

# **Memorandum of Agreement for the Exchange of Students**

## **Between**

**“RAI UNIVERSITY”** represented by its Dy. Provost Ms. Charu Acharya, registration no: L2/RNP/G/GNR/84, address: Saroda Dholka Taluka Ahmedabad Gujarat, 382260, India

**and**

**“CORVINUS UNIVERSITY OF BUDAPEST”** represented by its Rector Prof. Dr. Zsolt Rostoványi, identification number: FI 43814, address: 1093 Budapest Fővám tér 8, Hungary

Herein after referred to as the Institutions.

## **Purpose**

The purpose of this agreement is to establish a student exchange programme between the Institutions in the larger service of inter-cultural understanding and global harmony.

Both institutions agree that a period of study abroad can be of great academic and cultural value to students. Each institution agrees, in accordance with the conditions listed below, to accept nominated exchange students.

## **1. Definitions**

In this Agreement the following terms and expressions will have the following meaning:

“Agreement” means this Memorandum of Agreement for the Exchange of Students;

“Exchange Programme” means the student exchange programme between the Rai University (India) and Corvinus University of Budapest (Hungary);

“Exchange Student” means a student enrolled in the Exchange Programme;

“Home Institution” means the institution at which the Exchange Student is registered as a full-time student and who sends the student to the Host Institution;

“Host Institution” means the institution that receives the Exchange Student on exchange during the Exchange Period;

“Exchange Period” means the period of time which the Exchange Student spends at the Host Institution.

## **2. Term of agreement**

- 2.1 This Agreement will become effective from the date of signing of this MOU and shall be effective for a period of one year from the date of signing of this MOU.
- 2.2. This Agreement will automatically be renewed for successive additional periods of one year unless either party advises the other in writing at least six months prior to the expiration of the particular term of its intention not to renew.

## **3. Length of student exchange periods**

- 3.1 The minimum length of the academic exchange period can be one week and the maximum length of academic exchange period can be up to one year based on mutual consent and understanding.
- 3.2 An Exchange student who has been accepted for an academic exchange period for a particular duration will require the permission of both institutions before he/she may be permitted to extend their academic exchange period.

#### **4. Student numbers**

- 4.1 The Exchange Programme will normally cover up to a small group of maximum 10 students per academic year at each institution which can be increased based on mutual agreement. The number of exchange students will be adjusted every academic year in order to maintain a reasonable balance in the exchange.

#### **5. Selection of exchange students**

- 5.1 The Home Institution will be responsible for selecting exchange students for nomination to participate in the Exchange Programme.
- 5.2 The final decision on the acceptance of nominated exchange students will lie with the Host Institution, (who for the avoidance of doubt retains the right to accept or reject any proposed Exchange Students) and who shall make final selection and shall notify successful candidates and the Home Institution within a reasonable period.

#### **6. Admissions requirements**

- 6.1 Nominated Exchange Students must be registered for a full-time degree programme at the Home Institution and must have completed at least one semester of continuous study at the Home Institution before the exchange year.
- 6.2 Nominated Exchange Students should be in good academic and disciplinary standing at the Home Institution.

#### **7. General terms and conditions of the exchange**

- 7.1 Exchange Students will return to continue their degree programme at their Home Institution after completion of their academic exchange period.
- 7.2 Both Institutions will provide reasonable transfer credits in lieu for study during exchange program at the Host Institution, yet based on the academic criteria established by the Home Institution.

7.3 Exchange Students will continue to pay tuition fees at their Home Institution. They will receive a tuition fee waiver from the Host Institution (that is, no tuition fee will be charged to them) but they will be responsible for all their other expenses. These include but are not limited to:

- Living costs (accommodation, meals etc.)
- Passport and visa costs
- Transport
- Insurance (health/medical, accident, travel, personal liability and possessions)
- Textbooks and equipment
- Photocopying and printing
- Incidental expenses as may be required by the study programme

7.4 Exchange Students must abide by all rules and regulations of the Host Institution.

7.5 The Host Institution will make available to the Exchange Students the same access to facilities, rights and privileges as degree students at the Host Institution.

