Checklist for Developing International Agreements

The following steps are necessary to obtain the approval of an international agreement. Steps 1 and 2 should be completed before submitting this agreement for review.

1. **College support**
   - Complete the *International Agreement Support Form*.

2. **CIE consultation**
   - Meet with Dr. Pia Wood, Associate Provost, and bring the completed *International Agreement Support Form*.
   - Discuss the appropriate template from the *Types of Agreements* section on the CIE website.

3. **Agreement approval**
   - If the international partner is not willing to use the UTK template or wants to make substantial changes to the template, the person(s) initiating the agreement should contact Dr. Pia Wood, Associate Provost. Together they will negotiate the terms of the agreement with the international institution.
   - Submit the final agreement to Dr. Pia Wood, Associate Provost. The agreement will be reviewed by the International Linkage Committee.
   - CIE will respond within one month of submitting the agreement.

4. **Signatures**
   - CIE is responsible for obtaining approval signatures at UTK. These must include, but are not limited to, those of the Chancellor and the College Dean or equivalent.
   - CIE coordinates the transmittal of the approved agreement to the partner institution for their signatures.

5. **Records management**
   - Original, signed agreements are returned to Dr. Pia Wood, Associate Provost, and retained in a central file at CIE. Active agreements will be listed on the CIE website.
LETTER OF INTENT
between
THE UNIVERSITY OF TENNESSEE
and
[Name of Institution]

In furtherance of mutual goals to foster internationalization of education and to collaborate with appropriate higher education institutions, officials from University Tennessee on behalf of the [Include name of College(s), if appropriate] on its Knoxville campus (hereinafter referred to as “UTK”) in the United States of America and [Include name of College(s), if appropriate] at [Name of Institution] (hereinafter referred to as “[Name or short form of Institution, if appropriate]”) in [City, Country] have been discussing the feasibility of international cooperation. Both UTK and [Name or short form of Institution] may be referred to individually as the “party” or collectively as the “parties”.

Based upon [Choose all that apply: meetings; written correspondence; discussions], the parties have identified areas of international collaboration, which may include the following: [Choose all that apply: exchange of faculty members; exchange of students; exchange of academic information and materials of interest; joint research activities and publications]. It also has been agreed that the need exists for further exploration of collaborative opportunities.

Specific details for implementing activities will be developed mutually and reflected in subsequent agreements to be negotiated and signed by authorized individuals from each party.

This document shall not constitute a binding agreement and is expressly contingent upon execution of an MOU and/or a program-specific agreement by and between [Include name of College(s), if appropriate] at UTK and [Include name of College(s), if appropriate] at [Name or short form of Institution, if appropriate].

This Letter of Intent takes effect from the date of the last signature and continues for five years or until the duly constituted authority of either party provides six months notice of termination to the other, while taking due account of all existing projects and programs.

In witness thereof, the parties have offered their signatures hereto:

__________________________________________  ____________
Jimmy G. Cheek  ___________________________
Chancellor  Date  [Name of President or equivalent]  Date
The University of Tennessee, Knoxville  [Title]  [Name of Institution]

__________________________________________  ____________
[Name of Dean or equivalent]  ___________________________
[Title]  Date  [Name of Dean or equivalent]  Date
[Name of Institution]

__________________________________________  ____________
[Name of Dean or equivalent]  ___________________________
[Title]  Date  [Name of Dean or equivalent]  Date
[Name of Institution]

__________________________________________  ____________
[Name of President or equivalent]  ___________________________
[Title]  Date  [Name of Dean or equivalent]  Date
[Name of Institution]