**Minutes of Discussion**

Between

Souphanouvong University of the Lao People’s Democratic Republic

And

(Name of a person/organisation) of the (partner country’s name)

Souphanouvong University of the Lao People’s Democratic Republic and (Name of a person/ organisation) of the (partner country’s name), hereafter referred to as the “Parties” have agreed to enter into an agreement to promote academic cooperation based on mutual trust, benefit and development of both Parties.

1. The two Parties will encourage the following cooperation:
   1. ………………………………………………………………………………
   2. ………………………………………………………………………………
   3. ………………………………………………………………………………
   4. ………………………………………………………………………………
   5. ………………………………………………………………………………
   6. ………………………………………………………………………………
2. Details of implementation of any exchanges resulted from this Minutes of Discussion shall be negotiated and determined in a form of Memorandum of Understanding signed by both Parties as such cases arise on the basis of peace, independence, friendship, not entering in internal activities of each other and mutual benefits.
3. This Minutes of Discussion shall be governed by in accordance with the Law of Lao PDR and the Law of the (partner country). The Memorandum of Understanding, which shall be carried out further as a result of this Minutes of Discussion, shall be approved by the Ministry of Foreign Affairs of both Parties before the Parties could affix their signatures.
4. Any disputes or differences arising out of the interpretation or application of this Minutes of Discussion shall be settled amicably through consultation between the Parties.
5. This Minutes of Discussion shall enter into force, when the representatives of both Parties have affixed their signatures.

Done at…………………………………………on………………………………..in Lao and English, all texts of which are equally authentic. In case of divergence in interpretation, the English shall prevail.

For Souphanouvong University For (partner institution)

Name: Name:

Position: Position: