

## **Memorandum of Understanding (MOU)**

Between

The City of Tampere, Tampere Vocational College TREDU

And

West Suffolk College

## Memorandum of Understanding

### 1. The Parties

The parties to this Memorandum of Understanding (MOU) are:

<b>Organisation name</b>	<b>West Suffolk College</b>
<b>Address</b>	Out Risbygate, Bury St Edmunds IP33 3RL
<b>Contact Name/details and job title</b>	Naomi Meara <a href="mailto:naomi.meara@easterneducationgroup.ac.uk">naomi.meara@easterneducationgroup.ac.uk</a> <b>Group Head of internal Skills and Progression</b> Claire Battey <a href="mailto:claire.battey@easterneducationgroup.ac.uk">claire.battey@easterneducationgroup.ac.uk</a> Head of Welfare and Safeguarding

  

<b>Organisation name</b>	<b>City of Tampere / Tampere Vocational College TREDU</b>
<b>Address</b>	P. O. Box 217, FI-33101 Tampere 33101 Tampere
<b>Contact name/details and job title</b>	Kirsi Viskari ( <a href="mailto:kirsi.viskari@tampere.fi">kirsi.viskari@tampere.fi</a> ) Director of VET City of Tampere / Tampere Vocational College TREDU

collectively known as “the Parties”.

### 2. Background

TREDU Vocational College and West Suffolk College are undertaking an agreement to support International Exchange Programme to enable groups and individual students to engage with bespoke exchange programmes. Providing international learning experiences for student from within vocational specific subjects to develop skills and knowledge that will help them build professional skills, knowledge and broadened their learning through provide support and co-ordination of programmes. The programmes will be tailored for each individual or group of students based on interests and planned outcomes. Students will be able to take part in learning experiences, work placement and skills development whilst being hosted by the partner College, although qualification registrations and outcomes remain with the home College.

Each party to this agreement will be responsible for jointly supporting the initiative through any regulatory and individual organisational processes and policies for the project to progress as required.

### 3. Purpose

The purpose of this MoU is to provide an overarching framework to set out the collaborative working and the roles and responsibilities of the Parties for exchange students.

### 4. Term and Duration

This MoU shall enter into force on the day of last signature and shall apply retroactively from 2 June 2025 and will be reviewed on a biannual basis. The MoU will not be binding on the City of Tampere until the relevant decision has become enforceable.

Either Party may terminate the MoU, provided that a written notice of at least 6 months in advance is given.

### 5. Commitments of the Parties

Both Parties are committed to delivering the joint objectives and the following commitments are made by the respective organisations: -

The parties will;

Host

- Coordinating activity to support agreed programmes for individuals or group of international exchange students.
- Monitor and report progress back to home College and where appropriate work placement business within set time frames.
- Support individual student applications and agreements as stated in the International Student Exchange Procedures or equivalent.
- Provide support for general queries whilst independent students are on the exchange, including engagement within work placements during working hours.
- Work placements if used during the exchange will be fully vetted by the host College. Work placement policies will be shared in advance of work placements being agreed.
- Assist with proposal agreement to host an individual or group of students
- Assist with providing information about local transport, and other local area information.
- Provide an orientation package to support the international student, and a point of contact for the international student
- Provide ongoing feedback to home college on the progress of the international student
- Offer suggestions for student accommodation - [Bury St. Edmunds Student Accommodation in Bury St. Edmunds](#)

Home College

- Complete pre visit checks with students to ensure suitability for international exchange programme. Providing full disclosure of safeguarding / welfare / medical information where appropriate

- Ensure that the student has adequate funds and insurance for the duration of the programme, including the cost of accommodation
- Ensure expectations of the planned programme are agreed by the student
- Set up a link for the international student to contact if there is an emergency
- Complete risk assessments and vetting accommodation chosen

#### Both Parties

- Agree to work together in mutual co-operation and in good faith to fulfil their agreed roles and responsibilities as envisaged in this MoU.
- The Parties shall work together and individually to achieve transparent and cooperative exchange of information in all matters relating to the agreement and to organise and integrate their activities as a collaborative team.
- The Parties shall operate an 'early warning' system, whereby each organisation shall notify the other as soon as it is aware of any matter adversely affecting or threatening the agreement or that Parties' participation in or performance under this MoU, and (within the scope of its agreed role, expertise and responsibilities) shall include in such notification, proposals for avoiding or remedying such matter

## 6. Publicity and communications

The Parties agree that any public statements, press releases, or communications that may affect the interpretation, implementation, or reputation of this Memorandum of Understanding (MoU) shall be jointly prepared and approved prior to publication.

Exceptions may apply where prior written agreement exists, or where the information is clearly non-sensitive, factual, or specific to one Party and does not impact the other.

## 7. Financial information

Any exceptional costs in case of emergency will be covered by the home college or their insurance.

## 8. Governance

The governance surrounding the project will comply with each party's own governance processes in respect of the project, unless otherwise stated below.

The project will also comply with any relevant regulation, best practice guidance or laws of England as appropriate depending on the project. This includes but is not limited to the following:

- Data Protection
- Health and Safety Regulations
- Working Time Directives
- Principles of good employment practice
- Freedom of Information
- Safeguarding

## 9. Confidentiality

All Parties will comply with any statutory requirements requiring confidentiality.

All Parties will comply with any Freedom of Information requests as required and will consult with the other Parties if it is believed that the request could impact on the project or impact one of the other Parties.

## 10. Legal Status

This MoU is a non-binding agreement between the Parties. It does not create any legal rights or obligations, and no Party shall seek redress through any legal process based on this MoU. This document is not intended to supersede or conflict with any national laws or international obligations by which the Parties are bound.

## 11. Signatories

### AGREED by the Parties:

This agreement has been signed electronically, and each Party has received an identical copy of the agreement. The dates of signature are recorded in the signature document attached to the agreement.

#### Signed for on behalf of West Suffolk College

Signature:

Name:

Designation:

Date:

Naomi Meara	
Head of Internal Skills and Development	

#### Signed for on behalf of Tampere Vocational College Tredu

Signature:

Name:

Designation:

Date:

Kirsi Viskari	
Director of VET, Tampere Vocational College Tredu	