**International agreement/MOU proposal Template**

* Cover sheet: (1 page maximum)
  + Existing program:
    - Past three year update:
      * Number of student exchanges (if applicable)
      * Number of faculty exchanges (if applicable)
      * Other activities related to this agreement
    - Summary: How does this agreement support the strategic plan/goals of the Department/College/University?
  + New program:
    - Type of proposed agreement
    - Proposed number of student exchanges (if applicable)
    - Proposed number of faculty exchanges (if applicable)
    - Proposed other activities related to the agreement
    - Summary: How does this agreement support the strategic plan/goals of the Department/College/University?

Agreement Template

AGREEMENT FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between

WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

Wayne, New Jersey, USA

and

[NAME OF UNIVERSITY]

City, Country

Date of agreement

1. Purpose

Being aware that the quality of their teaching and research is strengthened by the establishment of international cooperation links, William Paterson University of New Jersey and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to enter into exchanges, with a view to their mutual enrichment on the academic and cultural levels.

1. Objectives

The general objective of the Agreement is long-term educational and research collaboration in fields which are compatible with the orientation of each institution, and which are relevant to the industrial, scientific, social and cultural interests and needs of the countries wherein the parties are respectively located.

[Specific overview of the objectives of this agreement]

1. Manner of implementation

The collaboration proposed by this Agreement will be implemented by:

a)

b)

c)…

1. Student Collaboration details
   1. Student Exchange (if applicable)
      1. Registration for courses
      2. General Student Support
      3. Housing
      4. Travel
      5. Transportation
   2. Student Research/Creative Activities (if applicable)
2. Faculty Collaboration details (if applicable)
   1. Faculty Exchange (if applicable)
      1. Travel
      2. Housing
      3. General faculty support
   2. Faculty Research/Creative Activity (if applicable)
3. Program Coordination

Each university will name a program coordinator to ensure that the student and research proceed according to a reasonable schematic plan and to ensure that the terms of this exchange program are carried out. The coordinator will be responsible for the day-to-day operations of the program including providing information pertaining to cost associated with the program and courses to be offered. The coordinator will be the first point of contact for the institution in terms of correspondence, balancing exchange student numbers, and compliance with university regulations and rules affecting the exchange. Each institution may name a successor to, or replacement of, its coordinator.

1. Financial Details:
   1. Tuition (if applicable)
   2. Insurance (if applicable)
2. Duration and Amendment of Agreement

This Agreement shall be in force and be binding upon the parties hereto from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ (*no agreement shall exceed three years without review*). This Agreement may be amended prior to the expiration of the foregoing period only by mutual consent. All agreements must be reviewed prior to execution.

1. Termination/Review Clause

This Agreement will be subject to termination without cause with 12 months advance notice on either side. A review will be initiated by both institutions at least 12 months prior to the expiration of this Agreement to ascertain if the program should be continued and, if so, how it might be improved. All agreements will be subjected to immediate termination for cause.

1. Equal Opportunity

Both institutions subscribe to the policy of Equal Opportunity and will not discriminate on the basis of race, sex, age, ethnicity, religion, or national origin. Both institutions shall abide by these principles in the administration of this Agreement and neither institution shall impose criteria for the exchange of faculty members or students which would violate the principles of non-discrimination.

1. Indemnification

William Paterson University shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of the University, its employees, agents or contractors, in the performance of its obligations under this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, its employees, agents or contractors, in the performance of its obligations under this agreement.

**IN WITNESS WHEREOF** the parties hereto have set their corporate seals over the hands of the proper officers on [Date].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Kathleen Waldron [Name]

President [Title]

William Paterson University [Institution]

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Dr. Warren Sandmann [Name]

Provost and Senior Vice President for Academic Affairs [Title]

William Paterson University [Institution]

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[Name] [Name]

Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_ [Title]

William Paterson University [Institution]