

## Agreement on Student Exchange



between

**The University of Jordan (UJ),  
School of Business, Amman, Jordan**



and

**Friedrich-Alexander-Universität  
Erlangen-Nürnberg (FAU),  
School of Business, Economics and  
Society (WiSo), Nürnberg, Germany**

This Agreement is entered into by and between The University of Jordan (UJ) represented by its president Prof. Nathir Obeidat or acting or authorized by writing, a state-supported institution of higher education located in Amman, Jordan, and the Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), School of Business, Economics and Society (WiSo), located in Nürnberg, Germany.

### §1 Definitions

The following definitions will be used in this Agreement:

- **Contracting parties:** The University of Jordan and Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), School of Business, Economics and Society (WiSo), Nürnberg.
- **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 FAU, WiSo 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 FAU, WiSo 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 students for one semester or four students for two semesters 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 with GPA (2.5/4) while postgraduate students must have successfully completed at least 6 credit hours with GPA (3/4). Undergraduate exchange students from WiSo must have successfully completed the assessment phase while postgraduate students must have successfully completed the Bachelor's degree. 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.

#### **§5 Selection and Nomination**

The candidates of both institutions will use the required application form of the Host Institution.

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 a student exchange program including the programs of the School of Business, University of Jordan, and the School of Business, Economics and Society (WiSo), Friedrich-Alexander-Universität Erlangen-Nürnberg. Courses for participation are free of choice within the study programs participating in the exchange. Each institution will inform the



partner in a timely manner of courses that are not open to participants in the exchange program. At FAU, courses of admission-restricted study programs are never open for participation. Apart from that, individual course prerequisites and additional selection procedures may apply for some courses for students to be admitted.

- 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 WiSo, 30 ECTS for undergraduate and post-graduate students per semester 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 and its legislation in force.
- The exchange students are fully enrolled as non-degree special students with all the pertaining rights and obligations at both institutions. They will have the same access to university facilities as full student members of the host university, including library, sports and student union facilities and student clubs. The exchange students are subject to the rules and regulations of the host institution. The host institution reserves the right to dismiss any participating student at any time for considerable academic or personal misconduct. The dismissal of a participant shall not abrogate the Agreement for the arrangements regarding other participants.
- 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.

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. FAU, WiSo will exempt UJ's incoming exchange students from paying FAU, WiSo 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 FAU, WiSo exchange students. A small sum levied for student activities may however be allowed.

At FAU all visiting exchange students have to pay a once-per-term fee for administrative costs/student service (Studentenwerksbeitrag) and for public transportation (VGN semester ticket). This fee must be paid by the exchange student at the beginning of each term. The fees are subject to change without prior notice.



All other expenses incurred will remain the responsibility of the exchange student. The exchange student is responsible for having the obligatory adequate health/medical insurance coverage as well as for all living expenses incurred in the exchange period (travelling, board and accommodation costs, medical costs or any personal expenses and costs), including any university expenses other than tuition fees.

#### **§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 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. At the end of the academic year or semester stay, the participants in the exchange will receive a report / official transcript of their academic achievements. Both parties will assist exchange students of this program with the recognition of academic credits earned at the host institution. To facilitate this, the home institution and the participant should conclude a specific learning agreement prior to participation in the exchange.

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

The management of the exchange will be the responsibility of the International Affairs Unit at UJ and the International Office at WiSo.

#### **§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**

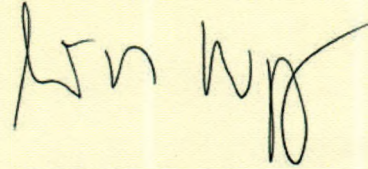
The agreement is valid for a period of five years. Every effort will be made to achieve parity over this period. The agreement is extended for a year at a time unless one of the partners terminates it by giving written notice three months before the end of the calendar year. The termination of this agreement shall not affect the programs and projects under execution.

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



Signed on behalf of  
The University of Jordan represented  
by its president

Signed on behalf of  
Friedrich-Alexander-Universität  
Erlangen-Nürnberg (FAU)  
School of Business, Economics and  
Society, Nürnberg



~~Professor Nathir Obeidat  
President or acting or authorized  
in written~~

~~Prof. Dr. Dirk Holtbrügge  
Dean of International Affairs~~

~~Date: 29-7-2023~~

Date: June 23, 2023

