

WHAT IS A MEMORANDUM OF UNDERSTANDING?

The Memorandum of Understanding (MOU) is the formal representation of an initial contact between UFLA and foreign institutions, through which the intention to establish a partnership is expressed.

Through this instrument, it is possible to express interest in establishing a future cooperation, whether it is of a technical, scientific, educational, and/or cultural nature.

Although it is not legally binding, the MOU establishes a few commitment clauses and duties for the parties involved.

INSTRUMENT TEMPLATE:

The development of a Memorandum of Understanding involves aligning the interests and expectations between the institutions, with the aim of establishing a foundation for future negotiations on other instruments that enable the execution of concrete actions.

The DRI has its own draft template, which includes some standard provisions and can be adapted according to the needs of the foreign institutions.

QUESTIONS:

Questions regarding the formalization of a Memorandum of Understanding should be sent via email to ir@ufla.br.

CHECKLIST

MOU



- STEP 1:** Send the cooperation proposal to the e-mail ir@ufla.br.
- STEP 2:** Complete the interest form provided by DRI.
- STEP 3:** Monitor the direct negotiation conducted by the DRI with the institution of interest through this email.
- STEP 4:** Await the DRI and the institution's position on the development of the final draft of the Memorandum.
- STEP 5:** Formalization stage to be carried out by the DRI, which includes opening the SEI process and registering the required documents.
- STEP 6:** Await the issuance of the Memorandum of Understanding approval by the DRI.
- STEP 7:** Once the process is completed, monitor the signing and execution of the instrument, carried out by the DRI.