

Requirements to Develop an Agreement with an International Partner

The University of Texas Rio Grande Valley (UTRGV) formalizes its strategic international partnerships through written agreements. International Agreements or Memoranda of Understanding (MOUs) are developed between UTRGV and an international university for a variety of purposes including research and resource sharing, study abroad programs (both faculty and non-faculty led), faculty and/or student exchanges, or other approved initiatives. MOUs serve as umbrella agreements for broad collaborations and may be accompanied by Program Agreements that details specific activities to fall under the broad agreement.

Faculty, staff or administrators contemplating an agreement that might fall under this characterization should contact International Programs and Partnerships (IPP) for assistance at the earliest possible point in the process to determine whether an MOU is already in place for the partnering foreign university. Program Agreements are only used when a MOU is in place. IPP will help you on the appropriate template for your project. It is important to note that no agreement may exceed a three (3) year duration. During the final year of the agreement's validity, the outcomes of the said agreements will be evaluated to determine whether to renew the agreement.

How to prepare a MOU:

1. The purpose of the agreement, as well as UTRGV's potential commitments with the partnering university must be discussed with the School Director or Department Chair Approval of the Director/Chair and Dean are required.
2. Download the UT System approved templates for an Affiliation Agreement or Program Agreement at [UT System Approved Templates](#); you may also obtain these documents from IPP at ipp@utrgv.edu.
3. Complete the Information Sheet, which is available by emailing IPP
4. Prepare both the MOU and Information Sheet, and send them via email to IPP with documentation of the required approvals from the School Director/Department Chair and Dean, and the EVPAA. The MOU may not be modified without consultation with and approval by IPP.
5. IPP will then review the MOU and Information Sheet. IPP will contact you if any questions arise.
6. After approval, IPP will send you two copies of the MOU. You should then send both copies of the IPP approved, unsigned MOU to the partner school for their review and signature if they are in agreement with the terms.
7. After the partner school returns the signed MOUs, please send them to IPP.

8. IPP will obtain signatures from the President or the Executive Vice President for Academic Affairs. Important note: only the President or the Executive Vice President for Academic Affairs of The University of Texas Rio Grande Valley have the authority to sign these agreements.
9. IPP then sends an original of the signed MOU to the partner university and keeps the other signed original MOU on file.
10. All MOUs and Information Sheets will be posted on the Office of Global Engagement's website and will be available for review by the public.