



DEVELOPMENT OF HEI - COMPANY PARTNERSHIPS

MEMORANDUM OF UNDERSTANDING





CONTENT

PREFACE	2
ENTER.M project: Memorandum of Understanding	3
The role of the HEIs	4
The role of the companies	4
Consent to use media and creative work	5
Annex 1: MEMORANDUM OF UNDERSTANDING (template)	6





PREFACE

Definition:

“a document that records the details of an agreement between two companies or organizations, which has not yet been legally approved” (Cambridge dictionary)

“A memorandum of understanding (MOU) is a formal document describing the broad outlines of an agreement that two or more parties have reached through negotiations. It is not a legally binding document but signals the intention of all parties to move forward with a contract.”

Contents of an MOU

An MOU clearly outlines specific points of an understanding. It names the parties, describes the project on which they are agreeing, defines its scope, and details each party's roles and responsibilities.

While not a legally enforceable document, the MOU is a significant step because of the time and effort involved in negotiating and drafting an effective document. To produce an MOU, the participating parties need to reach a mutual understanding. In the process, each side learns what is most important to the others before moving forward.

Read more:

<http://www.businessdictionary.com/definition/memorandum-of-understanding-MOU.html>

<https://www.investopedia.com/terms/m/mou.asp>





ENTER.M project: Memorandum of Understanding

One of the main objectives of ENTER.M project is to create partnerships, between HEIs and companies, for the successful implementation of the internship model and development of entrepreneurial mind-set and skills. In order to fulfil this goal, recruiting companies to host internships is planned.

Pilot experimentation of the internship model includes the application of the model in 40 cases that will be monitored and evaluated, with the purpose to evaluate the relevance, quality and impact of the model and lead to its finalization.

Each involved University partner will organize an internship period based on the model for eight students, five students will be hosted in local enterprises and three students in enterprises abroad. The companies of the partnership will participate in this activity, hosting the students and collaborating with the Universities; however other companies will also be recruited for the pilot experimentation.

The experimentations will be organised after the creation of HEIs-companies partnerships, during October 2020 - April 2021. The exact dates of the internships will be defined by each University, fitting their policy in internships and transnational mobilities.

Each internship will have a minimum duration of one month, in order to be able to test and measure the different influencing parameters. In the beginning, the partners will elaborate an experimentation plan with all the 40 cases and using qualitative experimentation techniques will develop a grid with the different parameters to test.

Based on the plan, the partners will identify the students to participate in the experimentations and match them with the companies that offer internship, taking care to address all the different parameters that they want to test.

For the monitoring and evaluation of the pilot experimentations, a structured monitoring and evaluation methodology will be prepared that will monitor on a weekly basis the process, using a form for mentors and a form for learners and a final evaluation questionnaire for all involved persons. In addition, the partners will arrange round discussions at the end of each experimentation to assess qualitative aspects of the internships and gather also material for the development of success stories for the teachers' manual.

Once the experimentations are completed and the partners have all the monitoring and evaluation data, they will work on the validation of the internship model and will make the necessary adjustments. On the basis of the results and feedback, IDEC will be responsible for the finalization of the model, providing necessary corrections and adaptations.





The role of the HEIs



HEIs involved in ENTER.M project namely:

- Technical University of Košice, Slovakia (TUKE)
- Semmelweis University, Hungary (SOTE)
- Ludwig-Maximilians Universität, Germany (LMU)
- UNIVERSITA' TELEMATICA PEGASO, Italy (PEGASO)
- University of Ioannina, Greece (Uoi)

will sign the MOU between HEIs –companies in order to establish the partnership for the implementation of the internship program. The MOU will take into account and will be based on legal and organisational requirements of all involved HEIs. Annex 1 presents the template for MOU which should be adjusted upon the requirements of each involved parties (HEI and company).

During the project duration, Uoi, TUKE, SOTE, LMU and PEGASO will aim to create a minimum of 8 HEI-company partnerships that will organise the experimentations. For each partnership, a MOU will be signed, to frame the agreements for the experimentation phase.

The HEIs will conduct:

- the preparation for pilot experimentation, including selection of students, matching with companies, development of internship programs and making the necessary agreements and practical arrangements
- the implementation of a structured monitoring and evaluation methodology, that will closely monitor in a weekly basis the process, using a form for mentors from companies and a form for students and a final evaluation questionnaire for all involved persons.

Two types of internship will be realized:

1. **National internships:** 5 students from each involved HEI will follow the model in a company in the same country. The students will be hosted in companies that have formed partnership with the sending HEI.
2. **Transnational internships:** 3 students from each HEI will go for one month in a company in another country. These students will be hosted in partners/companies or in other companies of the network.

The role of the companies

The companies will use the internship model that will be developed with a focus on the main competence areas of entrepreneurship, using a competence framework – EntreComp. Based on the Model the company will support the development not only of the specific field of knowledge of the particular student but also of his/her entrepreneurial mind-set and skills.

The companies will host and support the students during their internship.





For the monitoring and evaluation of the pilot experimentations, a structured monitoring and evaluation methodology will be prepared that will monitor in a weekly basis the process, using a form for mentors.



