Checklist for People Wishing to Establish an International Linkage Agreement at UT Knoxville

Revised August 2007

Prior to consulting with Jim Gehlhar* about this agreement, please check-mark any of the following statements which apply to the agreement you propose.

New, Renewal, Extension, etc.

___ This is to be an entirely new agreement for UT.
___ This is to be the renewal of an existing UT agreement.
___ This is to be an extension/addendum/codicil/change to an existing UT agreement.
___ Some of what this agreement would formalize is already taking place.
___ This proposed agreement is already ongoing elsewhere but UT is now to be included.
___ This is to be a new agreement enabling UT participation in a grant or award (e.g. FIPSE).

Student Exchanges or Involvement

___ Students are to be exchanged.
___ Exchanged students will actually be enrolled for a semester or more at each other’s institution.
    ___ The student exchange will be balanced, with equal “student-semesters” in each direction.
    ___ There is reliably strong UT student willingness to enroll there for a semester or more.
    ___ There is likely weak UT student willingness to enroll there for a semester or more.
___ Students would visit both institutions without enrolling.
    ___ UT students would go there but few or none of their students would come here.
    ___ Their students would come here but few or no UT students would go there.
___ Students would participate in institutionally arranged internships or practica without enrolling at the other institution.

___ The establishment of a joint or dual degree program between our institutions is envisioned.
___ Distance learning would be employed during the course of this exchange.

___ Both undergraduate and graduate students may participate.
___ Only undergraduate students may participate.
___ Only graduate students may participate.
    ___ If applicable, there would be funding or a mechanism available to replace GA stipends.
    ___ GA-ships would be promised to their incoming graduate students.
___ All UT students of the appropriate level having course prerequisites may participate.
___ The language of instruction or research there is known and is appropriate to UT students’ ability.
___ Their academic calendar is, for the agreement’s purpose, compatible with UT’s.

Faculty/Staff Exchanges or Involvement

___ Faculty would be exchanged.
___ Non-teaching research staff/faculty would be exchanged.
___ Other non-student staff would be exchanged.
___ The other institution’s faculty/staff will stay at UT for less than a semester.
___ Their faculty/staff would stay at UT for a semester or longer.

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____ UT faculty/staff would stay there for less than a semester.
____ UT faculty/staff would stay there for a semester or longer.
____ Interest among UT faculty/staff in going there is sufficiently strong for the agreement’s success.
____ The language of instruction or research there is known and is appropriate for UT participation.
____ Their academic calendar is, for the agreement’s purpose, compatible with UT’s.
____ Their incoming faculty/staff would need office space, a phone and networked computer here at UT.
____ Exchanges in each direction must take place simultaneously because participants will assume the duties of their opposite numbers.
____ Funding sufficient to support UT’s extra costs (if any) for participation has been identified.
____ If ORNL is involved, necessary clearance procedures and time lines for non-US users are understood.
____ If ORNL or other remote sites are involved, transportation needs of carless people have been addressed.
____ It is known who within the sponsoring UT unit will make necessary arrangements here in Knoxville for housing, office space, library access, insurance, etc.

**General Considerations**

____ There would be collaboration on research.
____ There would be transfers of research equipment, hardware, software, etc.
____ There would be collaboration on publications.
____ There would be collaboration on organizing conferences, symposia or meetings.
____ Access to each other’s library resources will be included.
   ____ Remote access to subscription electronic resources of the UT Libraries would be included.
   ____ The UT Libraries have consented to this arrangement for sharing electronic resources.
   ____ The UT Libraries have not yet been approached but will be.
____ This exchange agreement would be supported by an identified outside grant or other external funding.
____ The other participating institution(s) is (are) fully accredited or recognized by the appropriate responsible governmental entity.
____ This exchange agreement would be signed by more than one non-US institution.
____ This exchange agreement would be signed by one or more other US institutions (in addition to UT).
____ If payments or transfers of funds are to be made by UT to the other institution(s), it is recognized that additional contracts may be required.
____ It is understood that whenever agreements include the exchange students from abroad who would enrol in classes here or of our students who would enroll there, UT policy stipulates that only the Center for International Education’s Programs Abroad Office is authorized to administer that aspect of the agreement.
   ____ The UT Programs Abroad Office has already been consulted about this specific intention.
   ____ The UT Programs Abroad Office has not yet been approached but will be.
____ It is understood that whenever linkage agreements take UT students abroad for credit-bearing study, internships, or research, the Programs Abroad Office must be consulted prior to signing.
   ____ The UT Programs Abroad Office has already been consulted about this specific intention.
   ____ The UT Programs Abroad Office has not yet been approached but will be.
____ It is understood that in many cases incoming faculty, staff and non-enrolling students from abroad are required by federal law to obtain visas prior to arrival and to maintain stipulated

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____ Before any agreement is signed (or promises made) the UT Center for International Education’s Office of International Scholar Services will be consulted about requirements.

____ It is understood that “information resulting from or exchanged during the course of any international agreement may be subject to export control laws and that each party here at UT assumes responsibility for its own compliance with such laws.”

____ We have read the Export Control section, http://exportcontrol.utk.edu, in the UT Office of Research Webpages and are aware of the US Export Control restrictions (ITAR, EAR and OFAC) described there.

____ We understand that any items to be shipped or equipment, software or technology used in carrying out research under international agreements may be used only in support of a fundamental research endeavor at UT or a collaboration between UT and an educational or governmental institution abroad.

____ We understand that US sanctions, embargoes (e.g. trade embargoes on Cuba, Iran and North Korea), and pronouncements concerning prohibited countries are fully applicable to UT agreements.

____ We will periodically review the above Export Control section for possible updates and, if in doubt about our compliance, consult with the UT Office of Research Export Control Officer.

____ We have determined who here at UT will be the coordinator responsible for the long-term success of this agreement, including the writing of annual reports, keeping abreast of UT and federal regulations, and timely notification of appropriate UT offices and individuals of current and upcoming activities.

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