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| FIU_EnginComp_logo.JPG | **Insert University Logo** |

**MEMORANDUM OF UNDERSTANDING**

**between**

**[Insert University Name]**

**and**

**Florida International University**

This **Memorandum of Understanding (**“**MOU**”**)** is entered into on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ (the “**Effective Date**,”) which shall be the date this MOU is fully executed), by and between the **[Insert University Name]**(hereafter referred to as “[**Insert University Acronym]**”) located in **[Insert University city],** **[Insert University country]**, and **The Florida International University Board of Trustees,** on behalf of the **College of Engineering and Computing (**“**CEC**”**)** at **Florida International University** (hereafter referred to as “**FIU**”), a member of the State System of the State of Florida; FIU is located in Miami, Florida, **United States of America (**“**U.S.A.**”**)**. La Sabana and FIU agree to explore the possibility of developing the highest quality programs to advance the needs of [**Insert University Acronym]** and FIU. [**Insert University Acronym]** and FIU are hereafter collectively referred to as the “**Parties**.”

**Introduction**

Both institutions recognize the following commonalities:

1. The compatibility of the direction and interest of their research and teaching; and,

2. The significant roles they each play as leaders in higher education, teaching and research within their respective countries**.**

**Exploration of Collaboration:**

FIU and [**Insert University Acronym]** aspire to sign an MOU as a way to develop a collaborative relationship based of the following:

* The exploration of the development of educational exchanges, including student and faculty exchange.
* The possibility of examining infrastructure capacity-building and the provision of technical assistance.
* The development of educational programs, including leadership development and other continuing education programs and training courses.
* The feasibility of collaborating on the design, development, and implementation of workshops and conferences.
* The exchange of academic materials and other information, as feasible.

Via the individuals listed below, the Parties will encourage contact and cooperation among their faculty members and departmental units. Both Parties agree to actively seek sponsorship from various local, national and international funding sources in support of such collaborative educational activities.

This MOU serves as an institutional framework for collaborative activities. Specific agreements would need to be drafted by the Parties in the case that the exploration of these areas leads to further developments. These agreements would need to be approved by authorities at each institution. ***Nothing in this MOU shall be construed as creating any legal relationship between the Parties.***

This MOU is subject to the Constitution and laws of the USA and of the State of Florida and the regulations of the Florida Board of Governors and The Florida International University Board of Trustees. The Public Records Law applies to all aspects of this MOU.

Both Parties understand that financial arrangements under this MOU would have to be negotiated and would depend on specific activities and the availability of funds. Any expense incurred by either Party would be subject to individual agreements on a case-by-case basis. The Parties also recognize that intellectual property terms would need to be included in subsequent agreements, as appropriate. In addition, anyone teaching at FIU from La Sabana must have the approved credentials; FIU is accredited by the **Southern Association of Colleges and Schools Commission on Colleges** (“**SACSCOC**”) and its faculty qualification guidelines represent a commonly accepted best practice for the academic qualifications of faculty. **Appendix A** identifies the faculty qualifications required by FIU.

This MOU is non-exclusive and would become effective on the date of its final signing. The MOU could be renewed in writing every three (3) years upon the mutual consent of the Parties. The MOU would be reviewed in one-and-a-half (1 ½) years to assess results.

This MOU may be amended or further developed by means of written consent on the part of the signatories or their designated representatives. The MOU may be terminated with at least 90 days’ advanced written notice. Notices must be sent to the individuals and addresses indicated below:

**For** [**Insert University Acronym]:**

[**Insert Name]**

[**Insert Title]**

[**Insert University Name]**

[**Insert University Address]**

[**Insert University City]**

[**Insert University Country]**

**For FIU:**

John Volakis, Ph.D.

Dean, College of Engineering and

Computing

Professor, Electrical and Computer

Engineering

Florida International University

10555, West Flagler Street, EC2477

Miami, FL 33174, USA

The Parties stipulate that the use of their respective brands, represented by their headings and logotypes, could only be used by a Party with the previous and express authorization of the other Party. This MOU does not authorize any one (1) of the Parties to express him/herself on behalf of the other, either verbally or in writing.

The individuals below sign this MOU on behalf of their respective Parties and represent and warrant that they have the requisite authority to bind their respective institutions.

[**Insert University Name]**:

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[**Insert Signatory Name]**

[**Insert Signatory Title]**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Florida International University Board of Trustees**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elizabeth M. Bejar, Ph.D.

Vice President for Academic Affairs

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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John Volakis, Ph.D.

Dean, College of Engineering & Computing and

Professor, Electrical & Computer Engineering

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Approved as to the Form and Legal Sufficiency*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Isis Carbajal de Garcia

Deputy General Counsel

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A**

**Qualified Faculty Requirements**

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, the institution gives primary consideration to the highest earned degree in the discipline.

The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Florida International University uses the following as credential guidelines when it defines faculty qualifications using faculty credentials:

* Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
* Faculty teaching baccalaureate course: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
* Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
* Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

As a Carnegie Doctoral University with Highest Research Activity (R1), Florida International University additionally credentials its faculty based on national/international juried research productivity within the discipline. The institution documents a faculty member’s research contributions to the discipline as evidence of the faculty qualifications.

In extremely limited circumstances a faculty member may be credentialed based on a combination of educational experience, productivity in the discipline and work experience. In these situations the practical experience in the discipline must be at an executive level with a broad scope of national/international reach.