Consent to use media and creative work

It is highly recommended to sign the **Consent to use media and creative work** between all involved parties (students, HEIs and company staff), who establish, manage, contribute to media and creative work of students (interns). The procedure should be prepared, which will be applied when media and creative work of students (interns) is distributed via publicly accessible websites, secure intranets, print or social media and promotional material or publications

Media includes, but is not limited to, electronic or printed (hard copy) versions of:

- images/photographs
- video/audio recordings
- creative work including:
 - o projects,
 - o podcasts,
 - o research work,
 - o blogs,
 - o written work.

The objective of this procedure is to ensure that all involved parties (students, HEIs and company staff), have a clear set of instructions to follow when intending to use names, images or creative work of students (interns) and distribute that information in various forms of media, both traditional and online.





Annex 1: MEMORANDUM OF UNDERSTANDING (template)

LOGO OF BOTH PARTIES

MEMORANDUM OF UNDERSTANDING

between

NAME OF UNIVERSITY

City, Country

and

COMPANY NAME

City, Country

.....COMPANY NAME..(hereafter the receiving organisation)

and

.....UNIVERSITY NAME..(hereafter UNIVERSITY ACRONYM)

hereby establish a Memorandum of Understanding with regards to an Internship Program facilitating the receiving organisation acceptance of (UNIVERSITY ACRONYM) students as interns.

Part 1. Purpose

With a view to training high-level researcher and practitioners with the skills and knowledge necessary to solve today's global/regional/local challenges, (UNIVERSITY ACRONYM) has established an internship program with the receiving organisation that will further the individual student's education and develop the practical skills he or she will need for his/her future job. Special focus will be given to entrepreneurial learning and support the acquisition of related skills and competences, by the student that participate in the Internship Program.





Part 2. Period of Partnership

The period and itinerary of the internship to be engaged in by the student is to be agreed upon by all three parties (the receiving organisation, UNIVERSITY ACRONYM, the student) prior to the commencement of the internship.

Part 3. Content

The content of the Internship Program and the manner in which the student will be assigned is to be determined through consultation among all of three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 4. Assigning the internship mentor

The student's internship mentor at the receiving organisation is to be determined by consultation between (UNIVERSITY ACRONYM) and the receiving organisation.

Part 5. Conditions of internship

The internship mentor undertakes to report back to (UNIVERSITY ACRONYM) on the student's progress over the course of the Internship Program. The structure of the report will be provided by the (UNIVERSITY ACRONYM). The student's faculty tutor at (UNIVERSITY ACRONYM) is to monitor the student's progress in terms of how the Internship Program fulfils his/her training goals. To this end, the faculty tutor undertakes to contact student regularly in order to observe the student's progress and visit him/her personally, if possible.

Part 6. Evaluation

The intern must submit an internship report to both the receiving organisation mentor and (UNIVERSITY ACRONYM) faculty tutor at the end of his/her internship period. The internship mentor and (UNIVERSITY ACRONYM) faculty tutor are to submit evaluative reports to (UNIVERSITY ACRONYM) based both on the internship report.

Part 7. Expenses

The matter of costs for running the internship is to be determined by consultation between the receiving organisation and (UNIVERSITY ACRONYM).





Part 8. Accidents met during the period of internship



While the student is obliged to take out appropriate student insurance, receiving organisation and (UNIVERSITY ACRONYM) agree to work together to resolve any problems pertaining to accidents met by the student during the term of his/her internship.

Part 9. Travel expenses

Payment of travel costs to and from the receiving organisation is, a matter of discretion, to be determined through consultation among the three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 10. Lodgings/accommodation during the internship period

The matter of leasing or loaning lodgings/accommodation to the student during the internship period is to be determined through consultation among the three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 11. Remuneration during the internship period

The matter of remuneration paid to the student during the period of internship is to be agreed upon by the three parties (the receiving organisation, UNIVERSITY ACRONYM, the student).

Part 12. Code of conduct during the internship period and keeping confidentiality

The (COMPANY) will sign an Internship Agreement with the student in which the student declares that he/she undertakes to abide by any employment rules set out by the receiving organisation to facilitate the Internship program; agrees also to follow instructions and accept supervision throughout the internship period; agrees to keep strict confidentiality. On no ground is the student to disclose information obtained over the course of the Internship program which is deemed classified by the receiving organisation.

Part 13. Publication of results

The publication of research or other results gained by the student over the period of his/her research or other work is to take place only after consultation with (UNIVERSITY ACRONYM) and the receiving organisation.

Part 14. Period of validity of the Memorandum of Understanding

The Memorandum of Understanding is valid for five years, effective from the date that its signing is concluded by responsible persons of (UNIVERSITY ACRONYM) and the receiving organisation.





Part 15. Termination/renewal of the Memorandum of Understanding

A period of six months' notice is required in the case when either party (UNIVERSITY ACRONYM) or the receiving organisation wishes to terminate the agreement established in this Memorandum of Understanding. Any such wish must be expressed in writing. Any decision to renew the agreement must again be agreed upon by both parties, with both parties expressing their desire to continue at least six months prior to the expiration of the period covered by the current Memorandum of Understanding.

Part 16. Others

Additions or amendment to the provision fixed by this Memorandum of Understanding are possible at any time, subject to consultation and agreement between both parties.

Two copies of this Memorandum of Understanding are to be prepared, each to be signed by the two parties (UNIVERSITY ACRONYM) and receiving organisation. One copy is to be retained by each party.

For the NAME OF THE UNIVERSITY

For the NAME OF THE COMPANY

NAME

POSITION

Date:

NAME

POSITION

Date:

