

Memorandum of Understanding

Draft version for testing

'File code' of the MoU

Explanatory note:

A Memorandum of Understanding (MoU) is an agreement between competent institutions which sets the framework for credit transfer. It formalises the ECVET partnership by stating the mutual acceptance of the status and procedures of competent institutions involved. It also establishes partnerships' procedures for cooperation.

MoUs can be developed by networks of competent institutions from several countries/systems, but they can also be bilateral. This depends on the partnership needs and ambitions. While the establishment of a MoU is recommended for cases of organised mobility, if the institutions concerned already have trust in each other's procedures and they are competent to recognise credit without the agreement of another institution, they can put in place exchanges directly using the Learning Agreement.

For more information and guidance on the establishment of a MoU please refer to the ECVET User's Guide: 'Using ECVET for geographical mobility (2012) - Part II of the ECVET Users' Guide - Revised version – including key points for quality assurance' – [Link].

1 Objectives of the Memorandum of Understanding

The Memorandum of Understanding forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In the Memorandum of Understanding it is explicitly stated that the partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit.

Explanatory note:

Should the partners agree on additional objectives specific to a given partnership, these should also be included in the MoU.

Are other objectives agreed on? (Please tick as appropriate)

No

Yes - these are

2 Identification of the organisations signing the Memorandum of Understanding

Explanatory note:

Partners provide information on the organisations signing the MoU and describe what they are competent for in their systems. The MoU contains the relevant contact information of all institutions involved and their functions and roles (where necessary, add fields!).

Country [A]

Institution

Function

Address

Telephone

Fax

E-mail

Website

Represented by (name and function)

Telephone

Fax

E-mail

Country [B]

Institution

Function

Address

Telephone

Fax

E-mail

Website

Represented by (name and function)

Telephone

Fax

E-mail

3 Organisations who are able to operate in the framework of the Memorandum of Understanding (if appropriate)

Explanatory note:

For MoUs established for a broader context (such as agreements set up by sector based organisations, chambers, regional or national authorities), a list of institutions (VET providers, companies, etc.) who are able to operate in the framework of the MoU can be added. This can consist of a list of their names or it can refer to the type of VET providers. The list can be put in an annex.

4 Information about the qualification(s) covered by the MoU

Explanatory note:

The availability of sufficient and transparent information about the VET qualification(s) (it could be a group of qualifications) in the home and host country forms the basis for mutual trust. Relevant information has usually already been exchanged before drawing up a MoU. The MoU itself can contain key information (such as the Europass Certificate Supplement) – possibly in an annex.

Qualification in country [A]:

Title of qualification

EQF level/NQF level (if applicable)

Unit(s) of learning outcomes of relevance for the mobility phases (refer to enclosure in the annex, if applicable)

Enclosures in annex - please tick as appropriate

- document for a more detailed overview of the learning outcomes associated with the qualification
- Europass certificate supplement
- description of the unit(s) of learning outcomes with relevance for the mobility phases
- Other

Qualification in country [B]:

Title of qualification

EQF level/NQF level (if applicable)

Unit(s) of learning outcomes of relevance for the mobility phases (refer to enclosure in the annex, if applicable)

Enclosures in annex - please tick as appropriate

document for a more detailed overview of the learning outcomes associated with the qualification

Europass certificate supplement

description of the unit(s) of learning outcomes with relevance for the mobility phases

5 Competent institutions with regard to ECVET technical specifications

Explanatory note:

Partners identify the functions and responsibilities of competent institutions within their context. For further information on competent institutions please refer to Annex A of the document 'Using ECVET for geographical mobility (2012) – Part II of the ECVET Users' Guide – Revised version – including key points for quality assurance'!

Functions – Who is responsible for:	Qualification [A]	Qualification [B]	Qualification [X]
Identifying the unit(s) of learning outcomes suitable for mobility			
Delivering the education and training programme/learning activities preparing for the unit(s) of learning outcomes addressed by the mobility			
Assessing whether the learner(s) has(have) achieved the expected learning outcomes			
Validating and recognising learners' credit on their return to the home institution			
Others (if applicable):			

6 Assessment, documentation, validation and recognition

Explanatory note:

The MoU could explain the procedure and responsibilities for the assessment, documentation, validation and recognition:

- *procedures and methods of assessment by the host institution;*
- *the form of documentation by the host institution (such as a learner's transcript of record, which can be enclosed as an annex to the Learning Agreement, the Europass Mobility, or form sheets specified by the sending institution); if the learner is awarded grades on specific learning outcomes, it would be helpful to have clarity on how this being done (underlying system);*
- *validation: how does the home institution determine that the learning outcomes achieved abroad can be validated;*
- *recognition: how does the home institution officially confirm that the learning outcomes have been achieved and validated (such as by issuing a certificate).*

More detailed information is provided in the Learning Agreement.

For further information on competent institutions please refer to Annex A of the document 'Using ECVET for geographical mobility (2012) – Part II of the ECVET Users' Guide – Revised version – including key points for quality assurance'!

Qualification(s)/unit(s) in country [A]:

Assessment

Documentation

Validation

Recognition

Qualification(s)/unit(s) in country [B]:

Assessment

Documentation

Validation

Recognition

7 Validity of time of the Memorandum of Understanding

Explanatory note:

Partners specify the duration of the validity of the MoU. In some cases it can be useful to conclude the agreement with a validity of a few years; in other cases, a longer period of validity will be more appropriate. In principle, however, a period of several years is recommended.

The Memorandum of Understanding is valid until:

8 Evaluation and review process

Explanatory note:

Partners specify the date and procedures for evaluating the partnership functioning and for future improvement.

The partnership will be evaluated and reviewed [date] (dd/mm/yy)

by [procedure]



Signatures

Institution - in country [A]

Institution - in country [B]

Name, function

Name, function

Place, date (dd/mm/yy):

Place, date (dd/mm/yy):

Additional topics

Explanatory note:

The MoU should also include spaces for adding additional topics relevant to the respective partnership.

Annexes

