



TEMPLATE Activity Agreement
University of Cincinnati
and



This is an Activity Agreement between the University of Cincinnati, and [redacted]. It sets out the framework for [redacted] between our two institutions for a three-year period. This Activity Agreement is part of the broader Institutional Collaboration Agreement signed between our two institutions.

Activities: [Indicate the specific things to be done under the terms of the collaboration.]

Resources: [The financial, material and human resources needed to carry out the proposed activities.]

Timetable: [The schedule of implementation for the activities.]

Roles and Responsibilities: [The roles and responsibilities of the institutions involved, and of specific named individuals within each institution.]

Outcomes: [The results that we expect from our collaboration, and how we will measure success.]

Assumptions: [Any conditions or situations which lie substantially outside the control of the partners.]

Duration

This agreement takes effect on the date it is signed, and is for a [redacted] year period, at the end of which time it will be reviewed for renewal or modification for an additional [redacted]-year period. It will not renew automatically.

Modification or Termination

This agreement can be modified or extended at any time by mutual written consent. The agreement can be terminated at will by either party thirty (30) days after giving written notice by registered mail to the responsible representative(s) named below.

Agreement Coordinators

- 1) Each institution will designate an office and an individual within that office (the “Coordinator”) to oversee the exchange. Coordinators should communicate regularly with each other.
- 2) Coordinators are responsible for tracking student numbers, assuring balance in the programs, suggesting needed modifications, and handling problems. Coordinators will provide their counterparts with up-to-date information on their own institution and its programs, including any special requirements they may have for exchange students.

3) Coordinators may assign or delegate aspects of the program to other people, such as faculty advisers. Coordinators are responsible for ensuring that these other individuals perform in a satisfactory way.

Contact Information for Coordinators

University of Cincinnati

Name

Address

Telephone

Fax

Email

Name

Address

Telephone

Fax

Email

Signatories

For the University of Cincinnati

For _____

Name

Contracting Officer

Date _____

Name

Title

Date _____

Name

Director, International Programs

Date _____

Name

Title

Date _____

For the [Initiating College]

Name

Dean of the Initiating College

Date _____

For the [Initiating College]

Name

Title

Date _____

For the [Initiating Department]

For the [Initiating Department]

Name
Dean

Date _____

Name
Title

Date _____