

Example of a General, Non-binding Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, USA
AND
[NAME OF PARTNER INSTITUTION]
IN
[CITY AND COUNTRY OF PARTNER INSTITUTION]**

THE BOARD OF *TRUSTEES* OF THE UNIVERSITY OF ILLINOIS, acting on behalf of its [name of requesting/sponsoring academic or administrative unit], on its Urbana-Champaign campus, in Urbana, Illinois, U.S.A. ("ILLINOIS") and [name of partner institution], in [city and country of partner institution] [ABBR. NAME]), each a "party" or "institution." wishing to establish a cooperative relationship through mutual assistance in the areas of education and research, agree as follows:

ARTICLE 1: SCOPE OF COLLABORATION

- 1.1 General Scope. Each institution may offer to the other opportunities for activities and programs, such as teaching, research, exchange of faculty and students, and staff development that will foster a collaborative relationship.
- 1.2 Specific Activities. Specific activities and programs implemented under authority of this MOU shall be subject to availability of funds and the approval of each institution's authorized representatives. The institutions contemplate implementation of programs or activities such as: (a) joint educational, cultural, and research activities.(b) exchange of faculty members and advanced graduate Students for research, lectures, and discussions: (c) Participation in seminars and academic meetings: (d) exchange of academic materials, publications, and other information: and (e) special, Short-term academic programs.
- 1.3 Separate Agreements. Prior to initiating any specific activity or program, the parties will negotiate and enter into a separate agreement, signed by each party's authorized signatory, describing the terms of the arrangement, including the budgets. Each party will designate a Liaison Officer to develop and coordinate specific activities or programs.
- 1.4 Student Exchange Limitations. While advanced graduate and professional students may participate in cooperative activities as proposed in Article 1.2 above to conduct collaborative or independent research, this MOU does not provide for the exchange of undergraduate or graduate students who propose to enroll in classes and earn academic credit at the host institution. To implement student exchanges, the parties must enter into a separate agreement .stipulating details of credit transfer, fees and participant qualifications prior to initiating the exchange of students or the acceptance of applicants as international non-degree students at either institution.

ARTICLE 2: RENEWAL, TERMINATION AND AMENDMENT

- 2.1 Duration. This MOU shall remain in force for five years from the date of the last signature. Either party may terminate this MOU by providing 60 days advance written notice to the other party.
- 2.2 Extension and Renewal. The parties may extend or renew this MOU by agreement, confirmed in a written amendment signed by each party's authorized signatory.
- 2.3 Amendment. No amendment of the terms of this MOU will be effective unless made in writing and signed by each party's authorized signatory.

ARTICLE 3: GENERAL MATTERS

- 3.1 Use of Names. Except in promoting the activities proposed in Article 1.2 above among its faculty and students, neither party may use the name of the other party in any form of advertising or publicity without express written permission. The parties must seek permission from one another by submitting the proposed use, well in advance of any deadline, to the liaison officers designated in Article 3.2 below.
- 3.2 Notices. The parties must give all notices under this MOU in writing via one of the following methods: (a) confirmed facsimile transmission; (b) postage prepaid registered or certified mail, return receipt requested; or (c) commercial overnight carrier. All communications must be sent to the addresses set forth below or to such other address designated by the parties by written notice. Notices are effective upon receipt.

ILLINOIS: [liaison officer/sponsoring unit name]
[campus address]
University of Illinois at Urbana-Champaign
[street address]
[city, state, zip]
U.S.A
Tel: [217-###-####]
Fax: [217-###-####]
email: [liaison officer email address]

[ABBR. NAME]: [liaison officer/sponsoring unit name]
[address line 1]
[address line 2]
[address line 3]
[city, state/province, postal code as appropriate]
[country]
Tel:[###-####]
Fax:[###-####]
email: [liaison officer email address]

- 3.3 Binding Obligations. With the exception of Articles 2 and 3, this MOU is not intended to create any legally binding obligations on either institution but, rather, is intended to facilitate discussions regarding general areas of cooperation.
- 3.4 Authorized Signatories Each party represents that the individuals signing this MOU have the authority to sign on its behalf in the capacity indicated.

**FOR THE UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN**

Chancellor

Associate Provost for International Affairs

**FOR THE BOARD OF TRUSTEES
OF THE UNIVERSITY OF ILLINOIS**

Comptroller

Date: _____

FOR [NAME OF PARTNER INSTITUTION]

[name of partner signatory], [title]

Date: _____