Review of Memoranda of Understanding (MoUs)

A Memorandum of Understanding (MoU) is a non-binding agreement which outlines an intention to promote collaboration between partner institutions. The University has numerous MoUs which are signed for a specified duration (normally 5 years). This document sets out the proposed procedure for the review of MoUs.

A separate procedure applies for Memoranda of Agreement. [A Memorandum of Agreement (MoA) is the formal document agreed by the University and the partner institution(s) which governs the formal relationship between the institutions it is a legally binding document].

The Academic Collaborations Office (ACO) maintains a database of Memoranda of Understanding (MoU) and a schedule for their review. Six months prior to expiry of an agreement¹ the Academic Collaborations Office will alert the relevant International Officer in the Recruitment and International Office (RIO).

The International Officer (IO) will liaise with the relevant International Dean (ID), College International Lead (CIL) and Business/International Development Manager (BDM) to review the MoU and agree whether or not it should be renewed. That decision should be informed by a number of factors including, but not limited to, the following:

- Have there been any concrete developments with the partner since the MoU was signed?
- Does the arrangement continue to fit with the School/College strategic priorities?
- Does the partner institution still have the capacity to engage with the University?
- Does the College/School/RI still have the capacity to engage with the partner institution?
- Have there been any changes in the political environment in the region?
- What is the status of any MoAs which have resulted from the MoU?

The possible outcomes are:

- to continue with the relationship and renew the MoU (up to a maximum of five years);
- to continue with the relationship and renew the MoU with modifications (up to a maximum of five years); and
- to terminate the agreement.

To reach a decision it is likely that contact with the partner will be necessary; however, it may be helpful to consider the University’s preferred position prior to making contact.

Once a decision has been taken, the IO² will advise the partner institution in writing three months before the expiry of the agreement.

If the MoU is to be renewed, care should be taken to ensure that the most recent version of the MoU template is used as there may have been significant changes since the MoU was first signed.

The IO will inform the Academic Collaborations Office of the final decision to enable the collaborations database to be amended accordingly. A copy of the renewed MoU should also be sent to the Academic Collaborations Office.

¹ The Schedule is dependent on the agreements outlining the dates of signature. IOs should ensure that dates are inserted at signature.

² Depending on the nature of the working relationship it may be more appropriate for the Business/International Development Manager to liaise with the partner institution. If so, the BDM will keep the ID, IO, CIL and ACO informed of the outcome of the discussions.
6 months prior to expiry
- The Academic Collaborations Office will alert the International Affairs Team about expiry of the Memorandum of Understanding (MoU)

3-6 months prior to expiry
- The International Affairs Team will liaise with the International Dean, College International Lead and Business /International Development Manager to decide on future direction
- Contact with partner institution is likely during this period

3 months prior to expiry
- The Deputy Director: International Affairs will ensure the partner institution is advised of the decision in writing

Expiration date
- MoU is renewed or terminated
- Copy of renewed MoU is sent to the Academic Collaborations Office