

**Letter of Intent for Cooperation (LOIC)
Between
Western Washington University, WA
And
The Confucius Institute of the State of Washington, WA**

In order to promote Chinese language education within the State of Washington and to support the Chinese program and facilitate China studies at Western Washington University (WWU), the Confucius Institute of the State of Washington (CIWA) and WWU agree to enter into this Letter of Intent for Cooperation (LOIC).

ARTICLE I. Objectives and Responsibilities

CIWA and WWU will cooperate in efforts to establish projects, programs, and/or activities to support the Chinese language program and other China studies programs at WWU. 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 WWU to identify and secure teaching and learning resources, including Chinese books, references, audio/visual materials from CIWA's Chinese partner universities;
2. Provide both information about funding opportunities to WWU and guidelines on funding applications on an annual basis.
3. Assist WWU with funding and budget proposals and seek financial support from CIWA's Chinese partners in China.
4. Manage and administer funds provided by CIWA Chinese partners to support Chinese programs at WWU.
5. Assist WWU as requested, to apply for CIWA-sponsored Chinese instructor (s) to teach Chinese courses at WWU.
6. Provide resources and guidelines for the students of WWU to attend the Chinese Proficiency Tests organized by CIWA at the Pacific Lutheran University.
7. Provide the students of WWU with information about scholarship programs at CIWA's Chinese partner universities.
8. Provide information about funding opportunities for research and academic conferences in China and support to faculty and staff at WWU to apply for such funds;

WWU 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 CIWA's funding partners in China;
 - c. Providing updates on personnel changes that relate to the collaboration described in this LOIC;
3. Provide visa application documents and assistance when a CIWA-sponsored Chinese instructor is requested;
4. 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);
5. provide to the CIWA-sponsored Chinese instructor the same rights and protections afforded to any other Visiting Faculty to WWU.
6. Promote the Chinese Proficiency Tests (HSK & HSKK) at WWU and provide necessary resources, including space and computers required to administer the HSK tests if WWU decides to hold such tests on its campus;
7. Provide necessary assistance to WWU students who wish to apply for scholarships published through CIWA.

ARTICLE II. COOPERATION WITH THIRD PARTIES

CIWA and WWU recognize the benefits of resources from a third party to this collaboration and/or to WWU alone. Both parties agree that this LOIC is not exclusive. Either CIWA or WWU can identify another party or parties for joint participation in mutually agreed upon projects and activities.

ARTICLE III. DURATION, TERMINATION

This LOIC is valid for a period of five year(s) from the date of last signature and may be renewed by the mutual written consent of the parties 30 days prior to expiration. Any modification to this LOIC shall be made in writing and require the approval of the authorized signatory of WWU and the authorized signatory of Confucius Institute of the State of Washington, or their designees.

Either party can terminate this LOIC with a 90-day 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 WWU are the only parties to this MOU. This MOU neither implies nor creates any financial obligations on the part of the Pacific Lutheran University.

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

Mikel G. Edwards, PhD
Confucius Institute of the State of WA
Pacific Lutheran University
12180 Park Avenue S.
Tacoma, WA 98447
ciwa@plu.edu

Julian Wu, PhD
Western Washington University
516 High Street - MS 9099
Bellingham, WA 98225
Julian.Wu@wwu.edu


Signed by

DocuSigned by:

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12/6/2022 | 7:29 PM EST

Geoff E. Foy, PhD
CIWA Board Chair,
Associate Provost for Graduate
Programs and Continuing Education
Pacific Lutheran University

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10/14/2022 | 11:37 AM PDT

Brad Johnson
Provost
Western Washington University

DocuSigned by:

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12/9/2022 | 5:04 AM PST

Paul Manfredi, PhD
CIWA Director
Professor of Chinese
Pacific Lutheran University

Certificate Of Completion

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Source Envelope:	
Document Pages: 3	Signatures: 3
Certificate Pages: 5	Initials: 0
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	516 High St
	MS 1430
	Bellingham, WA 98225
	garfiad@wwu.edu
	IP Address: 38.127.225.198

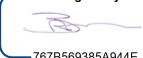
Record Tracking

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Signer Events

Brad Johnson
bljohnso@wwu.edu
Provost
Western Washington University
Security Level: Email, Account Authentication (None)

Signature

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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Geoff E. Foy
foyce@plu.edu
Security Level: Email, Account Authentication (None)

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Paul Manfredi
manfredi@plu.edu
Security Level: Email, Account Authentication (None)

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	12/9/2022 5:04:05 AM
Completed	Security Checked	12/9/2022 5:04:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Western Washington University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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How to contact Western Washington University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nancy.larson@wwu.edu

To advise Western Washington University of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at nancy.larson@wwu.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- ii. send us an e-mail to nancy.larson@wwu.edu and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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