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Wellesley College  
Guidelines for Creating International Agreements

Memorandum of Understanding [MOU]  
International Activity Agreements [IAA]

**What is an MOU and why would we need one?**

A Memorandum of Understanding (MOU) is a general non-binding statement of intent to cooperate and explore collaborative activities between Wellesley College and a partner university, institution, or organization. The MOU provides a simple format to enter into a general agreement and serves as the foundation for more detailed agreements on specific activities.

**What is an International Activity Agreement?**

Activity Agreements are legally binding documents that outline the parameters of a specific collaborative activity, such as student or faculty exchange, research collaboration, joint conference or seminar, or a jointly taught course.

**Is an MOU required for all International Activity Agreements?**

If the scope of the International Activity Agreement is contained within one academic department, an MOU is not necessary.

**What is the process for initiating an International Agreement?**

*For an MOU:* Submit a draft to the International Study Committee (ISC). ISC approves and notifies Academic Council before the MOU is signed by the President or Provost.

*For an International Activity Agreement:* These agreements are legally binding and are signed by the relevant Department Chair and the Provost. They do not need to be approved by the International Study Committee

**What templates are available? Must they be used?**

Wellesley has developed a series of templates, which have been vetted by legal counsel. If a different template is used, this will need to be reviewed by the ISC and the Provost's Office.

**Where can I find a template?**

Templates for an MOU or an IAA can be downloaded via the Provost's Office website. To view these templates, please download the [PDF version](#); to use a template for editing, please download the [Word document version](#).

**Who keeps copies of the agreement?**

The original agreement will be kept in the Office of the Provost. Copies of IAAs should be kept in departmental files and in the OIS.

**Where do I go for help?**

Resources include your Department Chair, the Director of International Study, the Provost's Office, and the Chair of the International Study Committee.