



Student Exchange Program Agreement

between

I.K. Gujral Punjab Technical University

and

Woosong University

This Student Exchange Program Agreement (hereafter referred to as the "Agreement") document the understanding between **I.K. Gujral Punjab Technical University** and **Woosong University** concerning the exchange of undergraduate and postgraduate students between the two Institutions (hereafter referred to as the "Program").

The Agreement seeks to broaden the scope of the academic curriculum and to provide a unique learning experience for students in an overseas environment, as well as to promote co-operation between the two Institutions.

The parties agree on the terms/matters stated hereunder:

1. Interpretation

- 1.1 The "Exchange Period" is defined as either one, or two consecutive academic semesters but no longer than two academic semesters in which the students is attached.
- 1.2 The "Exchange Student" is one who participates in the Program between the Institutions.
- 1.3 The "Home Institution" is the Institution in which the student is originally enrolled. The "Host Institution" is the Institution to which the exchange student is attached for the duration of the Exchange Period.
- 1.4 For the purpose of accounting, one "Unit of Exchange" is defined as one student attending an entire semester.

2. Student Exchange

- 2.1 The number of exchange students shall be up to four (4) Units of Exchange per year from each university. For the purpose of accounting, one (1) "Unit of Exchange" is defined as one (1) student attending an entire semester. One (1) student enrolled for two semesters will be counted as the equivalent of two (2) units. However, the Program is founded on a reciprocity basis, with the intention of exchanging an equal number of students: so, the Unites of Exchange may be reviewed after five (5) years.
- 2.2 Student(s) are eligible to exchange to any program or department as long as it is being approved by the Host Institution. The credit recognition and transfer will be the responsibility of the Home Institution once they have acknowledged the courses for which the students have enrolled.
- 2.3 Exchange Students will continue to be treated as candidate eligible for degrees in their Home Institution and will not be considered as candidates eligible for degrees in the Host Institution.
- 2.4 The Host Institution shall be entitled to terminate the Program with respect to any particular Exchange Student by notice in writing to the Home Institution in the event that the Exchange Student commits any breach of:
 - (i) The rules and policies of the Host Institution which are of sufficient gravity (in the sole discretion of the Host Institution) to warrant expulsion if committed by the normal matriculated students in the Host Institution; or



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2.4 The Host Institution shall be entitled to terminate the Program with respect to any particular Exchange Student by notice in writing to the Home Institution in the event that the Exchange Student commits any breach of:

- (i) The rules and policies of the Host Institution which are of sufficient gravity (in the sole discretion of the Host Institution) to warrant expulsion if committed by the normal matriculated students in the Host Institution; or
- (ii) The laws of the host country.

In the event of such termination, both Institutions shall assist each other in the repatriation of the Exchange Student.

2.5 The Home Institution will be responsible for screening and selecting students for this Program, subject to acceptance by the Host Institution. Students must be in good standing at the Home Institution, meet the academic entry requirements of the Host Institution, and be proficient in the language of instruction at the Host Institution to qualify for nomination.

2.6 The Host Institution will make reasonable effort to assist the Exchange Student to obtain housing and with other matters of hospitality and orientation but is not obliged to provide housing or financial assistance of any kind whatsoever.

2.7 Exchange Students shall be responsible for obtaining their visas and completing the required immigration formalities, and obtaining the travel and other related documents needed to pursue their studies at the Host Institution.

2.8 The obligations of the two Institutions under this Program are limited to Exchange Students only, and do not extend to their spouses and dependents if any.

2.9 If an Exchange Student voluntarily withdraws before the end of the course or the Exchange Period, he or she will still be considered as having completed the relevant Units of Exchange for the purpose of accounting under the Program. The parties agree that there will therefore be no replacement for such Exchange Student.

3. Student Enrolment, Attendance and Assessment

3.1 Certain programs may be excluded from the exchange program and the Host Institution reserves the right to exclude Exchange Students from restricted enrolment programs. For admission to programs or courses other than such restricted programs, Exchange Students will be subject to the admission requirements, scheduling and capacity constraints of the Host Institution.

3.2 Full time participation at these courses by the Exchange Students is required. "Full time" will take such definition as required by the Host Institution.

3.3 Exchange Students must complete all examinations and assessment associated with any course units/modules for which they register regardless as to whether those courses are required for transfer of credit to their Home Institution.

3.4 Exchange Students will obtain credits for the courses in accordance with the regulations of the Home Institution. Official transcripts for each student will be sent directly to the



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Home Institution at the end of the Exchange Period. Responsibility for the transfer of Host Institution credit rests with the Home Institution.

4. Fees and Other Expenses

- 4.1 Exchange Students will pay tuition and other fees at their Home Institution during the Exchange Period. They will also pay for all personal expenses incurred at the Host Institution, including visa, housing, travel, meals, health insurance, books and stationery required. They will be exempted only from tuition fees at the Host Institution.
- 4.2 The use of non-academic or non-obligatory facilities, services and functions at the Host Institution may require the payment of fees by the Exchange Student. Exchange Students may be required to pay additional fees at the Host Institution where they enrol in a course unit that involves the use of specific material; this includes, but is not limited to, laboratory fees, and fieldwork courses. Where these additional fees are applicable, Exchange Student will be required to pay these directly to the relevant Faculty/College.

5. Term and Termination

- 5.1 This Agreement shall commence from the latest date by which both parties have signed and exchange this Agreement for an initial period of five (5) years.
- 5.2 This agreement shall be valid for five (5) years and renewed automatically every five (5) years until written notice. Should one of the parties wish to terminate the agreement notice of this should be given in writing at least six (6) months prior to termination. Such termination shall not affect any Exchange Students that the parties have agreed to host, prior to the effective date of termination, even if the Exchange Period falls after the date of termination.
- 5.3 Each party shall ensure that adequate arrangements have been made to fulfil all commitments to the Exchange Students before this Agreement is terminated.

6. Proper Law

- 6.1 Any dispute regarding the terms of this Agreement will be construed accordingly to the Laws of the country in which the Exchange Student is attached for the Exchange Period, i.e. the Host Institution, unless otherwise agreed in writing by the parties.

7. Variation and Modification

- 7.1 This Agreement may be varied or modified by agreement in writing and signed by the two parties.

I.K. Gujral Punjab Technical University

Woosong University

By: _____

Prof. (Dr.) Ajay Kumar Sharma
Vice Chancellor

By: _____

Dr. John E. Endicott
President

Date: _____

17.12.2019

Date: _____

17 Jan 2020