

**Letter of Intent for Cooperation (LOIC)**  
**Between**  
**Shoreline Community College, WA, USA**  
**And**

**The Confucius Institute of the State of Washington, WA, USA**

**ARTICLE I. PARTIES AND PURPOSE**

The Confucius Institute of the State of Washington (CIWA), a non-profit educational organization affiliated with the Ministry of Education of the People's Republic of China with its headquarters located in Seattle, WA, USA, and Shoreline Community College, a public accredited institution of higher learning of the State of Washington located in Shoreline, WA., USA, enter into this Letter of Intent for Cooperation (LOIC) to facilitate opportunities for program collaboration and activities of basic and applied research, education and training, and economic development of interest to both parties.

Subject to the availability of funding, CIWA and Shoreline Community College will cooperate in effort to establish and conduct mutually agreed upon cooperative and collaborative projects, programs, and/or activities, which will enhance the programs of each. Both parties agree to exercise reasonable effort to develop the following general forms of cooperation:

1. Establish ties of friendship and cooperation;
2. Seek resources that serve and facilitate the teaching of and research on Chinese language and culture;
3. Promote potential opportunities for the wider community to learn Chinese language and culture.

CIWA will:

1. Help Shoreline Community College to identify and apply for teaching and learning resources, including Chinese books, references, audio/visual materials published in the catalog of Confucius Institute headquarters (Hanban) and resources otherwise promoted through CIWA;
2. Assist Shoreline Community College with funding and budget proposals and seek financial support from the Hanban for specific Chinese programs/projects to be undertaken by Shoreline Community College; provide updates about the status of their funding applications; and, upon receipt of an invoice from Shoreline Community College, reimburse Shoreline Community College within one month for agreed to expenditures related to CIWA/Shoreline Community College joint activities;
3. Assist Shoreline Community College, as requested, to apply for Hanban-sponsored Chinese instructor(s) to teach Chinese courses at Shoreline Community College;
4. Provide resources and guidelines for the students of Shoreline Community College to attend the HSK Test (Chinese proficiency test) at the University of Washington, in Seattle or, as appropriate, establish alternative test sites at other university and college campuses in the State of Washington;
5. Provide the students of Shoreline Community College with information about the Hanban-funded scholarship programs including the Confucius Institute Scholarship and the New China Studies Plan and assist them in applying for such scholarship opportunities;
6. Provide faculty and staff of Shoreline Community College with guidance about Hanban-funded opportunities for research and academic conferences in China; and assist them in applying for such funds;
7. Provide Hanban-funded cultural performances on the occasions of Chinese New Year and/or International Confucius Institute Day, in accordance with Hanban's availabilities.

Shoreline Community College will:

1. Identify matching funds which may include teaching and learning resources available on campus, space for the events and necessary administration to support the jointly developed Chinese language and culture programs/projects;
2. Maintain regular communication with CIWA including:
  - a. Submitting written event reports and invoices with original receipts to CIWA after each event or each quarter for the program/project that has been complete as requested;
  - b. Submitting an annual budget proposal by the end of each year for CIWA's review and submission to Hanban;
  - c. Providing updates on personnel changes that relate to the collaboration described in this LOIC;
3. Provide visa application documents and assistance when a Hanban-sponsored Chinese instructor is requested; provide teaching venue(s), necessary office conditions and appropriate funding for the teacher's professional development opportunities (including support for at least one domestic conference travel a year); provide to the Hanban sponsored Chinese instructor the same rights and protections afforded to any other Visiting Faculty to Shoreline Community College;
4. If desired by the College, promote the Chinese Proficiency Tests (HSK & HSKK) on Shoreline Community College's campus, and provide necessary resources, including space and computers with internet access and headphones required to administer the HSK test on-campus;

5. Provide necessary assistance to Shoreline Community College students to apply for Hanban scholarship opportunities published through CIWA.

Specific details of any further cooperative/collaborative activities to be conducted, including cooperation with third parties and allocation of support and resources, shall be set forth and agreed upon in separate contract(s) between the parties.

## ARTICLE II. COOPERATION WITH THIRD PARTIES

Since other universities, institutes, centers and organizations may have capabilities and conduct activities which will benefit and support this collaboration, CIWA and Shoreline Community College may identify other parties for joint participation in mutually agreed upon projects and activities.

## ARTICLE III. DURATION, TERMINATION

The parties shall cooperate under this LOIC for a period of one (1) year from the date of last signature. At the end of its effective period, this LOIC may be renewed by the mutual written consent of the parties. Any modification to this LOIC shall be made in writing and require the approval of the authorized signatory of Shoreline Community College and the authorized signatory of Confucius Institute of the State of Washington, or their designees.

Either party can terminate this LOIC for any reason upon 90 days prior written notice to the other party.

## ARTICLE IV. NON-BINDING NATURE

This LOIC is intended only to set forth the general understanding of the parties with respect to the subject matter herein, and does not, and is not intended to, contractually bind the parties.

CIWA and Shoreline Community College are the only parties to this MOU. This MOU neither implies nor creates any financial obligations on the part of the University of Washington.

## ARTICLE V. RESOLUTION OF DISPUTES

In the event that a dispute arises under this LOIC, the parties shall make every effort to resolve it themselves. Should the parties enter future contracts contemplated by this LOIC, such contracts will contain a detailed resolution process.

## ARTICLE VI. CONTACT PERSONS

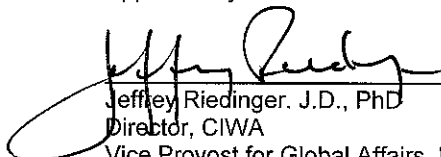
### Confucius Institute of the State of Washington

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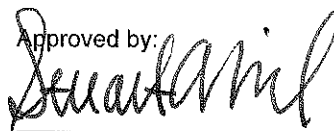
## ARTICLE VII. SIGNATURES

### Confucius Institute of the State of Washington

Approved by:

 31 July 2017  
Date  
Jeffrey Riedinger, J.D., PhD  
Director, CIWA  
Vice Provost for Global Affairs, Univ. of Washington

Approved by:

 JUL - 3 2017  
Date  
Stuart Trippel  
Senior Executive Director and CFO  
Shoreline Community College