Annex O

Appendix F: Template Letter of Intent

To whom it may concern

The University of Kent welcomes the opportunity to engage in further discussion with ……….. regarding potential interaction in the area of ………, between …….. and …………

1In order for the institutions concerned to make a decision as to whether or not such an arrangement would be appropriate, initial and provisional discussions will be held and, where appropriate, relevant institutional information will be exchanged. Following receipt of this letter a representative from the University of Kent will liaise with a counterpart from …….., in order to discuss the potential interaction in more detail. If initial discussions suggest that the interaction under consideration will be of mutual benefit, the two institutions will enter into more detailed negotiation, in accordance with the conditions set out in the University of Kent’s Memorandum of Understanding. This is not, it should be noted, a legally binding agreement. Further agreements may follow in due course.

Information exchanged between the two institutions will be treated in the strictest confidence and will not be disclosed to any third party. In appropriate circumstances a non-disclosure agreement may be signed. Each institution will be responsible for any costs that it may incur during the discussions.

It is anticipated that, following initial discussion, both institutions will consider whether or not the proposed interaction is an appropriate one, and will inform the other of the decision taken. Following initial discussion and appropriate processes of due diligence, a Memorandum of Understanding and/or agreement(s) may be signed, should both institutions wish to proceed with the interaction under consideration.