



ADMINISTRATIVE AGREEMENT

Between

**Korean Education Center
Consulate General of the Republic of Korea in Atlanta**

AND

**Board of Regents of the University System of Georgia
by and on behalf of
Georgia State University
Atlanta, U.S.A.**

This agreement made on July 22, 2019, promotes international cooperation in education and research between the Korean Education Center, Consulate General of the Republic of Korea in Atlanta (referred to as the “Center” hereafter), a branch office of the Ministry of Education of the Republic of Korea, and Board of Regents of the University System of Georgia by and on behalf of Georgia State University and its College of Arts and Sciences (referred to as “University” hereafter).

The purpose of this agreement is to promote cooperation between the University and Center on the establishment of a Korean Language Teacher Certificate program. This agreement will be followed by application and approval of a Korean Education Center Grant (“grant”) to support this graduate professional development activity for candidates pursuing K-12 teacher certification.

WHEREAS, subject to the terms and conditions set forth herein, the parties agree that each activity undertaken pursuant to this agreement shall be dependent on the availability of funds, and financial arrangements for each activity shall be negotiated individually. This agreement is designed to facilitate the development of mutually beneficial programs and educational relationships, and should not be deemed to create legal and financial relationships between the parties.

Before any of the activities referenced above may be implemented, both parties shall negotiate details and resolve the issues involved therewith and enter into an agreement pertaining to that activity (“Program Specific Agreement”). The term of such Program Specific Agreements shall not extend beyond five (5) years in length. Each such Program Specific Agreement shall be subject to the availability of any resources required for the activity; provided, however, in the event financial commitments are stated, the term of such

agreements may not extend beyond one (1) year in length. The parties agree that when granted, they shall use the funds and financial resources for the programs undertaken pursuant to this agreement.

WHEREAS, subject to the terms and conditions set forth herein, the Center will also provide the University with necessary advice and expertise in successfully establishing the Program at the University;

WHEREAS, subject to the terms and conditions set forth herein, the University agrees to use the grant to supplement its budget for establishing and running the Teacher Certification Program for Korean language;

WHEREAS, subject to the terms and conditions set forth herein, the University also agrees to initiate student admissions to the Program no later than the fall of 2019, and at the conclusion of the initial 3 year-period, the program will continue subject to assessments from both parties.

NOW, THEREFORE, the Center and the University agrees as follows:

1. Equal Opportunity

Both parties subscribe to a policy of equal opportunity and do not discriminate on the basis of race, color, gender, age, ethnicity, religion, national origin, or disability unrelated to an individual's ability to perform the duties of a particular job or position.

2. Reports by the University

The University regularly reports to the Center on the progress of the Program as follows:

- A. The University submits an interim report to the Center by December each year outlining its activities and achievements along with a budget update.
- B. The University submits to the Center an annual working plan outlining all its planned activities related to the Program for the following academic year. The annual working plan should be submitted to the Center no later than June 30th of each year.
- C. Within 60 days after the end of each academic year, the University submits to the Center an annual report, outlining its activities and achievements over the past twelve months. This report will include a budget and expenditure report explaining how the previous year's grant was spent.
- D. Within 60 days after the expiration of the grant period, the University submits to the Center, a final report on the Program including a financial report.

3. Changes or Termination of Agreement

- A. The agreement may be amended by mutual written agreement of the parties.
- B. Change of the provisions or termination of the agreement before the end of the grant period can be made by either the University or the Center with sixty (60) days' written notice.
- C. On termination of the agreement, a balance of funds from the subject year's grant will be returned to the Center, along with any prior balance of unused funds from the previous year.

4. Primary Contacts / Program Directors

The Primary Contacts/Program Directors will ensure that the terms of this Agreement are carried out. They will serve as the contact persons at each institution, ensure that necessary approvals are in place, and have administrative oversight of the program.

The primary contacts for the parties to this Agreement are the following:

For Korean Education Center

Name: Je Ik Cho
Title: Director, Korean Education Center in Atlanta
Address: 3505 Koger Boulevard, Suite 174, Duluth, GA, 30096
Phone: +1-407-375-7186
Email: juc197@gmail.com

For Georgia State University

Name: Hakyoon Lee
Title: Director, Korea Program
Department: World Languages and Cultures
Address: 25 Park Place, Suite 1838, Atlanta, GA 30303
Phone: +1-404-413-6599
Fax: +1-404-413-5982
Email: hlee104@gsu.edu

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized offices as the date first written above.

**Korean Education Center
Consulate General of the Republic
Of Korea in Atlanta**

**Board of Regents of the University System of
Georgia by and on behalf of Georgia State
University**

By: 조재익
Je Ik Cho
Director

By: [Signature]
Wendy Hensel
Interim Provost

Witnessed by: 박수진
Soojin Park
Vice Director

Witnessed by: [Signature]
Wolfgang Schlö
Associate Provost, International Initiatives

Date: July 22, 2019

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