

# AGREEMENT ON STUDENT EXCHANGE

## between the University of Jordan, Jordan, and the University of Helsinki, Finland

This Agreement is entered into by and between The University of Jordan (UJ), a state-supported institution of higher education located in Amman, Jordan, and the University of Helsinki (UH), a public research university located in Helsinki, Finland.

### 1 Definitions

The following definitions will be used in this Agreement:

- **Contracting parties:** The University of Jordan and the University of Helsinki.
- **Home Institution:** The contracting partner that has agreed to send the exchange student.
- **Host Institution:** The contracting partner that has agreed to receive the exchange student.
- **Exchange students:** The students of both institutions involved in the exchange according to this Agreement

### 2 Objectives

The purpose of the Agreement is to establish the terms and conditions under which the exchange of students between UJ and UH shall take place. The terms and conditions of the Agreement apply to both Bachelor's and Master's level students. Admission of candidates to study at UJ and UH will be at the discretion of the Host Institution.

### 3 Numbers of Students

Each year during the term of this Agreement, each Institution may send up to two (2) students for two semesters or four (4) students for one semester to be enrolled as exchange students at the other institution. The number of students may be modified from time to time by mutual agreement. It is understood that a balance in number of students exchanged shall be sought over a four year period.

The obligations of the institutions under this Agreement apply only to the exchange students, and exclude both spouses and dependents.

### 4 Pre-requisites for Participation

The Home Institutions will screen and select applicants for exchange on the basis of the following criteria which shall generally apply but may be waived in special cases.

- Exchange students must have a good to excellent academic record.

- Exchange students must be registered as full-time undergraduate or postgraduate students of the Home Institution.
- Undergraduate exchange students from UJ must have successfully completed at least 36 credit hours while postgraduate students must have successfully completed at least 6 credit hours. Exchange students from UH must have successfully completed a minimum of one year's studies prior to application.. Exchange students from both institutions must remain registered in the Home Institution during their exchange period.
- The exchange students must be able to follow the lectures in the language of instruction. The Home Institution will evaluate the language aptitude of its own students. Students must fulfil the language requirements set by the Host university.

## **5 Selection and Nomination**

The candidates of both institutions will use the required application form of the Host Institution and will submit their applications by the deadline set by the Host university.

Exchange students should be selected on the basis of merit without regard to race, national or ethnic origin, color, religion, age, sex, marital status or physical handicap.

The Host Institution will accept the candidates selected by the Home Institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the Host Institution will make the final decision on the admission of candidates nominated for exchange.

## **6 Responsibilities of the Exchange Student**

The exchange students will be responsible for:

- Paying their Home Institution tuition and fees prior to participation.
- Paying room and board expenses at the Host Institution.
- Paying for transportation to the Host Institution and within the Host country.
- Obtaining medical insurance and paying for expenses in excess of medical coverage.
- Personal expenses including materials.
- Obtaining and paying fees for an appropriate visa.
- All other debts incurred during the period of the exchange.
- Filling in an evaluation report after the study abroad period at the Host and Home institutions.
- Following the rules and regulations of the Host Institution in which they are enrolled.

## **7 Program of Study**

The program is intended as an Institution-wide student exchange program including all faculties, departments, institutes, and centers. The exchange students may apply to any academic courses offered at the Host Institution as full time, non-degree students at a level determined by the Host Institution.

- The Host Institution will endeavor to ensure that students are admitted to courses with the desired priority as applied. However, admission to a specific department or course



is subject to the student being satisfactorily qualified for the chosen area of study and/or course level, and the availability of places in the courses.

- Exchange students will be subject to the academic requirements and rules of conduct of the Host Institution. All students are required to enroll in a full-time course of study or equivalent amount of credits. At UJ, 12 credits for undergraduate and 6 credits for post-graduate students per semester/term are considered as full-time course load. At UH, 30 ECTS per semester / 60 ECTS per study year is considered as full-time course load. Accreditation for the work carried out by a student during the period of the exchange will be at the discretion of the student's Home Institution.
- The Host Institution will provide the student or the Home Institution with a final transcript, describing the student's academic performance.

### **8 Length of Study**

Exchange students will spend a minimum of one semester/term, and a maximum of one academic year (which may include a summer semester/term) at the Host Institution. Shorter exchange periods may be approved if part of internships, practical training, or field work, if approved by both universities beforehand.

Upon completion of the period of study at the Host Institution, exchange students must return to the Home Institution.

### **9 Fees and Expenses**

Exchange students will continue to pay tuition fees at their Home Institution according to its own regulations. UH will exempt UJ's incoming exchange students from paying UH tuition, academic, course or other fees. UJ will use tuition and fees paid by its outgoing exchange students to cover the tuition and fees of the incoming UH exchange students. A small sum levied for student activities may however be allowed. All other expenses incurred will remain the responsibility of the exchange student.

### **10 Responsibilities of the Home and Host Institutions**

Contracting parties shall have the option of terminating the participation of a student should that student violate the laws or regulations of the Host Institution, or be found by a competent authority to have violated the laws of the host country.

Contracting parties will endeavor to provide a pre-arrival orientation to students admitted to the exchange program. The Host Institution will arrange an orientation program for the exchange students upon arrival.

Applications for participation in the Exchange Program will be sent by the Home Institution to the Host Institution according to the application deadlines of the participating universities.

Returning students will be asked to complete a report form evaluating their exchange.

The Host Institution shall make every reasonable effort to assist students participating under the terms of this Agreement in finding suitable accommodation.

#### **11 Recognition for Participation**

Any academic credit earned at the Host Institution by the participant may be transferred back to the Home Institution in accordance with procedures determined by the latter.

#### **12 Coordination and Administration of the Exchange**

The management of the exchange will be the responsibility of the Office of International Relations at The University of Jordan, and the International Exchange Services at the University of Helsinki.

#### **13 Commencement of Exchange**

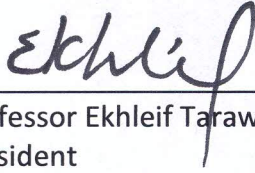
Enrollment of students according to this Agreement will commence in the first possible semester/term after signing the Agreement.

#### **14 Review, Renewal, Termination**

The contracting parties will review the Agreement annually to maintain a well balanced exchange. Every effort will be made to achieve parity over the period of agreement validity. This Agreement will be valid for five years from the date of the last signature and may be terminated by giving six months notice in writing. However, any exchange in place will be permitted to continue to completion date. After the agreement's validity ends, the Agreement can be renewed in writing based on the mutual interest of both universities.

This Agreement is written in English, in two originals, both of equal validity.

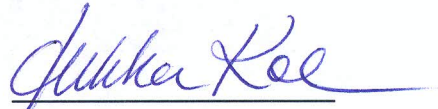
Signed on behalf of  
The University of Jordan



Professor Ekhleif Tarawneh  
President

Date: 29/12/2014

Signed on behalf of  
The University of Helsinki



Professor Jukka Kola  
Rector

Date: 27.11.2014