

# ERASMUS+

## Memorandum of Understanding

*Between*

**North Karelia Municipal Education and Training Consortium, Riveria**

*and*

**Hokkaido College of Northern Forestry**

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### 1. Objectives of the Memorandum of Understanding

The Memorandum of Understanding forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In the Memorandum of Understanding it is explicitly stated that the partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills, and competence of the participants.

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Are other objectives agreed on? Please tick as appropriate	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – these are:
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## 2. Organisations signing the Memorandum of Understanding

### Organisation A

<b>PIC Code</b>	947752954
<b>OID</b>	E10194775
<b>Erasmus+ accreditation</b>	YES / 2021-2027
Country	Finland
Organisation	Pohjois-Karjalan koulutuskuntayhtymä, Riveria
Address	PL 70, 80101 JOENSUU
Telephone/fax	+358 13 244 200
E-mail	kirjaamo@riveria.fi
Website	<a href="http://www.riveria.fi">http://www.riveria.fi</a>
Legal representative (name and position)	Ms Anne KARPPINEN, Communications, Marketing and Sales Manager
Telephone	+358 50 3598042
E-mail	anne.karppinen@riveria.fi
Contact person (name and position)	Mr Ara HAYRABEDIAN, International Developer
Telephone	+358 50 311 5787
E-mail	ara.hayrabedian@riveria.fi

Organisation B (please fill in below)	
<b>PIC Code</b>	
<b>OID</b>	
<b>Erasmus+ accreditation</b>	
Country	Japan
Organisation	Hokkaido College of Northern Forestry
Address	1sen-10gou, Nishikagura, Asahikawa, HOKKAIDO
Telephone/fax	+81-166-75-6161/+81-166-75-6160
E-mail	kitamori.college@pref.hokkaido.lg.jp
Website	<a href="http://www.pref.hokkaido.lg.jp/sr/kms/index.htm">http://www.pref.hokkaido.lg.jp/sr/kms/index.htm</a>
Legal representative (name and position)	Mr Terada hiroshi, Principal
Telephone	+81-166-75-6181
E-mail	terada.hiroshi@pref.hokkaido.lg.jp
Contact person (name and position)	Mr SAKATA takanori, Lecturer (Technical Official)
Telephone	+81-166-75-6165
E-mail	sakata.takanori@pref.hokkaido.lg.jp

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Add more tables if necessary

### 3. Areas of cooperation

Describe what the partners have agreed to cooperate about.

#### Training programs included in this MoU between the partners

This MoU covers the educational programs that mutually are offered by both institutions. For every mobility flow the individual training program will be agreed upon from the fact of what is possible in each period for the mobility following the procedure in this MoU.

#### General agreement on the relevant parts of the competence development during international training period

For every mobility flow the relevant competence development is to be presented to host partner either by:

- Preparatory meetings at host partner (recommended mainly for new companies and partners)
- Europass CV or equivalent
- Described in the Learning Agreement (learners)
- Described in the Erasmus+ mobility Agreement (all participants)
- Certificate Supplement (learners/ if relevant)

#### Responsibilities

	Host	Sending
Providing the participant with all necessary documents to be signed abroad		x
All travel and subsistence costs including accommodation and logistics		X
Fully covering liability insurance during training, commuting and spare time		X
Health and travel insurance		X
Arrangement of accommodation for the training period abroad	X	X
Working clothes and safety equipment (negotiable)	X	X
Arranging travel to and from home and boarding destination abroad	X	X
Signatures before, during and after the period abroad	X	X
Assessment schemes to be filled out and signed	X	X
Accompanying tutorship or accompanying person		X
Finding suitable work placements and / or arranging school-based training	X	

## 4. Assessment, documentation, validation, and recognition

By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation, and recognition and agree on how it is done. In each case it will be clearly defined in the Learning Agreement (in case of learners), how these areas will be dealt with and what documentation is used.

### Quality assurance

The host organisation will:

- Provide professional training places to learners in the professional fields of the work-based learning, also sign documents e.g. learning agreement, learning outcome and training agreement as hosting partner organisation
- Learner mobility to be organised in accordance with **Training Goes Global – 1.0** mobility tool as applicable as possible to ensure the process quality of the training period (TGG-1.0 provided by Riveria/ for more details contact [international@riveria.fi](mailto:international@riveria.fi))
- Provide professional training places to professionals for the aim of job-shadowing, also for teaching, or training assignments
- Arrange accommodation for the participant/s during their stay, if requested
- Provide information on important contact persons and costs of the stay to project coordinator abroad
- Provide guidance and support to the participants
- Monitor the work placements and ensure communication between all parties
- Ensure the signature of documents e.g. Europasses
- Provide certification or letter of recommendation as necessary
- Ensure that all assessments are carried out according to requirements of the sending institution (see below)

### Assessment (learners)

The sending institution provides host organisation with all necessary documents used for assessment and evaluation of the participant. The documents describe the learning areas, personal, motivation, skills, learning performance, etc., for evaluation and the level of marks, grades in skill or competence points.

### Validation and recognition

The sending institution will be in charge of the validation process, to confirm that assessed learning outcomes achieved or competences developed by the learner during the stay abroad correspond to specific learning outcomes that are required for the specific training program or qualification.

### Training Goes Global 1.0

The learner mobility process Training Goes Global 1.0 is developed at **Riveria** and partners are recommended to use it in relation with the learner mobility. The tool is recommended also for the learners hosted in Finnish companies in Finland with the coordination of Riveria.

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## 5. Validity of time of the Memorandum of Understanding

The Memorandum of Understanding is valid from the date of signature until further notice or until it is cancelled by either party in writing. The agreement may be amended with the consent of both parties.

The MoU may be denounced unilaterally by one month's written notice of termination. Termination of the agreement does not, however, interrupt the implementation of services already agreed upon or initiated.

## 6. Evaluation and review process

The partnership and the processes will be evaluated and reviewed by both partners once a year.

## 7. Signatures

Organisation / country	Organisation / country
POHJOIS-KARJALAN KOULUTUSKUNTAYHTYMÄ FINLAND	HOKKAIDO COLLEGE OF NORTHERN FORESTRY JAPAN
Name, function	Name, function
Anne KARPPINEN Communications, Marketing and Sales Manager	TERADA hiroshi Principal
Date, place, signature, and stamp	Date, place, signature and stamp

06.05.2021 Joensuu




10.05.2021 Hokkaido


