



MEMORANDUM OF UNDERSTANDING

With this Memorandum of Understanding (MoU) we undersigning organizations _____ and _____ participating in the AKKUNA – Russian and Finnish Network strive to realize common plans to increase the knowhow of the staff and teachers as well as students of our organizations. For this purpose we want to make this Memorandum with the following terms:

1§ This MoU involves the mobilities of both the students and staff members of the undersigning organizations be that to the other institution or their cooperative companies.

2§ This MoU intends to increase the exchange of experiences and to enhance the usage of different learning and working methods in various learning contexts.

3§ This MoU also allows to realize other projects that are of mutual interest to the undersigning organizations and that have an agreed funding.

4§ This MoU does not bind the undersigning organizations legally or financially.

5§ The undersigning parties have agreed that they will take care of all the expenses related to the mobilities of their own students, staff members and teachers to and in the receiving country.

6§ The receiving organization will take care of sending the invitation documents needed for the visa procedure.

7§ In addition to this MoU there will be an annual work plan concerning the actions of the cooperation.

8§ In addition to this MoU there will be a signed Learning Agreement (LA) between the undersigning organizations for each individual on-the-job learning period of students. This LA contains the period, place and named responsible persons for the period as well as the objectives and other practical issues of the period and should be done in good time before the start of the period.

9§ The instructions for the health and insurance issues are to be out written in the two attachments, one for both countries.

10§ The receiving organization will look after that the students are informed about the work safety issues at the work place.

11§ The sending organization will offer training of the receiving organization's language and culture for the students before the on-the-job learning period. The receiving organization will offer additional cultural training especially in the beginning of the on-the-job learning period. The receiving organization is also responsible for providing a contact person for each student to help with everyday issues.

12§ The receiving organization is responsible to monitor the student in the work place during the on-the-job learning period by a teacher either by visiting or calling on weekly basis.

13§ The receiving organization will look after that the student receives an on-the-job learning certificate or a reference letter in English from the company or the receiving organization. Each student must also get an evaluation of their on-the-job learning period.



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14§ This MoU is valid from the date of undersigning and can be denounced in written form with one month's notice.

Organisation

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Date ___ / ___ 20__

Signature of the authorised person

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Print name

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Title

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Organisation

Date ___ / ___ 20__

Signature of the authorised person

Print name

Title
