



**Logo of the University**

UNIVERSITY OF THE AEGEAN

**MEMORANDUM OF COOPERATION  
BETWEEN  
THE UNIVERSITY OF THE AEGEAN  
AND  
.....**

The UNIVERSITY OF THE AEGEAN, Greece and ..... hereinafter referred to as Partner Institutions, concluded the present memorandum of cooperation, made as of this day the \_\_\_ of \_\_\_\_\_, 20\_\_, with the primary aim of establishing a program of exchange and collaboration in areas of mutual interest.

**I. Purpose of cooperation**

The purpose of cooperation between these Partner Institutions is:

- to promote interest in teaching and research activities of the respective institution
- to enhance the comprehension of the economic, cultural and social issues by both institutions involved
- to collaborate on joint research proposals funded by internal or external resources
- to promote faculty member, student and staff exchanges where feasible.

**II. Areas of cooperation**

In order to achieve these goals the Partner Institutions will seek opportunities to:

- promote exchanges between the institutions by inviting faculty members and staff of the partner institution to participate in a variety of teaching and/or research activities
- accept undergraduate, postgraduate and doctoral students of the partner institution for study and/or research. It is understood that the acceptance of any students will be in the discretion of the institution providing the learning experience, and that any visiting students will bear their own living expenses and will at all times, comply with the policies and regulations of the supervising school and community
- organize symposia, conferences, short courses and meetings on research issues
- implement joint research and lifelong learning educational programs
- exchange information on innovative teaching and administrative practices
- organize joint actions on environmental management

### **III. Implementation procedures**

Each Partner Institution will appoint a coordinator in order to supervise and facilitate the implementation of this Memorandum and the development of future exchange programs.

The coordinators, working with other administrators and representatives from the departments of the respective universities wishing to participate in cooperation, will have the following responsibilities:

- to promote academic collaboration on both faculty and graduate student level for research and education
- to act as principal contact point for individual and group activities
- to plan and coordinate all activities for which, cooperation with the partner institution is desired
- to disseminate information about the ongoing activities and academic outcomes resulting from cooperative initiatives
- to provide access to facilities, research publications, library materials and educational resources of the partner institution
- if desirable, to evaluate regularly past activities and generate new ideas for future cooperation
- if necessary, to establish a working group consisting of representatives from faculties and departments in order to define the strategy for implementation of this Memorandum.

The coordinator for the University of the Aegean will be ...

The coordinator for the University of ... will be ...

### **IV. Establishment of further cooperation**

This general Memorandum of Cooperation shall be identified as the parent document of any program executed by both parties. Further agreements concerning any program should provide details concerning the specific commitments made by each part and shall not be effective until they have been agreed upon in writing and executed by the duly authorized representatives of the respective universities. The scope of the activities under this agreement shall be determined by and subject to the funds available in both institutions. No specific financial commitment by either party is to be derived from this agreement. Nothing in this agreement prevents centers, laboratories or institutes from engaging in mutually beneficial projects and sharing the cost.

### **V. Financial implications**

Each institution shall be responsible for expenses incurred by its employees under this agreement, unless otherwise specified in a subsequent agreement.

### **VI. Duration /Withdrawal**

This Memorandum of Cooperation comes in force upon signing by both Partner Institutions and shall remain in effect for five (5) years, unless terminated earlier by either institution. The institution wishing to terminate this current agreement must do so in writing giving at least a ninety (90) day advance notice. The termination will not be subject to penalty. If this

agreement is terminated, neither the University of the Aegean nor ..... shall be liable for any monetary or other losses which may accrue.

**VII. Ethical issues**

Written consent should be granted by both Partner Institutions if any party were to attempt to use the title: “Cooperating Institution”, “Affiliated Institution” or the name of any school, college or division thereof. The same procedure applies to the use of any logo, seal or insignia as part of a program, promotional material, brochure or website.

In addition, faculty members related to the current or any subsequent agreement are bound by the current academic practices associated to research and joint projects. In any case, when such an affiliation status is used, the coordinator must be notified in writing. Moreover, the researcher/faculty member must abide to the disciplinary and professional codes of ethics related to research. Furthermore, it is understood that neither institution is responsible for the content of any researcher’s work. Ideally, a copy of the completed work should be handed to the coordinator.

**VIII. Miscellaneous**

This Memorandum of Cooperation is made in 2 (two) copies in English. Each Partner Institution will receive one signed copy of the Memorandum. All signed copies have equal validity.

Additions and alterations to this Memorandum shall be executed with supplementary agreements signed by authorized representative of both Parties.

**IX. Authorisation for the execution of the Memorandum of Cooperation**

For the initial Memorandum, the representatives shall be as follows:

University of the Aegean

University.....

Prof. Stefanos Gritzalis, Rector

(name)

Signature of Legal Representative

Signature of Legal Representative

Date

Date

*Stamp of the Organisation*

*Stamp of the Organisation*