**CULTURAL AND SCIENTIFIC ACADEMIC COOPERATION - MEMORANDUM OF UNDERSTANDING (MoU) BETWEEN THE UNIVERSITY OF FLORENCE - DEPARTMENT OF ARCHITECTURE AND** ………………………………………………………………………….

General Provisions

* Given that cultural and scientific exchange is indispensable to academic institutions to develop their research activities;
* given that, for the above-stated purpose, it is necessary to promote and encourage direct cultural agreements between institutions of higher learning in different countries;
* having verified the mutual interest that the University of Florence (Italy) and ……………………………………………………………………………………………..…
* in agreement with the laws of the two countries;
* in agreement with the Statute of the University of Florence.

BETWEEN

the University of Florence, Department of Architecture - represented by the Director Prof. Saverio Mecca residing in Florence, via della Mattonaia, 8

AND

the University of ……………………………………………………..……………, Department of …………………………..……………… - represented by ………………………………………… , residing in ………………………………..……………………………………………………………..

the following terms of agreement are stipulated

*Art. 1 - Units and Fields of Study and Research*

The abovementioned Departments intend to establish and develop a scientific collaboration in the fields of ……………………………………………………………………………… aiming at ……………………………………………………………………………………………………………

*Art. 2 - Purpose of the Agreement and types of collaboration*

The form of cooperation specified in art. 1, will be based on strictly-observed criteria of equality and mutual interests.

The cooperation includes the following activities:

1. exchange visits of members of teaching and research staff. Visits are intended to promote seminars, courses, conferences, lectures, to carry out joint research projects, to discuss experiences in fields of common interest, and so forth;
2. circulation of publications and information on the specific fields of study and research included in this agreement and on any other subject of relevant interest;
3. common publication, provided the agreement between the parties, of the results of the study;
4. scholars (PROFESSORI) exchange for periods of study and research and other research activities;
5. possible common participation in national and international projects.

Promoting units can specify in specific protocols the different forms of implementation of such exchanges (i.e. visitor’s length of stay and obligations, application selection procedure, detailed explanation of the fields for which the agreement is stipulated, etc.).

*Art. 3 - Supporting Activities*

The Departments subscribing this agreement will exchange all relevant information - by supplying catalogues, inventories, description of the papyrus fragments in both collections …………………………………………………….. and other materials - to promote greater and mutual knowledge on their institutional structure and organization.

In conformity with laws and regulations of their respective countries, the subscribers of this agreement will provide to visitors from the partner institution all possible assistance and access to facilities to enable them to carry out the activities agreed upon.

*Art. 4 - Insurance Procedure*

The participants to the exchanges, while exercising the activities provided for in the agreement, must have both accident insurance and third party liability insurance for unintentional damage, hereby releasing the host university from any liability in this respect.

Such insurances coverage may be either provided by the home institutions, according to their own regulations, or contained in a policy covering the above-mentioned risks obtained from an insurance company by the interested person.

As regards health insurance (coverage for medical expenses and/or hospitalization) the participants must provide their own insurance according to the rules of the host country.

For specific needs related to insurance coverage, special amendments will be agreed between the parties.

*Art. 5 – Funding*

Each of the subscribing parties commits itself, through its participating units, to seek funds to carry out the activities foreseen by this MOU.

The parties shall in accordance with normal academic practice collaborate should a joint application is required to obtain such funding. Nevertheless, no party shall be obliged to provide any funds or expend any monies should such funding not become available.

As a general rule, the institution sending its members to the foreign partner is responsible for covering their travel, room and board expenses. If institutional funds are not available for these purposes, exchange visitors will be directly responsible to fully cover their own expenses for travel, room and board, without any charge for the two Universities.

*Art. 6 – Coordinators*

The implementation of the activities foreseen by the agreement will be promoted, initially, by the following Coordinators, appointed by each University:

University of Florence University of ……………………………………

*Art. 7 - Intellectual Property Rights*

The Parties undertake, each for their own relations of competence, to ensure that all the subjects of the Universities of Florence and …………………………………………., involved in the collaborative scientific projects object of the present Agreement expressly state the mutual collaboration in the scientific publications and give appropriate emphasis in all communications to the outside, in particular through joint scientific publications, participations to congresses and dissemination and training actions resulting from these activities.

2. In any case, unless otherwise agreed in the supporting activities referred to in Article 3, the intellectual property related to the methodologies and studies, the result of collaborative scientific projects, will be recognized on the basis of the contribution of each Party.

*Art. 8 - Confidentiality*

The Parties undertake not to disclose to the outside data, news, confidential information possibly acquired as a result of and in relation to the activities covered by the Convention.

*Art. 9. - Data processing*

The personal data provided by the Parties will be processed for the purposes of this contract, pursuant to the principles of lawfulness, correctness, transparency, adequacy, relevance and necessity referred to in Article 5, paragraph 1 of the General Data Protection Regulation (GDPR). The data will be made accessible only to those who, both within the structure of the Customer and the Department, and outside, need them exclusively for the management of the relationship established by this contract. It is the right of the contracting parties to obtain confirmation of the existence of the data and to know its content and origin, verify its accuracy or request its integration, updating or correction and to oppose, for legitimate reasons, to their treatment. By signing this document, the parties express their consent to the processing and communication of their personal data according to the methods and for the purposes described above. The Data Controller is the Customer, and the Data Processor is the Director of the Department. Pursuant to art. 8 of the Regulations for the conduct of research or teaching activities commissioned by public and private subjects, the University of Florence may use the data in this document anonymously for statistical analysis on the performance of activities on behalf of third parties.

*Art. 10 - Duration of the Agreement*

Should any disputes arise, the problem will be entrusted to a board of arbiters made of one member selected by each partner and one chosen by common consent.

The present MOU will become effective from the date the contract is signed and will be valid for ……………………… years from the signing of the agreement, unless notice of termination is given by one of the two parties

Date……………………… The Director of the Department of Architecture

 of the University of Florence

 ………………………..……..

Date……………………… The Director of the Department …………………

 of the University of……………………..

 ………………………..……..