

## **Guidelines for Establishing Memoranda of Understanding**

Members of the university community interested in establishing international partnerships that require a Memorandum of Understanding (MOU) should follow the procedures outlined below. MOUs generally encompass faculty, student, and staff exchanges, or collaborative research and teaching projects between the University of North Carolina Wilmington and one or more international institutions. For procedures regarding contractual agreements with other types of international organizations (government agencies, NGOs, for-profit corporations, tour operators, etc.), please contact the Office of International Programs.

### **A. ESTABLISHMENT OF MEMORANDA OF UNDERSTANDING**

- 1) Meet with OIP staff to discuss tentative form and scope of the international relationship and activities.

Topics for discussion may include:

- Program destination and design compared to existing MOUs and partnerships
  - Reciprocity (imbalance of exchange participants)
  - Safety
  - Academic scope (discipline specific vs. university wide)
  - Sustainability
  - Program administration
    - Student Exchange (responsible parties for faculty leadership, recruitment, application processes, course equivalencies, etc).
    - Faculty & Staff Mobility (salary, support, housing, transportation, living expenses, hosting, logistics, etc)
    - Other activities (resources, expectations and responsibilities)
- 2.) Submit to OIP a brief memo that includes the following:
    - a. A brief description of partnership (a paragraph)
    - b. Signatures of Department Chair/Unit Head and Dean/Vice Chancellor
  - 3.) Obtain from OIP the template MOU and finalize a draft agreeable to all parties. OIP will assist in editing the memorandum for individual programs that deviate from the standard template. MOU versions that deviate from the template must be approved by University Legal Counsel and OIP before signing.
  - 4.) Obtain appropriate signatures for final MOU. MOUs will be signed by the UNCW Provost, or his or her designee, and the designated authority of the partner institution.
  - 5.) Two originals of MOUs will be signed. One will be kept on file at OIP. The other will be sent to the partner institution. Copies may also be kept on file in the main offices of the units that initiated the MOU.

## **B. RENEWAL OF MEMORANDA OF UNDERSTANDING**

Upon expiration of an MOU (usually after five years), the staff of the Office of International Programs, in cooperation with the appropriate UNCW unit as needed, will review the agreement and ascertain the level of interest from all parties for renewal. If all parties are interested in continuing the collaboration, an addendum to the original MOU shall be signed by the authorized representatives that agree to extend the length of the contract.

Items to examine while considering the renewal of an MOU may include:

- Number of participants on a program over the last five years.
- A significant imbalance on any exchange agreement.
- A lack of responsiveness from the foreign university international or academic office
- Lack of support for our students in securing housing, appropriate classes, and providing orientation.
- Recommendation from the appropriate UNCW units originating the program.

## **C. TERMINATING MEMORANDA OF UNDERSTANDING**

The staff of the Office of International Programs, in cooperation with the appropriate academic unit as needed, will recommend program termination. Programs will be recommended for termination if one or more of the above-mentioned bulleted conditions exist.

Documents pertaining to the termination of a program will be signed by the UNCW Provost or his or her designee.

OIP will keep the International Programs Advisory Committee apprised of Establishment and Termination of MOUs.