



STEPS TO ESTABLISHING SUCCESSFUL INTERNATIONAL PARTNERSHIPS

If a faculty or staff member wishes to establish an international partnership between UNH and another institution abroad, she or he should consider the following criteria/questions outlined in the steps below ([see abbreviated flow chart of the process](#)). The Global Education Center is available for consultation at any stage in the process. (For international contracts, agreements or grants facilitating international engagement, please see the [Checklist for Special Programs](#).)

Step 1: Investigating Possibilities

The faculty or staff member considering an agreement should consider the following:

- Are there existing personal/professional contacts between UNH and the potential partner?
 - Consult with the relevant Department Chair and College/School Dean about the benefits of and level of interest in the partnership. If applicable, consult with the [Graduate School](#).
 - Is there a strong base of support in relevant academic units for the partnership and institutional commitment to a sustained partnership?
 - How will the partnership support UNH's strategic plan, vision, goals, and strengths, and enhance UNH's academic and research standards?
 - If the partnership involves funding from an external agency, contact the [UNH Research Office](#). Will the agreement meet all applicable provisions of the Federal Export Administration Regulations?
 - Consider issues of compliance with [UNH's policy on Intellectual Property](#).
 - For agreements involving student exchange, consider course equivalencies, housing, student support, and health/safety issues.
 - How will it be funded? Will the partnership be financially sustainable for both institutions?
 - How will the partnership be evaluated/assessed? How could the partnership serve other UNH units? Who will manage the partnership?
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Step 2: Establishing Formal Contacts

Formal contacts with institutions abroad may be made by faculty, staff, administrators, or alumni. These steps should be followed in making formal contact:

- After consultation with your Department Chair and College/School Dean, notify the Associate Provost for International Programs that contacts are being made with an institution abroad.
- Obtain a letter of introduction from the Associate Provost for International Programs and/or Dean, if appropriate.
- Have in-depth conversations about areas of specific interest. Send and/or bring material about UNH to exchange with prospective partner(s) abroad.
- After thorough conversations and a possible visit abroad, fill out the [International Partnership Proposal form](#), in consultation with your Department Chair and College/School Dean. Submit the form to Beth Kilinc at the Global Education Center.



Step 3: Negotiating the Partnership Agreement

- The Global Education Center will review the proposal and contact the applicant(s) to discuss.
 - If there is agreement to proceed, the Global Education Center will negotiate or assist in the negotiations of the agreement to arrive at a clear and shared understanding of the benefits and objectives of the proposed partnership.
 - All UNH units with an interest in the agreement must be involved in negotiations.
 - An individual with administrative responsibility of the proposed partnership shall be identified for UNH and the proposed partner institution(s) abroad.
 - A preparatory visit to or from the international partner may be deemed appropriate.
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Step 4: Finalizing the Agreement

- The Global Education Center will prepare or finalize a written International Memorandum of Understanding (IMOU) and have it reviewed by UNH General Counsel.
- All IMOUs must be signed by the Senior Vice Provost for Academic Affairs. As appropriate, the President, College/School Dean and/or the Associate Provost for International Programs may also sign. Any agreement that is not signed by the UNH Provost's Office or President is not legally binding and does not commit UNH.
- At minimum, the agreement should contain the following provisions: mutual goals; definitions; a statement describing the expected participants and their numbers; payment of fees and other costs; mutual recognition of credits where student exchange is involved; responsibilities of each university; and a term clause of no greater than 5 years, and a withdrawal clause ([see international agreements templates](#)).
- All agreements should be in English. Translations, where necessary, should be completed in consultation with the Global Education Center.
- Once the agreement has been signed, one original will be sent to the international partner institution and one copy to the UNH unit initiating the agreement process. All agreements must be archived at the Global Education Center.
- Regular contact between the institutions following signature of the agreement will help to ensure that the partnership will remain relevant, effective, and harmonious. This will be the responsibility of the initiating UNH unit, with possible support from the Global Education Center.