

# AGREEMENT ON STUDENT EXCHANGE

between  
The University of Jordan, Jordan  
and  
Tokyo University of Foreign Studies

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 Tokyo University of Foreign Studies ( TUFS), a state-supported institution of higher education located in Tokyo, Japan.

## 1 Definitions

The following definitions will be used in this Agreement:

- **Contracting parties:** The University of Jordan and Tokyo University of Foreign Studies .
- **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 TUSF 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 TUFS 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 one student 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 five 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 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 health, accident and travel insurance and paying for expenses in excess of health, accident and travel 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 Tokyo University of Foreign Studies, Japan, Exchange Students must take at least 7 classes per week for the Student VISA requirement. 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.

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. The Host institution waives examination, entrance and tuition fees. All other costs and expenses incurred during the period of study are the responsibility of the exchange students themselves.

## **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.

Application procedures should be annually indicated by the Host Institution. 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 International Affairs Unit at The University of Jordan, and the Student Exchange Division at Tokyo University of Foreign Studies, Japan.

## **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 five years. This Agreement will be valid from the date of the last signature and may be terminated by giving twelve months notice in writing. Without any notice of termination, the Agreement will be terminated five 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 five 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



Professor Nathir Obeidat  
President

Signed on behalf of  
Tokyo University of Foreign Studies, Japan



Professor Kayoko Hayashi  
President

Date: 20/9/2021

Date: December 3, 2021