



AGREEMENT OF ACADEMIC EXCHANGE AND CO-OPERATION

BETWEEN

DNIPRO UNIVERSITY OF TECHNOLOGY

AND

UNIVERSITY WEST, SWEDEN

1. OBJECTIVES AND FORMS OF CO-OPERATION

- 1.1 The purpose of this agreement is to promote cooperation within international exchange activities relating to students and staff between Dnipro University of Technology and University West.
- 1.2 By signing this agreement the two parties indicate their willingness to encourage and facilitate cooperation and contact in the following areas through:
 - the exchange of students
 - the exchange of academic and professional staff
 - joint research activities
 - other activities as mutually agreed

The two institutions shall decide, through joint agreement, the specific programs and details of cooperation including academic programs, administrative and financial arrangements and timetables within the framework of this agreement.

The general exchange procedures and regulations are specified in *Appendix*. These shall be applied for all exchanges under this agreement.

2. DURATION AND TERMINATION

- 2.1 This agreement shall become effective upon the signature of both parties and shall be valid for a period of five (5) years.
- 2.2 Either institution may, by written notice of six (6) months, give notice to the other of its intention to terminate this agreement.
- 2.3 Each party may terminate this agreement with immediate effect by giving notice to the other institution if:

- a) the counterparty commits a material breach and the breach is not remedied within 30 days after written notice of that breach; or
 - b) the other institution is declared bankrupt, initiates winding-up or composition proceedings, enters into liquidation, begins restricting or may otherwise be assumed insolvent.
- 2.4 Upon early termination, any staff and students who have commenced their stay at either university before the date of termination may complete their exchange period.

3. CONDITIONS OF STUDENT EXCHANGE

The conditions in this agreement apply to students from the Home University studying as exchange students at the Host University. Home University designates the institution sending students. Host University designates the institution receiving students.

- 3.1 Participants should primarily be taking studies at undergraduate /advanced/graduate level.
- 3.2 Students will take place on reciprocal basis where tuition and tuition related fees are waived by the Host Institution.
- 3.3 The Home University will be responsible for the selection of the exchange students. However, the Host University reserves the right to accept or refuse the admission of applicants.
- 3.4 Students shall normally be registered both at the home institution and the host institution.
- 3.5 Students will be subject to the laws of the country of the Host Institution during the exchange period. The Host Institution will assume no responsibility for a student's conduct or lack of compliance with any of the Host country's laws.

4. CONDITIONS OF STAFF DEVELOPMENT

- 4.1 The term of this agreement applies to staff from the Home University participating in joint activities with the Host University. "Staff development" means the pursuit of activities for professional development purposes and may include, but not be limited to, teaching, research, administration and curriculum development.
- 4.2 Staff wishing to undertake a visit is required to submit a proposal, approved by both departments, prior to the visit taking place.
- 4.3 The Host Institution will assist visiting staff to find housing accommodation as appropriate.
- 4.4 The Host Institution will provide all reasonable facilities to enable staff development activity to proceed including, but not limited to, office accommodation, computing facilities, e-mail access and library.

5. RESONSIBILTY AND CONTACTS

It is the responsibility of both institutions to designate responsibilities and contact persons at a central or operative level for the necessary functions administrating activities being part of this agreement, and to communicate these in detail to the other part.

The parties have mutually agreed to work together and in recognition of this they have executed this agreement.

This Agreement of Cooperation is made in two equally authentic copies in English, one for each of the signing Parties.

IN WITNESS WHEREOF the parties have executed this agreement, effective as per latest date, by signing below.

Dnipro University of Technology

University West


Oleksandr Aziukovskyi

Mats Jägstam

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Rector

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Rector

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Date

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Date



University West
Vice Chancellor Mats Jägstam
SE-461 86 Trollhättan, Sweden

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APPENDIX

OF ACADEMIC EXCHANGE AND CO-OPERATION

BETWEEN

DNIPRO UNIVERSITY OF TECHNOLOGY

AND

UNIVERSITY WEST, SWEDEN

This document sets out the agreed general conditions and procedures governing the exchange of students and staff (hereinafter jointly referred to as "Participants") between Dnipro University of Technology and University West.

The definitions set out in the Agreement of cooperation shall apply.

1. Exchange of students

Student exchanges will take place on a reciprocal basis where tuition and tuition related fees are waived by the Host Institution. The Host Institution will provide exchange student status to the incoming students.

Each institution shall annually nominate two (2) full time equivalent students for a full year or four (4) students for a total of four (4) semesters. Any variance in the number of exchange students may be negotiated each academic year between the institutions before recruitment of students. Both universities should aim to achieve balance in the exchanges and has the right to refuse the nomination of students concerning these issues.

