

جامعة الشرقية
A'SHARQIYAH UNIVERSITY



Guidelines for the Approval and Use of Memoranda of Understanding

2021/22

GV0007



A'SHARQIYAH UNIVERSITY GV0007 Guidelines for the Approval and Use of Memoranda of Understanding

Approvals

This document has been approved by

Name	Date
Vice Chancellor	20/02/2022

Implementation and Responsibility

Document owner	Contact person	Date of Implementation
Vice Chancellor	Deputy Vice Chancellor for Academic Affairs and Research	20/02/2022

General provisions

- Everything that is not provided for in this policy/procedure is subject to the relevant Omani law and the internal regulation of the university
- Any violation or breach of one of the provisions of this policy/procedure makes those responsible accountable in accordance with the provisions of the relevant Omani law and the internal regulations of the university.
- Any exception from this policy/procedure upon application shall have no effect against the university or others unless it has been approved by the Vice Chancellor or Board of Directors as the case may be.

Revision history

Version	Author/ Reviewer	Revision(s) made	Date
NA	NA	NA	NA



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1. Introduction

Memoranda of Understanding (MOUs) are non-binding agreements between A' Sharqiyah University (ASU) and external organizations articulating the common intention to participate in collaborative academic or non-academic activities that do not involve much commitment of ASU's resources. A MOU shall not include any terms requiring negotiation, such as payment or other contractual language. In general, MOUs should be reduced because early negotiations can take place without the need for any documentation. Besides, preparing MOUs takes time and effort. The parties, instead, should hold exploratory discussions with the purpose of drafting the requisite legal agreement.

It may happen sometimes that for a new relationship to progress and advance, MOU is needed prior to signing the legal contract. In such case, the statement of understanding should be an expression of goodwill and should broadly describe the areas of mutual interest and potential collaboration. It should not be used as a commitment to begin any formal project until both parties have reached an agreement.

2. Use of MOUs by ASU

ASU uses MOUs to engage on mutual academic/non-academic activities with external organizations, including Oman and overseas higher education institutions (HEIs), as well as other educational and commercial bodies. Special emphasis shall be given to signing MOUs with local institutions. Generally, when planning for developing a MOU, alignment with ASU strategic plan should be considered in order to bring structure around the implementation of the plan and assist moving it towards fruition. MOUs serve various purposes such as establishing and expanding:

- staff exchanges,
- students exchanges,
- collaborative research and knowledge exchange activities,
- work experience,



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- students placement,
- project opportunities for students,
- staff recruitment, and
- progression to higher education.

3. Preparation of a MOU Document

External partners should be aware that ASU prefers to reward successes that stem from relationships rather than the signing of a MOU. When the decision is made to proceed with a MOU, the document shall be produced preferably by ASU, rather than the external entity, making sure that it includes the following provisions:

- A listing of the parties engaged;
- Scope, objectives and major activities;
- Parties responsibilities;
- Duration and option to amend, extend, or terminate;
- General terms and conditions;
- Confidentiality;
- Governing law;
- Signatures.

4. Approval Process of MOU

The steps for MOU development, approval, and maintenance are as follows:

- Head of the unit (HoU) interested in developing the MOU shall draft the initial document as described in section three and shall share it with the other entity to make edits as needed.
- HoU shall contact the ASU QAA office to process the document.
- The QAA office shall review the document and shall then send it to a legal advisor, concerned DVC, and the VC for review.
- The Board of Trustee's approval should be obtained before the document is signed by the VC.
- The QAA office shall obtain signatures from the external party.



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- The QAA office shall maintain a Register of MOUs, and is responsible for initiating renewal in a timely fashion. The Register shall be presented to the VC and the concerned DVC in October of each academic year. The VC shall report to BoT on annual basis a summary about the status of all MOUs.
- HoU shall be in charge of activating the signed MoU with the support of ASU senior management. Any operational plan required to run the MOU shall develop naturally as a result of the collaboration between the parties.