

Developing a Memorandum of Understanding

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Developing an MOU

- More and less useful applications of a MOU
- Perspective on MOU development
- MOU contents

More and less useful applications of an MOU

- More useful:
 - Establishing working relations with new colleagues
 - Learning about your institutional environment
 - Learning about colleagues' institutional environments
 - Clarifying your common purpose
 - Communicating the nature of IAM with administrations
 - Setting a context for negotiating partners' contributions

More and less useful applications of a MOU

- Less useful:
 - Specifying agreements for tasks that haven't been thought through
 - Overriding practices of partner institutions
 - Establishing frameworks for applying pressure or coercion

Perspective on MOU development

- Keep it minimalist
- Keep it plain
- Defer to the lawyers

MOU contents

Note: Current contents of MOU templates may differ

1. Preamble
2. Definitions
3. Commencement and duration

MOU contents

4. Purpose and scope

The purpose of such endeavour is to enhance mutually beneficial student and staff exchanges between and among these institutions, to promote the advancement of education, research, and services, and to strengthen friendly cooperation between and among the institutions. These activities are intended to enhance the capability of higher education institutions to prepare students with talents in the emerging field of indigenous planning.

MOU contents

5. Student recruitment and selection
6. Partner roles and responsibilities
7. Academic program and student status
8. Student rights and responsibilities
9. Institutional student fees
10. Agreement renewal and termination
11. Academic coordinators
12. Indemnification
13. Agreements in counterparts
14. Signatures

Good luck with your projects!!