The Host Institution shall provide information on courses (content, level, scope, language) well in advance of the mobility periods to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

2. Exchange of academic and professional staff

The mobility activity for academic staff can be for teaching or for training or a combination hereof and training for professional staff. The Host Institution will provide the participant with a workplace and a safe working environment, fulfilling all requirements under applicable laws and regulations and shall provide any and all materials, equipment, services and supplies necessary or useful in order to carry out the work. The Host Institution shall include the participant in its organization and daily work and shall appoint a supervisor/mentor to guide and supervise the participant during the exchange period.

The Sending Institution is responsible for paying full salary to the participant during the whole exchange period. The Sending Institution shall provide the participant with travel and necessary individual support in the form of direct provision of the required travel and individual support services if necessary. Unless agreed in writing, the Sending Institution shall have no obligation to pay any compensation to the Host Institution or to cover costs or expenses incurred by the host institution in connection with the exchange of staff.

3. Exchange balance

Both institutions should aim to achieve balance concerning exchanges over the duration of the agreement. Where a significant imbalance of numbers occurs, the Parties will modify the future number of individuals to exchange to rectify the imbalance. It may be necessary for either institution to temporarily place the other institution 'on hold', that is, to suspend receiving individuals, until the imbalance is rectified.

If the Parties agree in writing, exchange of academic and professional staff can help equal out any imbalances in the exchange of students and vice versa. The final decision to admit participants is always with the Host Institution.

4. Selection of Participants

Candidates for exchange activities will be selected by the Sending Institution and their applications will be completed and sent to the Host Institution for official acceptance. For students, both institutions will provide individual assistance in selecting courses and will aim to provide a sufficient number of courses for a full-term of studies. In order to be eligible for university studies in Sweden, applicants must demonstrate that they meet the English requirement for the course or programme, see <https://www.hv.se/en/exchange>. The admission of or agreement to host/supervise any Participants will be at the discretion of the Host Institution.

All students will remain enrolled as regular degree candidates at the Sending Institution. Outgoing staff shall continue to be an employee at the Sending Institution.

5. Preparation of Participants

The Sending Institution shall ensure that each outgoing participant are well prepared for the mobility. The Sending Institution shall advise the participant about what costs he/she will be responsible during the exchange programme.

6. Learning Agreement and Staff Mobility Agreement

The Parties shall ensure that student and staff mobility for education or training purposes is based on a learning agreement for students ("Learning Agreement") and a mobility agreement for staff ("Staff Mobility Agreement") validated and signed in advance by the Sending and the Host Institutions or enterprises and the mobile participants. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants. Such agreement shall be signed by all three parties and shall refer to and incorporate this document with General Conditions.

Learning Agreements are binding for all the parties and require that, on successful completion of the mobility period, the Home Institution recognises credits earned by the student and documents these credits in the student records, so that they can be identified in a transparent way. All the credits towards her/his degree that the student earns during the exchange period and which were originally agreed on in the Learning Agreement (or a revised version to it) must be recognised by the Home Institution and count towards the student's degree without the need for the student to take any further courses or exams.

The Staff Mobility Agreement are binding for all the Parties and shall contain the objectives of the mobility, activities to be undertaken by the staff member and, if applicable, which training and resources the Host Institution shall provide during the exchange. This agreement should be reached after discussions between the institutions, taking into account the institutional requirements/strategy, academic rationale, foreseen outcomes and the staff member's competences.

7. Duration of mobility

Exchange students will, as a rule, register for one or two semester(s). In individual cases shorter study periods can be negotiated and agreed in the Learning Agreement. The duration for exchange of staff are agreed individually between Sending and Hosting Institutions.

8. Obligations during and after mobility

During the exchange programme the Host Institution shall:

- ensure equal academic treatment and services for home students and staff and incoming mobile participants;
- ensure that the participant is subject to the Host Institutions general policies, rules and procedures;

- For exchange students; Accept and carry out all activities indicated in the Learning Agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student;
- For exchange staff; Accept and carry out all activities and provide all resources indicated in the Staff Mobility Agreement;
- integrate incoming mobile participants into the Institution's everyday life; and
- have in place appropriate mentoring and support arrangements for exchange students and staff; and
- in cases where the language to be used within the exchange programme and the language of the receiving country are not identical, provide appropriate linguistic support.

After the completion of the exchange programme the Host Institution shall:

- Provide, free-of-charge, the Sending Institutions with transcripts in English of the incoming mobile students containing a full, accurate and timely record of their achievements at the end of their mobility period.

After the completion of the exchange programme the Sending Institution shall:

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution;
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

9. Tuition and fees

Tuition fees and tuition related fees will be waived by the Host Institution. If possible, travel costs, accommodation and medical expenses and insurance, are funded in the framework of international academic mobility programs, scientific – educational projects or individual grants. The partner institutions shall undertake efforts to provide accommodation in student residence halls and to assist the exchange students in obtaining grants or scholarships.

