

## **Memorandum of Understanding**

**Between**

**University of Jordan  
Amman, Jordan**

**And**

**Zurich University of Applied Sciences  
Winterthur, Switzerland**

### Definitions:

'Exchange students':	students who participate in the exchange program from the home institution to the host institution
'Exchange semester':	one student studying for one semester at the host institution
'Visiting faculty':	academic staff employed the home institution who participate in an exchange at the host institution
'Professional staff'	individuals in administrative or specialist roles in the management of the institutions
'Home institution':	the institution at which the students are enrolled in degree programs or at which the faculty or staff are permanently employed
'Host institution':	the institution to which the exchange students, faculty or professional staff are attached for the duration of the exchange
'Host Country':	the country in which the host institution is situated

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### **I. OVERALL OBJECTIVES:**

To continue to promote understanding and goodwill, to strengthen cultural ties, to promote research and development, and to broaden student experiences and horizons, the University of Jordan and the Zurich University of Applied Sciences, agree to pursue the following exchange activities:

### **II. STUDENT EXCHANGE**

#### **A. Principles**

1. The exchanges may be for a semester for an academic year.
2. The number of exchange semesters will be no more than 2 per academic year. This can be 1 students for the academic year or 2 students each for 1 semester. This number can be increased with the consent of both institutions.
3. The exchange is based on the principle of reciprocity. The number of students exchanged will not necessarily balance in any given year but should equal over a three year period.

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4. If an imbalance still exists after three years, the partner institutions will review the relationship to identify initiatives to achieve balance.
5. Each institution will make active efforts to encourage participation of its students in exchange with the partner institution to ensure balance. Each institution will support the other in this process.
6. If an exchange student voluntarily withdraws or is dismissed before the end of the program, it will be considered as a completed exchange semester. There will be no replacement for that exchange student for that semester.
7. Exchange students will continue as candidates for degrees at their home institution and are not pursuing a degree at the host institution.

### **B. Application**

1. Each institution will appoint an exchange coordinator responsible for orientation for departing and incoming students and general program administration.
2. Each institution will notify the other each year of the dates and deadlines for the application process.
3. Student applications to go abroad on the exchange will be submitted to the home institution exchange coordinator's office for review and selection.
4. Exchange students shall be selected and nominated by the home institution based on the qualities mentioned below:
  - a. Good academic record;
  - b. Appropriate degree of fluency in the language of instruction of the host institution;
  - c. Completion of at least one full year of study at the home institution;
  - d. Relevant and appropriate curricula interests.
  - e. Approval of the individual departments at the home and host institution;
  - f. Other criteria that the home or host institution may wish to impose, given that such criteria are agreed to by mutual consent.
5. The home institution shall notify the host institution of the names of the students selected and other relevant information regarding them by dates determined by the host institution.
6. Upon receiving the completed application materials, the host institution shall implement the procedures necessary to effect the exchange.

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### C. Registration

1. Exchange students will pay tuition fees to their home institution as applicable and will not be required to pay tuition at the host institution,
2. Exchange students will be responsible for paying direct fees or charges associated with particular courses.
3. Exchange students will be permitted to register at the host institution in any course for which they are qualified and will pursue a program developed in consultation with the home institution. It is accepted that vacancies on all courses at the host institution cannot be guaranteed.
4. Exchange students will receive all orientation and registration materials from the host institution and to proceed through normal registration procedures of that institution, abiding by the established deadlines.
5. Each institution will ensure that adequate arrangements are made for the induction of exchange students and will work towards the integration of exchange students into the student life of the host institution.
6. Exchange students shall be accorded the same rights, privileges and access to facilities as regular students at the host institution, except that they shall not be permitted to matriculate for academic degrees.
7. At the end of the exchange period, the host institution will send official academic transcripts to the exchange coordinator at the home institution.
8. Recognition of the academic work carried out by the exchange student is at the discretion of the home institution. The host institution will not incur any formal responsibility in connection with conferment of degrees or diplomas towards which credit has been earned by participation in the exchange program.