7.6 Rai University when in the position of the Host Institution would additionally and voluntarily like to arrange for subsidized and nearly free living on campus for small group of exchange students coming from Home Institution, subject to availability.

7.7 Each institution will arrange for a named member of staff to serve as Exchange Programme Liaison for the purpose of implementing and managing the Exchange Programme in conjunction with his/her counterpart at the partner university; to act as first point of contact with respect to the Exchange Programme; to assist students during the application process and on arrival; and to co-operate as appropriate with members of academic and administrative staff in matters of emergency, discipline, advice and evaluation.

7.8 Each institution will provide joining information, including guidance on the local cost of living, and will arrange orientation for Exchange Students.

- 7.9 Exchange Students will be responsible for complying with current immunization requirements and for maintaining adequate health and medical insurance. Each institution will provide advice on these issues in its joining information.
- 7.10 Exchange Students will be responsible for maintaining comprehensive accident, travel, personal liability and possessions insurance.
- 7.11 In the event there is a student complaint or academic appeal by the Exchange Student, while participating in the Exchange Programme, the student complaint and academic appeal process of the Host Institution will apply. However, the Host Institution will immediately notify the Home Institution of any such matter and allow the Home Institution to participate to a reasonable degree in any formal procedure implemented.

## **8. Assessments**

- 8.1 Exchange Students will normally be required to take the same assessments as home students for the courses in which they are enrolled.
- 8.2 The Host Institution will assess the performance of all Exchange Students using the same criteria used for students registered in the programme of the Host Institution.
- 8.3 Each institution will issue students and their home institution with an official transcript of records within three months after the end of their exchange period.
- 8.4 The obligations of the parties under this Agreement are only for the participating Exchange Students and include neither spouses nor dependents nor accompanying persons.

## **9. Data protection**

- 9.1 Both institutions appreciate that they will need to disclose to the other personal data relating to exchange students. Both institutions further agree that they will ensure that all student records and personal data relating to exchange students are held securely and confidentially and

to further ensure that no such data is used or disclosed for any purpose other than so far as is necessary in connection with the administration of the student exchange programme. Both institutions acknowledge that personal data relating to participating students supplied by their home institution is to be processed by the host institution only in accordance with the terms of this Agreement and otherwise on the express instructions of the home institution and agree that they will take appropriate technical and organisational measures against unlawful or unauthorised processing and accidental loss, destruction or damage of such personal data.

## **10. Termination of the agreement**

- 10.1 Subject to paragraphs 10.2 and 10.3 below, either the Host or Home Institution may terminate this agreement at any time for any reason by providing 6 months prior notice of its intention to do so to the other institution. In the event that notice of termination is given, account will be taken of where both institutions stand in the annual exchange selection process, so that students who have already been selected and accepted for the Exchange Programme may still participate.
- 10.2 The Host and Home Institutions agree that notice of the termination of this agreement will be provided in writing. Where such correspondence is provided by fax, the institution being advised of the termination of the agreement is to be provided with originals of the correspondence within ten working days of receipt of the fax.
- 10.3 Notwithstanding the termination of this Agreement for any reason, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

## **11. Third party Rights**

This Agreement is made solely and specifically between the two Institutions for their sole benefit. This Agreement is not intended to be for the benefit of and shall not be enforceable by any other person.

**12. Resolution of disputes**

Both institutions agree that they will attempt to resolve any dispute by mutual consultation and negotiation only.

**13. Signatures**

Signed on behalf of Rai University

**Signature:**.....

**Date:** .....

**Name:** Dr. Charu Acharya

**Position:** Dy. Provost

Signed on behalf of Corvinus University of Budapest

**Signature:** .....

**Date:** *10th February 2014*.....

**Name:** Prof. Dr. Zsolt Rostoványi

**Position:** Rector

