Memorandum of Understanding

<delete TEMPLATE delete>

between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <insert name of Partner A>

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <insert name of Partner B>

**Purpose of this Memorandum of Understanding**

The purpose of this Memorandum of Understanding is to define and clarify the roles of <Partner A> and <Partner B> as they relate to the development of the <name the programme>.

Specifically, this MoU will define how <Partner A> and <Partner B> will collaborate to provide education opportunities in the <name of programme>.

**Background**

<Partner A> is…

<Partner B> is….

**Guiding Principles**

<Partner A> and <Partner B> will work together to ….

**Communication**

<Partner A> and <Partner B> will meet <weekly/fortnightly/monthly> to communicate about <the programme>.

**Responsibilities**

<Partner A> will:

<Partner B> will:

(Useful vocabulary: Develop, Deliver, Share, Support, Provide, Promote. Refer, Review, Comply, Train, Maintain records, Sponsor, Evaluate)

Both <Partner A> and <Partner B> are aware of their responsibilities under the General Data Protection Regulations and will comply with these regulations.

**Modification and Termination ?**

<Partner A> and <Partner B> have agreed that this Memorandum of Understanding can be amended by mutual consent following discussion of... or following agreement that...

<Partner A> and <Partner B> have agreed that this Memorandum of Understanding can be terminated by mutual consent following discussion of... or following agreement that...

**Funding**

<Partner A> and <Partner B> have agreed with regards to funding that:

**Timing**

<Partner A> and <Partner B> have agreed that this memorandum of understanding will last for the duration of the project which is from \_\_\_\_\_\_\_\_\_\_\_\_\_\_<insert date> to \_\_\_\_\_\_\_\_\_\_\_<insert date>.

**Signatures and date**

This Memorandum of Understanding is effective from the above dates and has been authorised by.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (representing <Partner A>) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (representing <Partner B>) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**See accompanying document for an example**