

## AGREEMENTS KIT

# CURRENT PROCESS TO DEAL ACADEMIC AGREEMENTS

1

Internal procedure in academic unit

2

Send the request to the academic cooperation team - Internationalization Department

2.1 The person in charge sends request to email [oiarelations@uniandes.edu.co](mailto:oiarelations@uniandes.edu.co)

2.2 In the application you must attach the agreement in Word format.

3

Review of the agreement by academic cooperation

3.1 The academic cooperation team reviews the agreement

3.2 The agreement data is registered in MoveON.

4

Send to Legal Department

The academic cooperation team sends the agreement to Legal Department.

5

Review by Legal Department

5.1 The agreement is assigned to lawyer for revision

5.2 When the agreement is reviewed by the lawyer, it is sent to the Academic Cooperation team.

6

Send the agreement to person the person in charge

The Academic Cooperation team sends the agreement reviewed with comments to person in charge.

7

Send the agreement to counterpart If the person in charge has direct contact with de counterpart

7.1 Person in charge in academic unit sends the agreement with comments to counterpart

7.2 If Academic Cooperation team has contact with counterpart, the shipment must be made directly.

8

Counterpart reviews the agreement

8.1 The counterpart reviews the agreement with comments and defines who initiates the signing process

8.2 The counterpart sends the revised agreement to the person in charge in the Academic Unit or to the Academic Cooperation team

9

Person in charge sends agreement/legalization format to Academic Cooperation team

9.1 Person in charge sends agreement reviewed by the counterpart to the Academic Cooperation team

9.2 Person in charge must process the corresponding legalization format (one per agreement) directly in SAP or through the CSC

10

Academic Cooperation team sends agreement to Legal Department

10.1 The Academic Cooperation team sends the agreement reviewed by the counterpart to Legal Department for the final approval and/or signature procedur

11

For the process of signing the agreements

11.1 If the signature process was started in Uniandes, the academic cooperation team sends the signed agreement to the person in charge to process the counterpart's signature.

11.2 If the counterpart begins with the signature, the signature is collected in Uniandes and Academic Cooperation team sends the final version to the person in charge or to the counterpart