**MEMORANDUM OF UNDERSTANDING**

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| **1. Definition of MoU.** |
| The Memorandum of Understanding is a framework agreement between competent institutions in two or more countries, involved in transfer of gained learning outcome(s).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 transfer of gained learning outcome(s).• 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 transfer of gained learning outcome(s), 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 partners. |

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| **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 |  |

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

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| **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) |  |

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| **5. Assessment, documentation, validation and recognition.** |
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| **6. Validity date of the Memorandum** |  |

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| **7.Additional Information** |

**Responsibilities**

Arrangement on the following aspects will be taken care of by the following organisation:

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|  | Organised/arranged/advised by: | Costs covered by: |
| **Country 1 to Country 2** |  |  |
| Accommodation |  |  |
| Travel to work |  |  |
| Travel & Health insurance |  |  |
| Work placement |  |  |
| Programme |  |  |
| Costs of living |  |  |
| Work clothes/uniform |  |  |
| Meals |  |  |
| Induction programme (city tour) |  |  |
| Language preparation |  |  |
| Cultural preparation |  |  |

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| **7. Signatures** |

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| **Sending Organization**Organization/Country:……………………………………………… Vocational and Technical High School/TurkeySgd: “ Name of Authorized Person of the School”Date:  | **Company**Name/ Country“ Name of the Company” - CountrySgd:“ Name of Authorized Person of the Company ”Date: |

**Other organizations involved If necessary:**

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| **Type of VET Providers:** **Organization:** **Sgd:****EU Mobility Projects Coordinator****Date:**  |