regular courses, not in special courses for foreign students.
2. Students participating in the DDP will have to take more courses than would be required for the individual degree.

GSU students complete 24 semester hours in the first year of the MBA (excluding any foundation work), and thus require only 15-21 more hours to complete the hours required for the MBA. By participating in the DDP, they have to take two semesters of full-time graduate study at ESCT, clearly more than the 18-24 semester hours required to complete the MBA.

ESCT students coming to GSU will complete 24-30 semester hours of coursework over two to three semesters. This, too, involves a larger number of credits and a longer period of study than would be earned by completing the second year at ESCT.

#### **2.4. Tuition and Fees**

Under the provisions of the agreement on the exchange of students in existence between GSU and ESCT, GSU students participating in the DDP will pay tuition to GSU but take courses at ESCT. ESCT students will pay tuition to ESCT but will take GSU courses as described above. The RCB Office of Graduate Student and Alumni Services at GSU will issue out-of-state fee waivers to enable the students from ESCT to register for courses in the summer term.

### **3. EXCHANGE REGULATION AND ADMINISTRATION**

#### **3.1. Insurance, Other Expenses, and Other Requirements**

- A. Health and accident insurance that is valid abroad is mandatory for both ESCT and GSU students. Students who already have insurance must provide the documentation for the host institutions approval before they leave their home country. Insurance for all students is at their expense.
- B. ESCT students who do not already have appropriate insurance must obtain GSU's foreign student insurance policy. GSU students who do not already have appropriate insurance must obtain GSU's student accident and sickness insurance.
- C. ESCT students must submit the required immunization documentation (measles, mumps, and rubella).
- D. ESCT students will pay for their own housing and food during their stay in Atlanta. All transportation costs, books and other school expenses, and personal expenses will be borne by the ESCT students. The GSU Housing Office will provide ESCT information about the GSU Village dormitories. ESCT students are responsible for negotiating leases with the GSU Housing Office as

appropriate. Dormitory space in the Village is limited and is on a first-come, first-served basis.

- E. GSU students will pay for any application fees specified by ESCT. GSU students will pay for their own travel between home and Toulouse, travel within Europe, food, personal expenses, and school expenses beyond tuition and fees.

ESCT will assist GSU students in finding housing.

### 3.2. Passports and Visas

A. GSU will provide ESCT students with a DS-2019 to enable them to obtain exchange visitor (**J-1**) visa, the information needed from the ESCT students and from ESCT to prepare the DS-2019s follows; **it must be provided in typed form:**

Family name, first name	Sex
Date of Birth	City and Country of Birth
Country of Citizenship	Country of Legal Permanent Residence
Home Country Permanent Mailing Address (NOT a post-office box)	

Documentation of sufficient financial resources for one year of graduate study in the United States is also required. Forms will be provided by GSU.

The above information must be received at GSU by April 15 for fall enrollment. This documentation enables GSU to sponsor the students as part of the agreement but does not commit GSU to any financial sponsorship. Students who wish to live in GSU resident dorms should complete the application process as early as possible in order to provide the best opportunity to obtain dorm access.

B. GSU students must have a valid passport to enter France. A visa will not be needed for a stay of fewer than three months.

### 3.3 Employment

This agreement does not include any type of employment of students in the host country.

### 3.4 Student Records and Conduct

The host institution will provide the home institution with the formal records and transcripts (course grades) concerning the home institution's students. The host institution will provide the home institution with information on the content of the courses to be taken by its students as needed.

Specifically, GSU will send to ESCT, upon written request by each ESCT student, an official transcript showing each course taken, the final grade in each course, and the number of credit hours of each course. A separate transcript will be sent for each student.

ESCT will send to GSU, upon written request by each GSU student, an official transcript showing each course taken, the final grade for each course, and the amount of credit of each course. A separate transcript will be sent for each student.

Students will be required to adhere to the rules and regulations of the host institution. This included matters pertaining to class attendance, discipline, and any other matters affecting relationships with the host institution.