### E. Student Exchange Obligations

1. Students will be responsible for obtaining visas once they have received the necessary enrolment documentation from the host institution after acceptance.
2. Exchange students are responsible for providing for their own transportation and travel to/from the host institution.
3. Exchange students are responsible for their own financial support. The host institution bears no responsibility for providing funds to an exchange student for any purpose.
4. Exchange students will be responsible for all other expenses than tuition fees including, but not limited to, accommodation, food, travel, visas, insurance, books and equipment.
5. Students are responsible for informing the host institution of any relevant medical information that may affect their access to housing facilities, installations or medical treatment.

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6. Exchange students are responsible for securing their own housing. The host institution will provide information on housing alternatives and as far as possible assist exchange students who submit the required housing application in arranging accommodation.
7. All exchange students are required to provide proof of insurance coverage at the level required by the host institution for medical costs resulting from sickness and accident during the duration of the exchange program.
8. Exchange students shall be responsible for contracting for their own medical insurance at their expense, in accordance with the policy and coverage requirements of the host institution, local legal requirements and immigration regulations.
9. Exchange students will be subject to the rules, regulations and discipline of the host institution, as well as the laws of the host country.

### III. FACULTY EXCHANGE / PROFESSIONAL STAFF EXCHANGE

#### A. Principles

1. The two institutions will endeavor to facilitate the exchange of faculty and professional staff.
2. Each institution will appoint an exchange coordinator responsible for orientation for departing and incoming faculty and staff as well as general program administration.
3. The duration of the exchange will be determined by mutual consent of the institutions and may be for guest lectures, short-term, semester or academic year exchanges.
4. All exchanges must be approved in writing by the appropriate academic department.
5. Exchange faculty and staff will serve under the direction of duly designated officers of the host institution and are subject to the regulations of the host institution.
6. Exchange faculty and staff will continue to enjoy the rights and privileges of their home institution as if they were in continuous residence at that institution.
7. The home institution shall be responsible for paying the salary and benefits of exchange faculty and staff.
8. The host institution bears no responsibility for providing funds to visiting faculty and staff. Reimbursement of selected local costs can be considered on a case by case basis.
9. Except for salary and benefits, visiting faculty and staff shall be accorded the usual privileges and facilities provided by the host institution.

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### **B. Application**

1. Applications for exchanges must be made well in advance of the intended departure.
2. The home institution exchange coordinator shall forward the approved applications to the host institution exchange coordinator for review and approval.

### **C. Faculty and Professional Staff Obligations**

1. Visiting faculty and staff are responsible for providing their own travel expenses.
2. Visiting faculty and staff are responsible for contracting for their own accommodation. The host institution coordinator will provide assistance and information where possible.
3. Visiting faculty and professional staff are required to provide proof of insurance coverage at the level required by the host institution for medical costs resulting from sickness and accident during the duration of the exchange program.
4. Visiting faculty and professional staff shall be responsible for contracting for their own medical insurance at their expense, in accordance with the policy and coverage requirements of the host institution, local legal requirements and immigration regulations.
5. The host institution will assist exchange students in securing necessary medical assistance, if and when required.
6. Visiting faculty and staff shall report to the host department as well as the host institution coordinator upon arrival.

## **IV. OTHER AREAS OF COOPERATION**

The two institutions will explore other possibilities of cooperation by individuals, teams or organizational units. Such areas may include joint research projects, curriculum development, language and cultural program, study trips, etc.

## **V. COMMENCEMENT, REVISION AND TERMINATION OF THE MEMORANDUM OF UNDERSTANDING**

1. This Memorandum of Understanding will commence upon signature by all parties listed below.
2. This Memorandum of Understanding is subject to revision by mutual consent.
3. An evaluation of the exchange programs will be conducted within three years of the signature date on this Memorandum of Understanding.
4. This Memorandum of Understanding may be cancelled by written notice of either party.

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5. In case of cancellation, any students already accepted or attending the host institution and visiting faculty and professional staff members on exchange shall complete their agreed upon programs.
6. Unless revised or terminated after the evaluation, this Memorandum of Understanding shall remain in effect under these same conditions for renewal thereafter every three years.

**VI. SIGNATURES**

**University of Jordan**

**Zurich University of Applied Sciences**

*K. Karaki* ..... Date *July 24, 2008*

*W. Inderbitzin* ..... Date *19/8/08*

Prof. Khaled Al- Karaki  
President  
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