

Example of a Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT, entered into this _____ day of _____, 20___, by and between Purdue University, West Lafayette, Indiana, U.S.A. and _____.

WITNESSETH THAT:

WHEREAS, Purdue University and _____ desire to promote the enrichment of their teaching and learning, research and discovery, and engagement missions; and

WHEREAS, Purdue University and _____ desire to strengthen and expand the mutual contacts between the two universities; and

WHEREAS, Purdue University and _____ desire to provide for an exchange of faculty and students and other collaboration between the two universities on the terms and conditions hereinafter set forth;

NOW THEREFORE, it is mutually agreed as follows:

- I. Scope of Agreement** - The Agreement, together with Faculty and Student Exchange Agreements, shall include, but not be limited to, the following types of collaboration:
 - A. Short and Long-term Faculty Exchange
 - B. Undergraduate and Graduate Student Exchange
 - C. Collaborative Research and Discovery, Learning and Teaching, and Engagement
 - D. Other mutually agreed educational programs

- II. Definitions** - As used herein the terms "host university" and "home university" shall have the following meanings
 - A. Host University - the university accepting the exchanged faculty member or student.
 - B. Home University - the university providing the exchanged faculty member or student.

- III. Period of Agreement** - This Agreement shall be effective _____ and will remain in force for a period of five years. Prior to the expiration date, this agreement may be reviewed for possible renewal for a further five-year period. In addition, either university may terminate the agreement in advance of its normal expiration date by providing the other university with one year prior notice. In this case, personnel already participating in the exchange shall serve out their terms under the conditions specified at the time of their appointment.

- VI. Activities Under This Agreement** – It is expected that activities taking place under this agreement will be initiated primarily by academic units within each university, and in coordination with their respective administrative units concerned with international activities. All activities undertaken must conform to the policies and procedures in place at each institution. For Purdue University, faculty and student exchanges will follow university guidelines for faculty and student exchange.

- V. Planning and Management of Activities** - Each distinct collaboration program or activity will be described in a separate Activity Agreement drawn up jointly by the collaborating units, and signed by the heads of these units. Such agreements will specify the names of those individuals on each campus

responsible for the implementation of the program. Activity Agreements will also be approved by the Dean of International Programs at Purdue University and the _____ of _____

VI. Funding of Activities - Activity Agreements should make financial costs and obligations explicit. Collaborating units are encouraged to work together to identify and secure any outside funding which may be needed. Projects requiring funding must be approved by both institutions.

VII. Nondiscrimination - Purdue University and _____ agree that no person shall on the grounds of race, color, national origin, gender, sexual orientation, or creed be excluded from participation under the terms of this Agreement.

VIII. Modification - The terms of this Agreement may be changed or modified only by written amendment signed by authorized agents of the parties hereto.

IN WITNESS WHEREOF, Purdue university and _____ have executed this Agreement as of the date first above written.

Signing for Purdue university

Signing for (*international institution*)

(name and title of department chair or dean
of sponsoring unit)

(name and title of counterpart at
international institution)

Date

Date

Sponsored Programs Services

Date