**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**[INSTITUTION] ([COUNTRY])**

**E**

**THE FEDERAL UNIVERSITY OF ALFENAS (BRAZIL)**

# [Institution], registration number [xxxxxx], located at [address], [country], herein represented by [name of representative], hereinafter referred to as the PARTICIPANT;

# Note: The representative's name must be that of an individual authorized to sign a Memorandum of Understanding on behalf of the partner institution.

# And

# THE FEDERAL UNIVERSITY OF ALFENAS (UNIFAL-MG), registered under CNPJ nº 17.879.859/0001-15, headquartered at Rua Gabriel Monteiro da Silva, 700, ZIP Code: 37130-001, Alfenas, Minas Gerais, Brazil, herein represented by its Rector, Prof. Dr. Sandro Amadeu Cerveira, hereinafter referred to as the PARTICIPANT,

# Agree to sign this Memorandum of Understanding, in accordance with the legislation in force in their respective countries and international law, under the following clauses:

# Clause One – Purpose

The primary objective of this Memorandum of Understanding is to establish academic, scientific, and cultural cooperation between the two institutions in all fields of mutual interest.

Note: If the MoU refers to a specific initiative (e.g., a project, course, discipline, or program), it is recommended to narrow the scope here. Example: “...to establish academic, scientific, and cultural cooperation between the two institutions for initiatives involving the Graduate Program in XXXXX.”

# Clause Two – Forms of Cooperation

To achieve the objective outlined above, both institutions shall make efforts towards the following activities, including but not limited to the following activities:

a) Maintain regular communication between the entities responsible for monitoring this Memorandum;

b) Promote student, professor, researcher and staff exchange between both institutions, aiming at academic and professional development;

c) Participate in international funding programs to enhance collaboration, especially regarding mobility of students, professors, researchers, and staff;

d) Promote, conduct, and disseminate studies, projects, research, seminars, forums, and related activities under this instrument;

e) Foster dialogue towards strategic partnerships, exchange of best practices in internationalization management, and strengthening academic mobility programs for students, professors and staff;

f) Cooperate to improve undergraduate and graduate programs, double degrees, cotutelle agreements, curriculum internationalization, and initiatives to strengthen multilingualism and language education policies.

Note: These items may be edited according to the object of the MoU.

# Clause Three – Financial and Human Resources

There shall be no financial transfers or donation of goods between the participants. Each party shall bear its own costs related to implementation—such as personnel, travel, and communication—using its own allocated budget.

Human resources involved in the activities shall remain contractually tied to their respective institutions and create no obligations for the other party.

# Clause Four – Intellectual Property

Each participant shall retain ownership of the Intellectual Property (IP) independently developed by its academic community under this agreement.

If jointly developed, IP shall be shared proportionally, and any commercial use will require prior mutual consent and a separate agreement.

# Clause Five – Confidentiality

No confidential information generated or provided under this instrument may be disclosed without prior written consent of the other party.

Specific agreements resulting from this MoU must include a confidentiality clause safeguarding the legal integrity of the document and actions derived from it.

# Clause Six – Monitoring

This agreement will be monitored:

- At UNIFAL-MG: International Relations Office (dri@unifal-mg.edu.br) and [Contact Person]

- At [Partner Institution]: [Contact Person]

Note: Monitoring may be carried out and/or shared by staff or units (Academic Unit, Coordination, Laboratory, Dean’s Office, etc.) involved at UNIFAL-MG.

# Clause Seven – Duration, Termination, and Amendments

This agreement shall be valid for five (5) years from the date of the last signature, renewable once for an equal period.

It may be terminated by either party with at least 60 days’ written notice.

Amendments may be made by mutual consent through an addendum, provided the original objective is maintained.

# Clause Eight – Versions

This agreement is signed in English and Portuguese, both versions being equally valid. In case of interpretation conflicts, the English version shall prevail.

Note: this clause should be included only if the document is to be issued in multiple languages.

The parties agree that fostering a high-quality higher education environment and the free and open exchange of ideas are shared goals to be pursued collaboratively.

Having read and agreed to the terms herein, the parties sign this Memorandum electronically through their representatives.

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| [Partner’s Representative]  [Title]  [Institution] | Sandro Amadeu Cerveira  Rector  Federal University of Alfenas |