VETExpress Samples - Mutual Agreement Templates for Credit Transfer

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MoU. Memorandum of Understanding

'File code'	(Remove if not necessary)

1. Definition of MoU.

The Memorandum of Understanding is a framework agreement between competent institutions in two or more countries, involved in ECVET.

Signing the MoU the institutions:

• Accept each other's status as competent institutions.
• Accept each other's quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purposes of credit transfer.
• Agree the conditions for the operation of the partnership, such as objectives, duration and arrangements for review of the MoU.
• Agree on the comparability of qualifications concerned for the purposes of credit transfer, using the reference levels established by EQF.
• Identify other actors and competent institutions that may be involved in the process concerned and their functions.

The MoU has a specific duration and can be renewed. During its validity period, the MoU defines the overall terms of collaboration of the ECVET partners.

In case you have agreed on other objectives, indicate them:

(Remove if not necessary)

2. Organisations signing the Memorandum of Understanding		
Organisation 1		
Country		
Name of organisation		
Address		
Telephone/fax		
E-mail		
Website		
Contact person	**Name / Surname**	
	Position	
Telephone/fax		
E-mail		
Organisation 2		
Country		
Name of organisation		
Address		
Telephone/fax		
E-mail		
Website		
Contact person	**Name / Surname**	
	Position	
Telephone/fax		
E-mail		

(Add more organizations if necessary).

3. Other organisations covered by this Memorandum of Understanding (if appropriate).	
Organization 1	
Type of VET Providers	
Organization 2	
Type of VET Providers	

(Insert information here or remove if not necessary)

4. The qualification(s) covered by this Memorandum of Understanding.		
Qualification 1		
Country		
Title of qualification		
EQF level (if appropriate)		
NQF level (if appropriate)		
Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable)		
Attachments in the annex: mark the corresponding box with a cross	Europass Certificate Supplement	
	The learning outcomes associated with the qualification	
	Description of the unit(s) of learning outcomes for the mobility	
	Other: (please specify)	
Qualification 1		
Country		
Title of qualification		
EQF level (if appropriate)		
NQF level (if appropriate)		
Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable)		
Attachments in the annex: mark the corresponding box with a cross	Europass Certificate Supplement	
	The learning outcomes associated with the qualification	
	Description of the unit(s) of learning outcomes for the mobility	

	Other: (please specify)	

(Add more qualifications if necessary)

5. Assessment, documentation, validation and recognition.

The memorandum of understanding involves the establishment of an evaluation, validation and recognition procedure, which must be discussed and agreed upon, before to signing.

Please summarize the procedure:

Validity date of the Memorandum	dd/mm/yyyy

Evaluation and review process:

Organization(s):

Person(s):

Data: dd/mm/yyyy

6. Signatures

Host organization/Country: **Sgd:** (name and surname) (Role) **Data:** dd/mm/yyyy	**Home Organization/Country:** **Sgd:** (name and surname) (Role) **Data:** dd/mm/yyyy

(Add more if necessary)

Other organizations involved If necessary:

Type of VET Providers: **Organization:**	**Type of VET Providers:** **Organization:**

Sgd: (name and surname) (Role) **Data:** dd/mm/yyyy	**Sgd:** (name and surname) (Role) **Data:** dd/mm/yyyy

(Add more if necessary)

7.Additional Information

8. Annexes