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## Collaboration protocols between HEI and SME

SME approaching HEI:

1. Establishing contacts with HEI Career services (or other relevant office) - careers services directs the request to other services and departments at the HEI
2. Defining:
  - a. Interest in collaboration: SMEs should elaborate what are the short and medium-term ambitions to establish a collaboration with a HEI. What is the purpose of this collaboration; in which forms this collaboration can materialise;
  - b. The SME should explicitly, briefly and clearly elaborate on:
    - i. What the SME can bring to the HEI: what would be the advantage for the HEI to establish a connection with this particular SME (i.e., internship programmes, joint teaching, the SME can provide access to infrastructure/facilities/laboratories etc.)
    - ii. Why this SME is a good option for the HEI: reputation, ambition, commitment to a specific cause, corporate mission, etc.
  - c. Ways of collaboration (traineeship, involvement of SME representatives in pedagogical process, joint projects between HEI and SME in Research, sharing job ads among students etc)
3. Signing Memorandum of Agreement with defined fields of collaboration

HEI approaching SME:

1. Establishing contact with relevant departments - HR department, R&D, Marketing, top management
2. Defining:
  - a. Interest in collaboration: why would the HEI be interested in establishing this collaboration
  - b. Why should the SME (and its staff) devote time and energy to the HEI? The HEI should clearly elaborate on what are the benefits for the enterprise: reputation, access to knowledge, access to research capacity, access to skilled labour force, etc



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c. Study fields of collaboration

d. Ways of collaboration (traineeship, involvement of SME representatives in pedagogical process, joint projects between HEI and SME, sharing job ads among students, involvement of HEI representatives in educational modules at SME etc)

3. Signing Memorandum of Agreement with defined fields of collaboration