**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/Turkey  Sgd: “ Name of Authorized Person of the School”  Date: | **Company**      Name/ Country  “ Name of the Company” - Country  Sgd:“ 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:** |