Logo of the partner Institution

STUDENT EXCHANGE AGREEMENT

BETWEEN

UNIVERSITÀ DEGLI STUDI DI VERONA

AND

……..

The Università degli Studi di Verona and the ……, recognising the educational and cultural exchanges which can be achieved between our two institutions, enter into this agreement to facilitate the exchange of students and scholars.

1. Definitions

i) For the purposes of this agreement "home" institution shall mean the institution which a student intends to graduate, and "host" institution shall mean the institution which has agreed to accept the student from the home institution.

ii) Semester or academic year shall normally refer to the period relevant to the host institution.

iii) "Faculty/Department" shall represent the appropriate academic entity at the respective institutions.

2. Purpose of the Agreement

i) The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.

ii) The purpose of exchanges between Faculty/Department members is to promote collaborative research, other educational developments and to further mutual understanding.

iii) The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied towards their degree at their home institution.

3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.

i) Each institution agrees to accept and enrol exchange students as full-time, “non-degree” students for the duration of their exchange. Exchange students will be exempt from the host institution’s tuition.

ii) Each exchange student will be provided with the same academic resources and support services that are available to all students at the host institution.

iii) It is the responsibility of each exchange student to obtain official approval from his or her home institution for subjects taken at the host institution.

iv) It is the responsibility of each exchange student to ensure that he/she obtains a copy of his/her official statement of results covering the subjects taken during the period of exchange. In addition, each host institution will forward a copy of the statement of results to the home institution’s International Office.

v) Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which the student enrols. The home institution will have responsibility for all matters concerning credit for subjects taken.

4. Numbers of participants

i) Subject to the availability of suitable candidates, each institution will send to the other up to three (3) students each academic year, during the period of the agreement. The period of study for an exchange will be for one or two semesters.

ii) In principle, the exchange of students will occur on a one for one basis. This number may vary in any given year, but over a fixed period of three (3) years, the total number of students participating shall be balanced.

5. Selection and Enrolment of Students

It is expected that only highly motivated students of above-average academic quality will be selected to participate in an exchange program. The home institution will screen applications from its student body for exchange. Students, both undergraduate and post-graduate, are eligible to participate if they:

i) have completed at least one year of study at their home institution;

ii) are enrolled at their home and host institution for the full period of the exchange;

iii) have an enrolment proposal, approved by their home Faculty/Department and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will inform the relevant International Office of subject availability, including enrolment limitations and conditions.

iv) have obtained agreement from their home Faculty/Department, that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution. In some circumstances, a student may undertake a clinical or practical assignment as part of an exchange program; and

v) have satisfied any language proficiency requirements of the host institution.

Each institution will send the other completed applications for their students at least sixteen (16) weeks before the beginning of the entry semester. The host institution reserves the right of final approval on the admission of a student and will, where appropriate, establish language proficiency standards.

6. Financial Responsibilities of Institutions

Exchange students will be provided with the following by the host institution, at no cost to the student:

- tuition and academic fee waiver at the host Institution
- orientation program
- reports and Statement of Results
- reception of students on arrival
- required VISA paperwork

7. Financial Responsibilities of Exchange Students

Exchange students will be financially responsible for:

- fees and other costs due to the home Institution
- applicable student fees at the host Institution
- travel to and from the host institution
- books, stationery, etc
- travel documentation, visas, etc
- accommodation and living expenses
- health coverage to the exchange institution and country
- personal travel within the host country

Each institution will ensure a medical insurance plan is available. The cost of insurance will be paid by the exchange student.

The home institution shall satisfy itself that a candidate for exchange has the ability to meet all his or her financial responsibilities as detailed above.

8. Accommodation

The host institution does not guarantee accommodation on campus for incoming students. However, every effort will be made to assist students to obtain on-campus or off-campus accommodation within a reasonable distance from the campus. It is recognised that on-

campus accommodation may not always be possible and students should be made aware of this possibility as soon as possible. Students will also be made aware that they are responsible for all costs associated with accommodation, including utility accounts and bond monies.

9. Exchange Students Families

It is not anticipated that spouses and dependents will accompany an exchange student. Where such an arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses and workload are the responsibility of the exchange student.

10. Staff Exchanges

The two institutions agree in principle to the possibility of exchanges Faculty/Department members. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members concerning exchange of accommodation, vehicles, etc.

11. Personal Data Protection

Each Institution shall process any personal data exchanged or otherwise processed in connection with this Agreement in accordance with the data protection laws and regulations applicable to it. Personal data shall be processed solely for the purposes of implementing and administering the activities provided for under this Agreement and shall not be used for purposes incompatible with such purposes. Each Institution shall take appropriate measures to ensure the confidentiality and security of the personal data processed.

12. Exchange Program Review

Both institutions will be responsible for a regular review of the exchange program on a yearly basis. The review is essential in order to make appropriate and mutually agreed modifications as may be required, and to identify new opportunities for cooperation in scholarship and research.

13. Duration and language of the Agreement

This Agreement will come into effect from the date of signature by both parties, and will remain in force for an initial period of five (5) years. The Agreement may be terminated by either party provided six months written notice is given to the other party.
This Agreement is written and duly signed in two copies in English language. Each Party will receive one original copy duly signed by both Institutions. In case of discrepancies or differences between Italian and any other translation of the present agreement, English version will prevail against the others.

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14. Notices

i) Any notice or other communication under this Agreement shall be given in writing and delivered by hand, sent by pre-paid post or facsimile transmission.

ii) The address for any such notices is as follows:

UNIVERSITÀ DEGLI STUDI DI VERONA	……
Name: Prof.ssa Chiara Leardini	Name: ……
Position Title: Rector	Position Title: ……
Address: Via dell'Artigliere, 8 37129 Verona – IT	Address: ……
Ph: +39 045 802 8591 e-mail: relazioni.internazionali@ateneo.univr.it	Ph: e-mail:

15. Signatures

This Agreement constitutes the entire agreement between the parties. No amendments, consent or waiver of terms of this Agreement shall bind either party unless in writing and signed by both parties.

Signed on behalf of the	**Signed on behalf of the**
UNIVERSITÀ DEGLI STUDI DI VERONA	**……**
By the Rector **Prof. Chiara Leardini**	**By …** **…**
Stamp and Signature	**Stamp and Signature**
Date: ……	**Date: ……**