

POLICY**International Collaborations and Memoranda of Understanding****Contact Officer**

Pro Vice Chancellor International

Purpose

To clarify the use of Memoranda of Understanding

Overview

See below.

Scope

All staff.

The Policy

Many HEIs make use of general 'memorandum of understanding' to develop relationships with overseas HEI – these usually set out a number of high level principles for co-operation, are often signed at a PR ceremony, but do not commit the University to any particular arrangements. UW has a standard version of such a Memorandum (Annex 1).

The use of memoranda of understanding is governed by the following principles:

- a) Memoranda of Understanding should be signed on behalf of the University by the Vice Chancellor or one of the Pro Vice Chancellors only
- b) variations to the standard wording of University of Worcester initiated Memoranda of Understanding issued by the University should be regarded as exceptional and subject to approval by the authorised signatory(ies). Memoranda of Understanding initiated by overseas partners should be carefully scrutinised before signature
- c) all Memoranda of Understanding must state [print] clearly the authorised signatory and the date of signature.

Worcester International will maintain a Register of Memoranda of Understanding, and be responsible for initiating renewal in a timely fashion. The Register will be presented to the Vice Chancellor's Advisory Group (VCAG) and the Academic Standards and Quality Enhancement Committee (ASQEC) in February and June/July of each academic year.

All signed Memoranda of Understanding will be uploaded to a shared folder on O drive by Worcester International.

Date Policy Approved	<i>2012</i>
Approval Authority	<i>University Executive</i>
Date of Commencement	<i>Immediate</i>
Amendment Dates	<i>February 2015</i>
Date for Next Review	<i>Spring 2018</i>
Related Policies, Procedures, Guidance, Forms or Templates	-
Policies/Rules Superseded by this Policy	<i>Version 1 of document</i>



LOGO of other university

**MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITY OF WORCESTER (ENGLAND)
AND**

This document constitutes a Memorandum of Understanding between University of Worcester in England and the ***** (hereinafter referred to as “the two Universities” to engage in a programme of co-operation.

1. The two Universities agree to promote exchange and co-operation in all appropriate and agreed academic areas of research and teaching, the development of new areas of research and teaching, and the sharing and dissemination of information and documentation in areas of mutual interest.
2. The two Universities agree to facilitate exchange of and co-operation between the staff of both Universities in research, publication, teaching, supervision and examination of students, promotion of conferences and other areas of mutual interest.
3. The two Universities agree to facilitate exchange of students wanting to visit and/or participate in the education programmes of each University. Each University will explore the opportunities available for student exchange in academically appropriate areas of study.
4. Specific activities, projects, programmes, relevant funding and other matters relating to the implementation of this Agreement shall be negotiated and dealt with separately.
5. This Memorandum of Understanding shall be effective for five years from the date of signing in the first instance and shall be subject to change or renewal by mutual consent. The agreement may be terminated by either party with thirty days written notice.

Signed by the representatives of the two Universities:

For *****

For University of Worcester

Name/Title:

Name/Title:

Date:

Date: