



University of New Hampshire

Center for International Education and Global Engagement

Process for Developing an International Partnership

An overview for developing international partnerships

Step 1: Investigating Possibilities

- ◆ Consider the benefits of the partnership for your Department, College and UNH as a whole.
- ◆ Discuss with Department Chair and College/School Dean.
- ◆ Will the partnership have long-term support and be financially sustainable?

Step 2: Establishing Formal Contacts

- ◆ Notify the Associate Provost for International Programs that contact is being made with an institution abroad.
- ◆ Meet/Communicate with the prospective partner(s).
- ◆ Complete the [Partnership Proposal Form](#) in consultation with Department Chair and Dean, and submit the form to [Gregg Orifici](#) at The Center for International Education and Global Engagement (CIEGE).

Step 3: Negotiating the Partnership

- ◆ CIEGE reviews the proposal form and responds/discusses. If the proposal is approved, CIEGE can help negotiate the agreement.
- ◆ All UNH units with an interest in the agreement must be involved in the negotiations.
- ◆ A preparatory visit may be deemed appropriate by either institution.

Step 4: Finalizing the Agreement

- ◆ A written agreement is prepared by CIEGE and the initiating college/school, then reviewed by UNH legal counsel.
- ◆ All International Memorandums of Understanding (IMOU) must be signed by the UNH Provost's office or the UNH President. Any IMOU not signed by the Provost's office or the President is not legally binding.
- ◆ A signed copy of the agreement will be kept at CIEGE and the appropriate UNH College/School.