

## AGREEMENT ON STUDENT EXCHANGE



between  
The University of Jordan, Jordan  
and

*insert name of partner institution*

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 *insert name and acronym of partner institution*.

### 1 Definitions

The following definitions will be used in this Agreement:

- **Contracting parties:** The University of Jordan and *insert name of partner institution*.
- **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 *insert acronym of partner institution* 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 *insert acronym of partner institution* 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 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 a GPA of 2.5, while postgraduate students must have successfully completed at least 6 credit hours with a GPA of 3.0.
- Exchange students from *insert name of partner institution* must have successfully completed *conditions to be inserted by partner institution*. 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.
- Purchase personal health insurance that is valid during the exchange period, and all medical and hospital accommodation costs are borne by the exchange students.
- 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 *insert name of partner institution, insert details of 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.

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. *insert acronym of partner institution* will exempt UJ's incoming exchange students from paying *insert acronym of partner institution* 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 *insert acronym of partner institution* 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 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 *insert name of unit* at *insert name of partner institution*.

## **13 Commencement of Exchange**

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

**14. Liaison Officers:** Each of the parties shall appoint a Liaison Officer for the purposes of communicating with the other party in this MoU, the following persons::

A) On behalf of “ Name of the Institution ”, [Name of Liaison Officer] , [His title] , who shall maintain communication with the person appointed for “UJ”.

Telephone:

E- mail:

B) On behalf of “UJ”, Mr. Bashar Hammouri, Director of the International Relations Department, who shall maintain communication with the person appointed for “ Name of the Institution ”.

Telephone: 0096-2- 6 5355000 Ext: 21052

E- mail: b.hammouri@ju.edu.jo

The parties agree that the persons appointed as Liaison Officers under this clause, shall have as a purpose to perform all necessary actions in order to facilitate the operation and execution of the subject matter of this legal instrument.

**15.** Each partner agrees to include a clearly usable and functional link to the other partner’s website on their own site.

#### **16. 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 four 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

Signed on behalf of  
**Name of the partner institution**

\_\_\_\_\_  
Professor  
President, or his deputy or  
personnel authorized by writing

\_\_\_\_\_  
**Authorized representative of institution**  
**Position of authorized representative**

Date:

Date: