

(Generic Outline)
LETTER OF INTENT

between

*The Pennsylvania State University
Of the United States of America
College of _____
Department of _____*

and

*(Partner Institution)
(City, Country)*

Both organizations mutually intend to establish ties of friendship and cooperation for the purpose of promoting mutual understanding and academic, cultural, and personnel exchange.

Article 1

Both organizations agree to consult on the possibilities of exchange of teaching and research personnel. Exchanges will be from any applicable branch of learning, and the time for each exchange to stay at the host organization can range from one week to one year, as agreed to by both organizations.

Article 2

Either organization may nominate one or more of its staff members to visit the other organization for the purpose of teaching, research or advanced study. In such a case, remuneration, salary, traveling, and living expenses for the individual will be negotiated directly between the two organizations but will fall primarily on the sending unit and individual.

Article 3

The host organization will provide study and research privileges equivalent to those available to resident staff. The exchange staff are expected to study and work according to a mutually agreed upon plan for professional improvement and research. Specific arrangements for special facilities, laboratories, and the like will be agreed upon by the two organizations in advance.

Article 4

Both organizations will attempt to develop an exchange of appropriate books and reference materials. Both organizations will explore possibilities for exchanging books and reference materials published in their respective countries.

Article 5

Exchange personnel must abide by the laws of the host country and the rules and regulations of the host organization.

Article 6

Nothing in this Letter of Intent shall be construed as creating any legal or financial relationships between the parties. This agreement will be construed as statements of intent to foster genuine and mutually beneficial academic collaboration.

Both institutions are committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. Both institutions do not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. The Pennsylvania State University Department of _____ and (Partner Institution and Department) shall abide by these principles in the administration of this Letter of Intent and neither institution shall impose criteria for the exchange of scholars or students which would violate the principles of non-discrimination.

Partner Institution

***The Pennsylvania State University
College of
Department of***

Counterpart

University Office of International Programs

Counterpart

Department Head
Department of _____
College of _____