### **3.5 Effective Date/Duration**

If all required approvals have been obtained by June 1, 2003, this renewal will become effective for GSU students in summer 2003 and for ESCT students in fall 2003. The renewal will be in effect for five years (summer 2003 through spring 2007). This Agreement may be renewed for successive five-year periods upon the written agreement of both parties.

At any time, if one institution wishes to terminate or suspend the agreement, it may do so by informing the other institution in writing by December 31 of the year before the termination or suspension. Either of the parties may terminate this Agreement immediately if necessary funds do not exist.

Under the provision of the agreement on the exchange of students in existence between GSU and ESCT, an institution with deficit credit hours cannot terminate the agreement unless it reimburses the other institution for the deficit hours, or accepts enough exchange students to clear the deficit. If the net credit is not near zero, the institution with a deficit will suspend sending exchange students until its exchange hours are in balance.

### **3.6 Alterations of the Agreement**

Alterations of the provisions of this agreement by either school can become effective upon written consent of appropriate representatives of both parties.

### **3.7 Liability**

GSU students will be required to sign "covenants not to sue" that indemnify and hold harmless ESCT, the Toulouse Chamber of Commerce, the Toulouse City Council, GSU, the University System of Georgia (Board of Regents), and their respective agents and employees from a manner of liability, loss, or damage which they may suffer arising from this agreement or for any activities or actions related thereto.

ESCT students will be required to sign a similar "covenant not to sue" except that ESCT is omitted from the list of entities held harmless.

These covenants must be signed before students leave their home country.

**SIGNED AND EXECUTED:**

this \_\_\_\_\_ day of \_\_\_\_\_ 2000.

**BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA  
BY AND ON BEHALF OF GEORGIA  
STATE UNIVERSITY:**

---

**Carl V. Patton**  
President

---

**John Hicks**  
Assistant Provost  
International Affairs

---

**Sidney E. Harris**  
Dean  
J. Mack Robinson College of Business

---

**Jane Mutchler**  
Associate Dean  
J. Mack Robinson College of Business

---

**Karen D. Loch**  
Director  
Institute of International Business  
J. Mack Robinson College of Business

this \_\_\_\_\_ day of \_\_\_\_\_ 2000.

**GROUPE ESC TOULOUSE:**

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**Hervé Passeron**  
Director  
Toulouse Business School

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**William McNulty**  
Director of International Programs  
Toulouse Business School

**Appendix 4: GSU International Cooperation Approval Form**

*(Must be attached to International Agreements)*

**New Program**  **Renewal**  **College-Specific**  **University-wide**

**GEORGIA STATE UNIVERSITY INTERNATIONAL AGREEMENTS PROGRAM APPROVAL FORM**  
*(Please Type)*

Type of Program: **LOI**  **MOU/MOC**  **Program-Specific Agreement**

Program Title: \_\_\_\_\_

Countries Included in Program: \_\_\_\_\_

Program Director(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sponsoring College and Department: \_\_\_\_\_

Office Responsible for Budget: \_\_\_\_\_

Agreement Scope (check all that applies): Faculty:  Staff:   
Graduate Student:  Undergraduate Student:   
Information:  Research:  Other:

Signatures:

\_\_\_\_\_  
Date Program Director – (please type name)

\_\_\_\_\_  
Date Department Chair – (please type name)

\_\_\_\_\_  
Date Deans of Colleges – (please type name)

\_\_\_\_\_  
Date Director, International Student and Scholar Services – Doug Podoll

\_\_\_\_\_  
Date Director, Study Abroad Programs – Leigh Essex Walker

\_\_\_\_\_  
Date Assistant Provost for International Affairs – John Hicks

\_\_\_\_\_  
Date Assistant Vice President, Legal Affairs – John Marshall

\_\_\_\_\_  
Date *N/A (if agreement is at the Departmental or College level)*  
President - Carl V. Patton

