

Memorandum of Understanding (MOU) procedure

# Memorandum of Understanding template

* 1. The finalised MOU template belongs to Registry. This has been created with guidance from the University Solicitor and must not be changed. MOUs presented on a different template will not be signed.

# Signing of MOUs

* 1. The member of University staff agreeing the MOU with the partner organisation informs and sends a copy of the agreed MOU to the Partnerships Officer in Registry, via email on [quality@yorksj.ac.uk](mailto:quality@yorksj.ac.uk)
  2. The Partnerships Officer liaises with the University Solicitor to review the received MOU. Any legal queries raised as a result of this review are communicated to the member of University staff with whom the document originated.
  3. If the University Solicitor approves the MOU, it will be sent to the Vice-Chancellor’s Office for a signature by the Vice Chancellor. The MOU will be accompanied by a Legal Document Authorisation Form.
  4. If the partner organisation has signed the MOU prior to it being received by the University, the original copy is filed by Registry and logged in the Partnerships Tracker, sent to the Vice Chancellor for signature, with a copy of the final MOU returned to the member of University staff with whom the document originated.
  5. If the partner organisation is to sign after the Vice Chancellor has signed the MOU, a scanned copy of the MOU is sent to the delegated person liaising with the partner organisation and the original is retained in Registry. Once the partner organisation has signed the MOU, this should be returned to the Partnerships Officer in Registry to be filed and logged in the Partnerships Tracker.

**3 Reporting & Circulation**

3.1 The list of ‘in process’ and signed MOU’s will be reported to the Due Diligence Committee and circulated to the Heads of Schools and School Quality Panels for information.

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| Associated links: | <https://www.yorksj.ac.uk/registry/quality-gateway/collaborative-provision/partner-approval/> |

## Version control statement

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| Version: | 3.0 |
| Document title: | Memorandum of Understanding procedure |
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| Approved date: |  |
| Approved by: | Due Diligence Committee |
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