



AGREEMENT ON STUDENT EXCHANGE

between
The University of Jordan, Jordan
and
Freie Universität Berlin, Germany

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 Freie Universität Berlin (FUB), a public university located in Berlin, Germany.

1 Definitions

The following definitions will be used in this Agreement:

- **Contracting parties:** The University of Jordan and FUB.
- **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 FUB 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 FUB 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 agreement is valid for undergraduate as well as graduate students.

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 FUB must have successfully completed 4 semesters of BA studies or 2 semesters of MA studies. 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 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. FUB provides for the admission and enrollment of undergraduate exchange students in courses offered by all departments except Pharmacy and Veterinary Medicine. The admission of graduate students will depend on the approval of the respective study program coordinator at FUB.



- 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 FUB, students are recommended to choose a course load between 15 and 30 ECTS credits per semester. 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 within reasonable time after the student's completion of the studies, 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. FUB will exempt UJ's incoming exchange students from paying FUB tuition, academic, course or other fees. Exchange students enrolled at FUB must pay social fees of approx. 270€ each semester. These are non-university fees and include student union and student service fees, as well as a public transportation ticket for the area of Berlin and vicinity. UJ will use tuition and fees paid by its outgoing exchange students to cover the tuition and fees of the incoming FUB 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. For FUB, the application deadlines for exchange students are April 30 for the following winter semester and October 30 for the following summer semester.

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 Confidentiality and Data Protection

Each Party shall treat confidential information and all record bearing media containing or disclosing such information obtained from the disclosing Party on the occasion of and/or in connection with this Agreement as confidential and shall neither disclose the confidential information to third parties or the public nor use it for purposes other than the performance of this Agreement. Confidential information shall be any information that is either clearly marked or identified as confidential, or should reasonably be considered as confidential due to its nature. The confidentiality obligation does not apply if and to the extent it can be demonstrated that the information

- a) is or becomes generally known through no wrongful act or omission of the receiving Party; or
- b) is published after the disclosing Party has waived compliance with the confidentiality obligation in writing; or
- c) must be disclosed by law or under a government or court order.

The Parties acknowledge that FUB is a public body subject to the European General Data Protection Regulation (GDPR). For further information see <https://gdpr-info.eu/>. The Parties agree that in performing their respective obligations under this Agreement, they will at all times comply with the access to information and privacy legislation applicable to them. In addition, each recipient shall use its best efforts to comply with the above-mentioned laws and subsidiary legislation applicable to privacy and data protection in the disclosing Party's country. Contact



point for data protection inquiries is at FUB Dr. Karsten Kinast, Data Protection Officer, DSB-FUBerlin@kinast.eu, and at the University of Jordan it is the Legal Affairs Department

13. Use of Crests and Logos

Either party may use the name, symbol, and logo of the other party only after obtaining its prior consent.

14. Force Majeure

Neither Party shall be liable to the other for the consequences of any delay or failure to perform any obligation in connection with this Agreement, in whole or in part, caused by or resulting from unforeseeable external events beyond the Parties' reasonable control ("Force Majeure Events"), including, but not limited to: war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; explosions, flood, fire, earthquake, or other natural disasters; actions, embargoes or blockades in effect on or after the date of this Agreement, action by any governmental authority, national or regional emergency, social or political disruptions, or health crisis situations or medical epidemics. The defaulting or delaying Party shall give prompt written notice of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Parties agree to cooperate in good faith to mitigate the effect of any such delay or failure to perform.

15 Conflict and Dispute Resolution

In the interest of maintaining the spirit of cooperation through which this Agreement was formed, the Parties agree to consult and advise each other amicably regarding any issues that may arise in connection with this Agreement. If a mutually agreeable resolution is not achieved upon initial consultation, the Parties agree that any unresolved matters will be referred to the highest appropriate representatives within their respective institutions for continued discussion. At UJ, this would be the Legal Affairs Department. At FUB, this would be the Vice President for International Affairs. If the Parties are unable to completely resolve the issue through negotiation, the Parties agree that any issues between them shall be governed by the law of, and shall be subject to the jurisdiction of the country of domicile of the defendant to the action.

16 Coordination and Administration of the Exchange

Each of the parties shall appoint a coordinator for the activities mentioned in this exhibit, being such coordinators the following persons:

A) On behalf of "FUB", Mrs. Gesa Heym, Head of Student Mobility Unit, who shall maintain communication with the person appointed for "UJ".

Telephone: 0049-30-838-73443

E-mail: gesa.heyman@fu-berlin.de



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: 0069-2- 6 5355000 Ext: 21052

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

The parties agree that the persons appointed as coordinators 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.

17 Commencement of Exchange

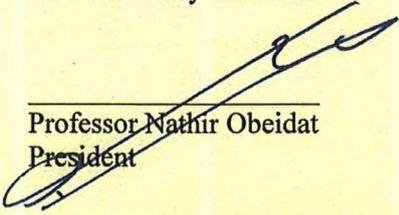
Enrollment of students according to this Agreement will commence in the first possible semester/term after signing the Agreement.

18 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.

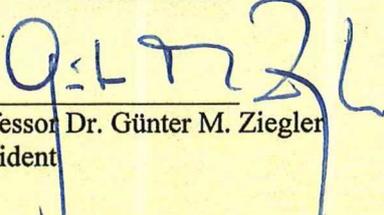
This Agreement is written in English, in two originals, both of equal validity.

Signed on behalf of
The University of Jordan


Professor Nathir Obeidat
President

Date: 29-7-2023

Signed on behalf of
Freie Universität Berlin


Professor Dr. Günter M. Ziegler
President

Date:

23.8.2023

