

**Activity Agreement**

This Activity Agreement (“Agreement”) is made by and between the University of Cincinnati, a state institution of higher education organized under Chapter 3361 of the Ohio Revised Code, and [Name of partner institution] (“PARTNER”), each a “Party” and collectively the “Parties.”

Whereas, the University of Cincinnati and PARTNER entered into an Institutional Collaboration Agreement (“ICA”) dated [DATE]; and

Whereas, the Parties have mutual interests in promoting training, research, higher education and publication through joint activities; consistent with the ICA; and

Whereas, the Parties shall undertake the joint activities set out below pursuant to this separate, jointly-authored Agreement, properly signed below by all Parties. Through this Agreement, each Party intends to facilitate collaboration and cooperation between the Parties in areas of mutual interest for the purpose of enhancing the Parties’ contribution to higher education internationally. The Parties further intend to learn from each other, in a spirit of friendship, equality, and mutual interest.

Now, therefore, the Parties agree as follows:

# Statement of Activity

This Agreement sets out the framework for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between the Parties for a \_\_\_\_-year period. Either Party may terminate this Agreement upon six months’ prior written notice.

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

**Resources**: [Identify specifically the

* financial,
* material and
* human resources needed to carry out the proposed activities.]

**Entrance requirements (if activity involves 2+1; 3+1; etc.):** [Identify the entrance requirements, if applicable, for students. Best to couch it in terms of “must meet the stated GPA and IELTS/TOEFL requirements of the program as found on the \_\_\_\_\_\_\_\_\_ website” than to state specifics in a multi-year agreement when things may change within that timeframe.)

**Tuition, insurance, housing (if applicable):** [Address issues of tuition, housing, and required health insurance if applicable. Again, best to refer to the website that has the specifics re: tuition than state specifics in the multi-year agreement.]

* required health insurance for visiting students, visiting scholars, etc.;
* where and how tuition will be paid;

You may also need to address some or all of the following issues

* certification of completion of a given program; etc.
* length of activity
* accommodations
* meals
* transportation

**Timetable**: [State the schedule of implementation for the activities.]

**Roles and Responsibilities:** [State the

* roles and responsibilities of the institutions involved,
* the specific people who will be involved and
* the roles of each of those people

**Outcomes**: [State

* the expected results from our collaboration
* how we will measure success.]

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

**Incorporation of ICA.**

This Agreement incorporates the terms and conditions of the ICA by reference. In the event of a conflict between this Agreement and the ICA, the terms of this Agreement shall control.

**Other such activities may be mutually agreed upon.**

## **Contact Information for Coordinators**

|  |  |
| --- | --- |
| **University of Cincinnati** | **[Partner Institution]** |
| [Name]  Street  City, State, Zip Code  Country  Telephone  Fax  Email | [Name]  Street  City, State, Zip Code  Country  Telephone  Fax  Email |

|  |  |
| --- | --- |
| **Signature and Notices:**  **University of Cincinnati**  Accepted and Agreed  University of Cincinnati Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: Raj Mehta **Title:** Vice Provost for International Affairs  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature and Notices:**  **[PARTNER]**  Accepted and Agreed  [Name of partner institution] Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** Assistant Contracting Officer  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For notices to the University of Cincinnati, contact:  Raj Mehta, PhD  Vice Provost for International Affairs  [raj.mehta@uc.edu](mailto:raj.mehta@uc.edu ) | For notices to [Name of partner institution], contact:  [NAME]  [TITLE]  [email] |