Both institutions agree to inform the other Party in advance about any kind of obligatory fees or expenses exchange students are expected to pay before or during their study period at the host institution. Such fees or expenses shall not be greater than those normally paid by the students of the Host institution.

10. Insurance

Incoming exchange students to University West under this agreement are covered by the state insurance Kammarkollegiet Student IN, which is valid study time and free time during the time of studies, as well as two weeks prior to the start of the studies and two weeks after the end of the studies. For more information: <http://www.kammarkollegiet.se/>.

Incoming exchange students to Dnipro University of Technology under this agreement shall have adequate insurance coverage. The Sending Institution or the individual is responsible for insurance cover.

Incoming exchange staff under this agreement shall have adequate insurance coverage. The Sending Institution or the individual is responsible for insurance cover.

Prospective participants from both universities will be recommended to read the insurance text and if they so wish, arrange their own complementary insurance. The Sending Institution shall provide information and assistance to the participant related to obtaining complementary insurances.

The institutions shall inform each other and the participant about cases in which insurance cover is not automatically provided or if an insurance is obligatory.

11. Visa

Each mobile participant is responsible for obtaining a visa and related travel documents. The Sending Institution should assist those of their outbound mobile staff / students and the Host Institution should assist those of their incoming

- b. breaches the requirements of any visa and approvals she/he shall obtain in order to participate in the exchange action;
- c. fails to maintain satisfactory performance and attendance in the activities specified in the Learning Agreement or the Staff Mobility Agreement;
- d. breaches any applicable laws.

If a participant's exchange programme is terminated prematurely the institutions shall use their best endeavours to ensure that the participant returns to the country of the Sending Institution as soon as possible (at the participant's own cost).

16. Information

Both institutions will regularly send to each other the necessary information and material concerning their current application procedures, admissions criteria, rules, number of available exchange places and compulsory fees (if any).

This Appendix to the Agreement of Academic Exchange and Cooperation is made in two equally authentic copies in English, one for each of the signing parties.

Dnipro University of Technology

University West

Oleksandr Aziukovskyi

MATS JÄGSTAM

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Rector

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RECTOR

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Date

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Date



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University West
Vice Chancellor Mats Jägstam
SE-461 86 Trollhättan, Sweden

mobile staff / students who need a visa by issuing, in a timely manner, the documentation required (i.e. letters confirming the staff / students' status at the Institution) for the visa application.

12. Accommodation

Both institutions will do the best of their abilities assist participants to obtain suitable living accommodations. However, the ultimate responsibility for finding accommodation lies with the participants.

13. Recognition, transcripts and grades

The Parties shall ensure full recognition for satisfactorily completed activities of study mobility in terms of credits awarded. The Parties shall also ensure the inclusion of satisfactorily completed study mobility activities in the final record of student achievements.

The Sending Institution commits to recognise all the credits gained at the Host Institution for the successfully completed educational components according to the stipulations in the Learning Agreements and to count them towards the student's degree as described in that agreement.

The official transcript record of each exchange student's academic performance at the Host Institution will be sent directly to the Sending Institution and in a timely manner, in accordance with its prior instructions. Each institution shall award grades and academic credit based on the academic performance of each individual student, according to the Host Institutions own established procedures and grading scales.

Any academic credit received during the course of the programme may be transferred to the Sending Institution in accordance with the Learning Agreement and the appropriate regulations of the home institution.

The Parties shall ensure that they support staff mobility as part of its modernization and internationalization strategy and will recognize the teaching or training activity as a component in any evaluation or assessment of the academic or professional staff member. The Parties shall also support that the academic or professional staff member shares his/her experience, in particular its impact on his/her professional development and on the sending Party as a source of knowledge and inspiration to others.

14. Processing and protection of personal data

In addition to the current data processing that the Sending Institution in relation to participants, the Institutions will have to process certain personal data concerning the mobile participant in order to manage the exchange activities. In order for the Host Institution to be able to fulfil its obligation under the Learning Agreement/ Staff Mobility Agreement, the Host Institution may also need to provide the Sending Institution with a transcript or similar summarizing grades/studies/activities containing certain personal information about the participant and the participant's achievements/activities within the exchange programme.

The Institutions will treat all personal data as confidential, unless obliged to disclose the information under applicable law. The Institutions will not use or process the data other than for legitimate purposes connected with the exchange programme. Exchange of personal data from EU/EEA to a third country may only take place to the extent this processing is necessary to fulfil a Learning Agreement or Staff Mobility Agreement with the participant.

All personal data shall be handled in accordance with the requirements according to national law and applicable EU regulations concerning data protection. The Parties shall ensure that the processed data is correct, up to date and not kept for longer than is necessary. Sufficient measures will also be taken by each Party to prevent unauthorized or unlawful processing and accidental loss, destruction or damage to the data.

15. Premature termination of exchange activity

Any of the Sending or the Host Institution shall have the right to immediately terminate the specific exchange programme by giving written notice to the other institution and the participant if the participant: