

# General Agreement Proposal Form

**Kent State University** has a long history of collaborating internationally. The most successful and active partnerships typically are a result of one or two committed faculty members from each institution who coordinate and promote the collaboration among their peers and students. The International Partnerships Division is available to assist all parties including the office of international affairs at the partner university with the development of any formal documentation of the relationship.

## TO BE COMPLETED BY KSU FACULTY/ADMINISTRATOR

1 - Is this a general memorandum of understanding/agreement necessary to apply for research funding?

YES NO

2 - Has research funding already been awarded for this endeavor?

YES NO

- If your answer is YES to *either* of the above questions, an international partnership member will contact you shortly.
- If your answer is NO to *both* of the above questions, please complete the form below.

### A. KSU Faculty/Administrator Sponsor Information:

KSU Faculty/Administrator Sponsor(s) Name/Title:

KSU Department:

KSU Phone Number:

KSU E-mail Address:

### B. Proposed Partner Institution:

**The International Partnerships Division will independently verify the credentials of the proposed university. We only permit partnerships with institutions that are properly accredited by standards of their home country. Exceptions can be made on a case by case basis.**

Institution Name:

Institution Address:

Country:

Website:

Main Contact for Agreement:

Title:

Phone:

E-mail:

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Chief International Officer:

Title:

Phone:

E-mail:

Signatory's Name:

Title:

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***Please note:** Attach a separate sheet of paper if necessary to complete your answers for sections C through G.*

## **C. Current Relationship with Proposed Partner Institution**

In the space provided, please describe your current relationship with the Proposed Partner Institution. What activities have taken place to initiate this request for agreement? Have you visited this institution? Has anyone from this institution visited KSU?

## **D. Quality of Proposed Partner Institution**

KSU directs significant attention to partnerships with international institutions that are ranked at the highest levels nationally or internationally. In general, KSU favors a smaller number of international agreements with high quality partners that have significant levels of activity and longevity. KSU occasionally partners with institutions ranked less highly and organizations outside higher education if they have special expertise or capacity of specific value.

In the space provided, please describe the quality of the proposed partner institution as well as the capacity and ability of the proposed partner to sustain mutually beneficial activities.

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## **E. Scope of Proposed Partnership Agreement**

In the space provided, please describe some of the specific initiatives that are anticipated as a result of this collaborative agreement (i.e. visiting students programs, faculty/staff research and development, joint research projects, special degree completion programs, collaborative workshops/lectures, overseas delivery of courses, and other educational endeavors). What KSU departments will be involved in these initiatives?

## **F. Future Expansion and Longevity of Proposed Partnership**

KSU seeks to develop long standing, active partnerships that are mutually beneficial for both institutions. Are there any additional initiatives you envision in the future that will strengthen the collaboration and partnership between KSU and the proposed partner institution?

## **G. Financial Support and Commitment**

In the space provided, please identify activities requiring a financial commitment on the behalf of the department or college. Please indicate where the funding be coming from.

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By your signature, you confirm that you have completed the proposal to the best of your knowledge, and agree to abide by the terms and conditions set by KSU should the partnership proposal be approved.

Initiator (Faculty/Staff) \_\_\_\_\_ Date \_\_\_\_\_

Department Chair/School Director \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

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After you have completed the above form and obtained the necessary signatures, please send the Office of Global Education a copy of the form in a PDF format at: [partnerships@kent.edu](mailto:partnerships@kent.edu). Upon our receipt and review, we will contact you to coordinate our next steps.

The partnerships staff of the Office of Global Education sincerely appreciates your interest in establishing an international partnership. We look forward to working with you.



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