

# Developing & Processing a Memorandum of Understanding

A Memorandum of Understanding (MoU) is a document that expresses mutual agreement on an issue between two or more parties. It is often used when parties do not want to create a legal commitment and can also be a more formal way of documenting a 'gentlemen's agreement'.

In the context of MMU, MoUs are used to document a non-legally binding agreement, usually of an academic nature, between MMU and an external organisation. MoUs can be useful in stating intent, agreeing a basis for future developments and also in providing external organisations with the necessary documentation to put before any necessary boards or meetings.

MoUs are not intended to include any detailed financial agreements, arrangements that imply a financial risk to MMU or to act as a service level agreement. Such arrangements must be documented in a legally binding agreement.

MoUs can be used to document the following:

- a general friendship or link
- an articulation or progression route for students
- a more specific area of intended future development such as: joint programmes, joint research\*, staff and/or student exchange^, joint seminars & workshops.
- a mixture of any of the above

^If your agreement purely concerns international staff and/or student exchange, MMUI will coordinate this arrangement on a separate document.

\*If your agreement details final and exact arrangements of a specific research project, the MMU Research Office will coordinate this arrangement on a separate document.

## Acronyms & Glossary

**MoU** – Memorandum of Understanding

**EO** – External Organisation

**CPO** – Collaborative Partnerships Office

**DVC** – Deputy Vice Chancellor

**CASQE** – Centre for Academic Standards & Quality Enhancement

**ARPH** – Academic Regulations & Procedures Handbook

**FADC** – Faculty Academic Development Committee

**MMUI** – Manchester Metropolitan University International (Office)

**Articulation** - to enter part way through an MMU programme following successful completion of a stage/credits of a non-MMU Programme

**Progression** - to enter the beginning of a level on an agreed MMU programme following successful completion of a non-MMU programme

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