



**Universidad de Concepción**

Dirección de Relaciones Internacionales

## **PROTOCOL FOR SIGNATURE OF INTERNATIONAL COOPERATION AGREEMENTS**

- 1.** One of the main purposes of Universidad de Concepción is to establish cooperation relationships with the purpose of define and regulate actions, such as, academics and students mobility, joint research projects, participation in international networks, internships, and delimitate the necessary steps for cooperation at institutional level between the faculties.
- 2.** The Office for International Relations is the organism in charge of supervise the documentation for the approval of Law Office and the corresponding organizations belonging of University, as well as getting the signature of the President, which is the Legal Representative of the Institution.
- 3.** The Office for International Relations receives the proposals from the Faculties, Research Centers, Directions, that are sent with a formal letter of the Dean of Faculty and Directors corresponding to the internal figure through email and the attached draft in word format.
- 4.** This proposal will be checked out by the International Office and later is sent to the Law Office for the revision. Law Office will issue a report with the suggestions or approval for the signature of the President.
- 5.** Once the report is received with the observations, it is revised by the corresponding organism (Graduate Direction, Teaching Direction, Intellectual property, Faculties, etc...), for their comments in relation to the subject regarding the cooperation agreement.
- 6.** All the suggestions and comments are added to the document and this are shared with the organism who requested the agreement for their information. Then this document is sent by email to the international counterpart for their approval.
- 7.** With the approval of the requested organism and the counterpart, the official documents are prepared with the corresponding translations, when it is necessary, for the signature of President.

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DE  
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- 8.** The original documents signed by the Presidents are sent to the international counterpart by the Office for International Relations or the corresponding organism for the signature and later reception of one original version for the University.
- 9.** Finally, the Office for International relations receives the original signed document and proceed to send one version to General Secretary for their registration with copy for the requesting organism.
- 10.** The Office for International relations if the organism responsible for the registration of signed documents, and the renewal and updated documents, previous the approval of the organism interested in the renewal of the cooperation agreement.
- 11.** In case the requested organism is interested in the renewal or signature of a new agreement should communicate the intention by official letter and International Office will contact immediately with the international counterpart.

