

POLICY

Policy and Procedures for Approval of Memoranda of Understanding and Memoranda of Collaboration

Contact Officer

Head of Academic Quality

Purpose

To set out the University policy and procedures for the approval and use of Memoranda of Understanding and Memoranda of Collaboration.

Overview

Memoranda of Understanding and Memoranda of Collaboration are statements of co-operation between the University and an external educational organisation, indicating the intentions of the parties to co-operate and develop relationships for the purpose of academic activities in order to further mutual objectives. These are not intended to be legally binding documents. There are formal processes for requesting, approving and recording Memoranda of Understanding and Memoranda of Collaboration at University level.

Memoranda of Understanding are used for a range of purposes, including with overseas HE institutions for the purposes of staff and student exchange and research collaboration, with non-educational organisations in the UK or overseas for the purposes of collaboration that does not involve academic provision. They may also be used by Schools in relation to the placements and employer input into professional or vocational courses.

Memoranda of Collaboration are used for UK academic partners that do not involve University of Worcester academic provision.

The University sometimes makes use of Memoranda of Intent in order to indicate to a potential partner the intentions of the University to develop specific proposals.

It should be noted that where an initiative or agreement originates from another organisation, the term Memorandum of Understanding or Memorandum of Collaboration may not be used, but the purpose of the written form of the agreement should be clear.

Contact the Academic Quality Office in the first instance to discuss the type of document required.

Scope

This Policy applies to all written agreements of intent and co-operation, for the purposes of academic collaboration excluding formal commercial contracts and/or formal collaborative academic arrangements falling under the University [Collaborative Academic Arrangements Policy](#).

University-level Memoranda of Understanding and Memoranda of Collaboration

- 1 Memoranda of Understanding (MoU) are used by the University to develop relationships with external organisations, including UK and overseas higher education institutions and other educational bodies, charitable and commercial organisations, in terms of co-operation to further mutual academic objectives.
- 2 Memoranda of Understanding are most commonly used by the University to support developing relationships for co-operation and exchange with international higher education institutions; however, a wide variety of activities can be specified in a MoU, with a range of external organisations, including, but not limited to:
 - development of student and/or staff exchange links
 - collaborative research and knowledge exchange activity
 - development of work experience, placement and project opportunities for students
 - facilitation of credit transfer.
- 3 Memoranda of Collaboration (MoC) are used by the University to enhance relationships with UK academic organisations (eg Further Education Colleges, Sixth Form Colleges and similar) in order to further mutually beneficial activities that support recruitment and progression to HE.
- 4 Memoranda of Collaboration may be also used with non-academic partners to enhance relationships (e.g. theatres, specialist private providers etc) in order to facilitate activities that benefit student learning or offer unique opportunities to enhance University provision.
- 5 For most general academic co-operations that do not involve the award of University credit or formal recognition of the academic credit of other organisations, a MoU or MoC is normally sufficient. In some cases, however, a MoU or MoC may precede or stand alongside a more formal agreement eg for recognition, articulation or collaborative partnership.
- 6 The approval of a MoU or MoC is 'light touch', reflecting its status as a non-binding agreement; however, as a formal statement of intent with another organisation, it is managed formally.
- 7 When considering a proposal for a MoU or MoC Schools or other proposers should contact, at an early point, the Academic Quality Unit for advice. In the case of proposed MoU with international institutions, Worcester International should be consulted.
- 8 The Academic Quality Unit has a template for generic MoU that can be adapted for most purposes. There is also a template for MoU with overseas universities to support student exchange and co-operation. There is also a template for MoC.
- 9 Where the intention is to use the MoU drafted by the external organisation, this will need to be agreed as equivalent to the University MoU by Worcester International and/or the Academic Quality Unit (AQU).
- 10 All MoU and MoC require the approval and signature of the Vice Chancellor, Deputy Vice Chancellor or Pro-Vice Chancellor.
- 11 All MoU or MoC must have a specified limited duration (typically 3 or 5 years).

12 The approval of a draft MoU or MoC involves:

- completion of proposal form including signatures of agreement from the Head of School/Department, AQU and Worcester International as appropriate
- submission of the signed proposal form and draft MoU or MoC to the Vice Chancellor's Office for signature.

13 Worcester International will maintain a Register of International 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 June/July of each academic year.

14 AQU will maintain a Register of all other MoU and MoC, and be responsible for initiating review and renewal by the relevant School/Department. The Register will be presented to the Vice Chancellor's Advisory Group (VCAG) and the Academic Standards and Quality Enhancement Committee (ASQEC) in June/July of each academic year.

15 All signed MoU and MoC will be uploaded to a shared folder on O drive by Worcester International and AQU.

School-level Memoranda of Understanding

16 The management and approval of Memoranda of Understanding related to placements or professional input into specified courses is delegated to Schools. Schools should have formal processes in place for the signature of memoranda, record keeping and review.

Date Policy Approved	11 th July 2018
Approval Authority	Academic Standards and Quality Enhancement Committee
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Amendment Dates	n/a
Date for Next Review	July 2021
Related Policies, Procedures, Guidance, Forms or Templates	Memorandum of Understanding and Memorandum of Collaboration Proposal template Memorandum of Understanding staff student exchange template Memorandum of Understanding standard template Memorandum of Collaboration standard template Collaborative Academic Arrangements Policy
Policies/Rules Superseded by this Policy	Version 1 of document