

MEMORANDUM OF UNDERSTANDING

1. WHAT IS A MEMORANDUM OF UNDERSTANDING (MoU)?

A *Memorandum of Understanding* (MoU) is a document, recommended by ECVET, which provides a framework agreement between partner organizations, from two or more countries, confirming cooperation arrangements and procedures. The MoU sets out the roles of the involved parties and details the conditions via which learning outcomes can be achieved, assessed and potentially transferred.

The key aspects that must be shared, discussed, agreed on and made explicit in the MoU - prior to launching any mobility programme - include:

- details of organizations signing the MoU: confirming areas of competence and responsibility in their country;
- available qualifications and units of learning outcome: namely, those suitable for use with learners undertaking a period of geographical mobility;
- assessment, documentation, validation and recognition procedures: confirming roles and responsibilities alongside mechanisms, tools, techniques and templates.

Within the MoU, partners should:

- confirm their acceptance of quality assurance, assessment, validation and recognition criteria and procedures as adequate for credit transfer;
- agree on the terms of the partnership, including objectives, the planned duration of future mobilities' (minimum, maximum) and mechanisms for evaluation and revision of the MoU;
- agree on units of learning outcome that can be embedded or adapted to meet mobility programme delivery and credit transfer needs;
- identify all other actors and institutions involved in mobility, validation and recognition related activities, confirming their roles and duties in this respect.

As it is a voluntary document and sets a framework to rule the relation between parties, these ones are free to add whatever they might consider important to clarify and manage their relation.

2. WHO COMPLETES IT?

All partner organizations which wish to establish a common framework to manage their relation in mobility projects participate in the fulfilment of the document. Partners should agree on which content they want to add, which roles, responsibilities and obligations each one will have and which is the duration of the agreement.

Once the document is completed, it needs to be signed and stamped by each one of the involved parties.

3. WHERE TO GET IT?

In ECVET's website there is a template and some guidelines to prepare a MoU: <http://www.ecvet-toolkit.eu/ecvet-toolkit/prepare-memorandum-understanding>

This template can be used as a basis but it should be adapted to the wishes and expectations of the organizations involved in the MoU in each case.

4. EXAMPLE OF A MEMORANDUM OF UNDERSTANDING

Taking as an example the partners in the project *EURspace*, we have created an example of a MoU.

Memorandum of Understanding between the EURspace Partners

1. Framework of the Memorandum of Understanding and the mobility project it refers to

The green paper issued by the European Commission [COM(2009) 329, 8 July 2009] envisages transnational mobility as a way for young people to acquire new abilities and skills, to strengthen their personal development as well as their future employability.

The Commission hopes that the mobility of learners should form part of a renewed drive to build Europe's skills and ability to innovate and compete at international level.

Rather than being the exception, as is currently the case, learning mobility should become a natural feature of being European and an opportunity open to all young people in Europe. In this way it can make an important contribution to securing the future competitiveness and cohesion of the European Union.

The mobility project undertaken by the partner organizations signing this Memorandum of Understanding aims to contribute to the consecution of these objectives.

2. Objectives of the Memorandum of Understanding

The overall objective of the Memorandum of Understanding is to provide a framework for the partner organizations to rule the relations among them, based on mutual understanding and trust, with a clear definition of concepts and roles and distribution of tasks and responsibilities.

In particular, the Memorandum of Understanding intends to ensure the achievement of the following objectives:

- Set the basis to establish the objectives of the mobility for the partner organizations and the participants.
- Establish the documents to be used in the different stages of the mobility project.
- Identify and agree on the learning outcomes to be achieved by the participant in the mobility activities.
- Define the mechanisms for the assessment, recognition, accreditation and certification of the learning outcomes achieved after the mobility project.

3. Data of the organizations signing the agreement

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ASSOCIAZIONE CNOS FAP REGIONE UMBRIA

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Contact person (name and function)	Altheo Valentini
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VILNIUS TOURISM AND COMMERCE SCHOOL

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Name	Coleiul Tehnic Gheorghe Cartianu
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SUSTAINABLE DEVELOPMENT MANAGEMENT INSTITUTE

Name	Sustainable Development Management Institute
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ZEYNEP MEHMET DONMEZ VOCATIONAL AND TECHNICAL HIGH SCHOOL

Name	ZEYNEP MEHMET DONMEZ VOCATIONAL AND TECHNICAL HIGH SCHOOL
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INERCIA DIGITAL ,S.L.

Name	INERCIA DIGITAL, S.L.
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4. Tasks and commitments of the organizations signing this Memorandum of Understanding

Between the 01/11/2018 and 31/12/2020, the partners will operate with the conditions and for the intended purposed provided in section 2 of the Memorandum of Understanding.

Moreover, they will operate for the success of the activities in question, aimed at:

- Professional development of VET learners.

4.1. Roles of the partners

All partners will act as sending and/or receiving organizations for the exchange of VET learners in a diverse range of VET programmes, specifically for those related to the professional areas of cookery, bakery and restoration, corresponding to EQF levels 3-4.

4.2. Tasks of the partners

Within the role of a sending organization, the corresponding partner commits to carry out the following tasks:

- Selection of participants/beneficiaries of the mobility activities;
- Liaise with the receiving partner;
- Provide participants with intercultural training previous to the mobility;
- Provide the participants with the necessary documents to complete before the mobility, collect them and check them;
- Hire an insurance for the participants in the mobility;
- Set the necessary mechanisms for the recognition of learning outcomes acquired during the mobility.

Within the role of receiving organization, the corresponding partner commits to carry out the following tasks:

- In case of apprenticeship periods in companies, contact the receiving company in advance to check availability to receive trainees, while agreeing on dates and activities;
- Provide all the information necessary about the training or the apprenticeship period to the sending partner and the beneficiary of the mobility;
- Liaise with the sending partner;
- Perform/carry out monitoring and evaluation for the entire duration of the internship;
- Provide housing and ensure that the related cost is covered;
- Support any special need of the trainees;
- Ensure that local transportation where related to the implementation of the project are organised for the trainees;
- Submit the final reports as envisaged by the project;
- Promote the integration of trainees in the local community through the organization of cultural and recreational activities;
- Ensure the insurance coverage of the trainee in the form provided for by the project;
- In the case of an apprenticeship, provide a contact person and a responsible for monitoring the training process;
- Fulfill any further legal obligations in force in the receiving country, whether it is provided for the internship.

5. Learning outcomes. Definition and assessment

The objective of the mobility is to develop a set of knowledge, skills and competence, grouped in learning outcomes, which will increase the qualification of the participant in the mobility.

These learning outcomes will be agreed by the partner organizations signing this Memorandum of Understanding and the participant prior to the mobility. This agreement will be documented on a "Learning Agreement" to be signed by all parties before the mobility takes place.

The assessment of the achievement of the mentioned learning outcomes will be made by the receiving organization. The participant in the mobility will also be able to provide a self-assessment and a peer assessment of the learning outcomes.

The partner organizations will agree on the specific indicators to assess the level of achievement/development of each learning outcome but they will bear in mind the following aspects:

- Which is the level of knowledge, skills and competence of the participant before the mobility?
- Which new knowledge, skills and competence the participant has acquired after the mobility and / or which ones has he/she developed?

- In which tasks carried out by the participant this development of skills, knowledge and competence has been noticed?

6. Recognition, validation, accreditation and certification

The signing organizations agree in the Memorandum of Understanding how the learning outcomes achieved by the participant will be validated, accredited, certified and recognized (to the possible extent in each case), deciding that:

- The participant in the mobility will not need to take a certain exam to demonstrate the learning outcomes acquired, as these are evaluated by the receiving partner.
- The participant in the mobility may acquire extra credits if the learning outcomes are achieved and if this is possible within the framework of his/her sending organization.
- The participant in the mobility will receive a Europass supplement, issued by the sending organization and certified by the corresponding authority (national agencies managing Erasmus+ funds, regional authorities...). More info on Europass:

<https://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility>

7. Personal data

The parties undertake to process the personal data of the subject involved in the implementation of the mobility project in compliance with the existing laws at National and European level.

