Development of a Memorandum of Understanding between Mississippi State University and an international organization or institution

Step 1: Provide the International Institute with a letter from an academic department head expressing an interest in establishing an MOU with the given institution or organization.

The letter should include an explanation of why the partnership is beneficial to the University and the department, as well as any specific provisions you would like to incorporate into the agreement. The standard provisions included in all agreements can be found in the MOU template located at http://inted.msstate.edu/outexchange/Memorandum%20of%20Understanding.pdf. Detailed provisions concerning specific student and/or faculty exchanges may require a separate Memorandum of Agreement.

Step 2: If the potential Partner has provided a template or example MOU, forward that document to the International Institute. The International Institute will then integrate the Partner’s draft and MSU’s approved template to form a single MOU document.

Step 3: If possible, provide the International Institute with contact information of the International Office at the Partner institution for future communication purposes.

Step 4: The International Institute will liaise with the Partner’s International Office and MSU’s Office of General Counsel until an agreed upon MOU can be established.

Step 5: Once MSU’s Office of General Counsel and the Partner’s International Office approve the document, the International Institute will draft a letter of support for the partnership.

Step 6: The International Institute will present a packet including the MOU, departmental letter of support, and International Institute letter of support to the Provost for approval and signature. If necessary, the International Institute will liaise with the Partner’s International Office to acquire any additional required signatures.

Step 7: After finalizing the document, the International Institute will follow up with the unit of record (academic department) annually to catalog the partnership’s progress.