

# AGREEMENT ON STUDENT EXCHANGE

between  
The University of Jordan, Jordan  
and  
Middle East Technical University, Turkey

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 Middle East Technical University, METU.

## 1 Definitions

The following definitions will be used in this Agreement:

- **Contracting parties:** The University of Jordan and Middle East Technical University.
- **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 METU shall take place. The terms and conditions of the Agreement apply to both undergraduate and post-graduate students. Admission of candidates to study at UJ and METU 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 two or three (2/3) 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

Exchange students must satisfy language proficiency and all other requirements for admission to the Host Institute as determined by the regulations of the Host Institution unless exceptions are noted and added to this agreement in an Appendix. As the language of instruction at METU is English, some formal evidence of English proficiency is generally required of applicants who are not native speakers.

METU undergraduate-level students applying to UJ for the exchange program should have at least a 2.75 CGPA and a TOEFL (ibt) score of at least 79; graduate-level students from METU should have at least a 3.30 CGPA and a TOEFL (ibt) score of at least 84.

UJ undergraduate-level students applying to METU for the exchange program should have at least a 2.75 CGPA and graduate-level students should have at least a 3.30 CGPA. Students

applying to METU from UJ are waived from the TOEFL score if English is their mother tongue; if not, these students should have a TOEFL (ibt) score of at least 79.

### **5 Selection and Nomination**

The candidates of both institutions will use the required application form of the Host Institution. Applications to the undergraduate and graduate programs can be done till May 30 for Fall/Academic year and November 15 for the Spring Semester.

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. Course with pre-requisites, evening program courses, joint degree program courses are not open to exchange students. However, upon the consent of the related program director, exchange students may take courses in these programs. The consent of the instructor is needed to take the course.

- 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 METU, 15/18 credits depending on the program for undergraduate and 6 credits for the graduate students per semester/term are 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 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 in faculties, departments, institutes, or centers upon consent of the relevant program director and instructor(s) related with the training activities.

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. METU will exempt UJ's incoming exchange students from paying METU 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 METU 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 at least three (3) months before the start of the academic year/semester/term in which the exchange will take place.

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 on campus accommodation.

## **11 Recognition for Participation**

Any academic credit earned at the Host Institution by the participant may be transferred 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 Cooperations Office at Middle East Technical University.

## **13 Commencement of Exchange**

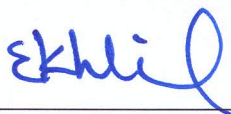
Enrollment of students according to this Agreement will commence in the first possible semester/term after signing the Agreement.

#### 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 a period of four years. This Agreement will be valid from the date of the last signature and may be terminated by giving six months notice in writing. Without any notice of termination, the Agreement will be terminated four years from the date of last signature. However, any exchange in place will be permitted to continue to completion date. At the end of that period of two or three (2/3) years, the Agreement could be renewed by exchange of letters.

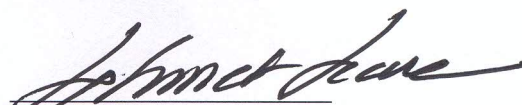
This Agreement is written in English, in two originals, both of equal validity.

Signed on behalf of  
The University of Jordan



Prof. Dr. Ekhleif Tarawneh  
President

Signed on behalf of  
Middle East Technical University



Prof. Dr. Ahmet ACAR  
President

Date:

Date: November 1, 2013