

Information for INSTITUTIONS

Joining the Academic Program

The first step in joining this program is to decide whether the program is right for your institution. Please submit the *apply for membership form* or send an email to academic@kilgray.com for further information on the program. We please ask you to include the following information with your application:

- Name of the Institution
- the courses in which memoQ will be used
- a basic description of the memoQ-related curriculum,
- the name of the responsible person
- the URL for the course or institution website.

It is recommended that you download and evaluate the desktop program, memoQ translator pro, by downloading and installing the trial version. If the application is accepted, you will be sent an Academic User License Agreement which you should sign and return to Kilgray. Following receipt of the signed agreement, Kilgray will countersign the agreement and send it back to you with the licenses.

Kilgray reserves the right to reject applications without detailed reasoning.

The main provisions of the Academic Program are:

1. **Educational institutions can use an unlimited number of memoQ licenses for educational purposes, free of charge.** This includes the memoQ server and mobile licenses, too, so that the institution can control the internal licensing of the software. Educational use is not restricted to translator training - educational use covers any translation, engineering, science or arts course. The institution has no obligations other than posting the sponsorship of Kilgray/memoQ on their website.
2. **The institution can give extra licenses to instructors/students for (educational) home use for up to one year at a time.**
3. **The institutions can purchase up to 10 licenses of memoQ translator pro** for their own business purposes at the price of €100 / \$125. Beyond that, an individual purchase agreement is necessary.
4. **Support is not included in the agreement.** However, we are happy to provide it as an additional service for €100 / \$125 in each month during which a support case is reported. If the support in a month exceeds four hours, a fee of €50/hour is charged for the excess hours. We offer server installation and license management setup for €150/installation session.