8. Final provisions

Any changes to this Memorandum of Understanding shall not take place, and cannot be proven, except by written instrument.

Seen, read, and signed:

Date and place



Co-funded by the
Erasmus+ Programme
of the European Union

Name of Organization A

Legal representative

Date and place

Name of Organization B

Legal representative

Date and place

Name of Organization C

Legal representative

Date and place



Co-funded by the
Erasmus+ Programme
of the European Union

WEBSITE REFERENCES

<http://www.ecvet-toolkit.eu/ecvet-toolkit/prepare-memorandum-understanding>

<http://www.ecvet-toolkit.eu/tools-examples-more/ecvet-toolkit-tools>

ANNEX I – ECVET QUALITY COMMITMENT

ERASMUS + VET MOBILITY QUALITY COMMITMENT

Obligations of the Sending Organization
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- **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
- **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competence to be developed.
- If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities).
- **Prepare** participants in collaboration with partner organizations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
- **Establish** the Learning Agreement with the participant trainee or teacher and the receiving organization to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the receiving organization to ensure the validation and recognition of the knowledge, skills and competence acquired.
- **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the receiving organization.
- **Establish** a system of monitoring the mobility project during its duration.
- When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
- **Arrange and document** together with the receiving organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible.

Recognize learning outcomes which were not originally planned but still achieved during the mobility.

- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Recognize** the accrued learning outcomes through ECVET, Europass or other certificates.
- **Disseminate** the results of the mobility projects as widely as possible.
- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.

Obligations of the Sending and Receiving Organizations

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits).
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competence to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participants.
- **Agree** monitoring and mentoring arrangements.
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required.
- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

Obligations of the Receiving Organization

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competence and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
- **Identify** a tutor or mentor to monitor the participant's training progress.
- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Check** the appropriate insurance cover for each participant.

Obligations of the Participant

- **Establish** the Learning Agreement with the sending organisation and the receiving organization to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the receiving organization, its normal working hours, code of conduct and rules of confidentiality.
- **Communicate** with the sending organization and receiving organization about any problems or changes regarding the training placement.
- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.

Obligations of the Intermediary Organization

- **Select** suitable receiving organizations and ensure that they are able to achieve the placement objectives
- **Provide** contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.

Signatures

Sending Organization, Name, Date

Receiving Organization, Name, Date

Intermediary Organization (optional), Name, Date

Participant, Name, Date

ANNEX II – TECHNICAL SHEET

1- This framework **aims to provide:**

- a. a comprehensive understanding of a *Memorandum of Understanding*;
- b. points to consider in the fulfilment of a *Memorandum of Understanding*;
- c. a template for a *Memorandum of Understanding*;
- d. an exemplification on how to fulfil a *Memorandum of Understanding*.

2- This framework is intended **to be used** in determining the following via the template:

- a. aims of the *Memorandum of Understanding*;
- b. data of the organizations signing the agreement;
- c. tasks and commitments of the organizations signing the *Memorandum of Understanding*;
- d. identification of the learning outcomes that are expected to be achieved by the learner;
- e. agreement on the evaluation processes;
- f. agreement on the recognition, validation, accreditation and certification of the learning outcomes that are expected to be achieved by the learner;
- g. personal data;
- h. other provisions.

3- This framework is intended **for the use of** schools, public bodies and other private enterprises who participate in European mobility projects.

4- This framework is intended **to be applied** in the context of ECVET implementation, specifically, to validate and recognize the learning outcomes acquired by VET learners in a variety of learning contexts, such as, when learners participate in European mobility projects.

5- Phase and Stage of the Pedagogical Circuit in which the Tool should be used:

Phase 1: Before Mobility

Stage 4: Establishing Agreements