



## MEMORANDUM OF UNDERSTANDING

Between

*Tbilisi Humanitarian Teaching University*

and

**WSG University in Bydgoszcz, Poland**

### INTRODUCTION

This Memorandum of Understanding (hereinafter MOU) is being entered into to establish friendship and cooperation in research, education, and culture between educators and students from *Georgia* and Poland.

*THU University, Tbilisi* (hereinafter ...) and **WSG University in Bydgoszcz** (hereinafter **WSG**) will collaborate on the basis of reciprocity, with each of the parties responsible for the efficient implementation of the activities defined in the articles below.

### COORDINATORS

The coordinators of both universities, who will serve as points of contact for the execution of this MOU, are:

1. *Head of International Department*  
Name: *Keteran Bertsvadze*  
Designation: .....  
E-mail: *kertsvadze1@gmail.com*  
Tel: *593201040*

2. **WSG University in Bydgoszcz**  
Name: Ms. Marzena Sobczak-Michałowska  
Designation: Vice-rector for International relations  
E-mail: *dsm@byd.pl*  
Tel: +48-52-567 0078

In case of a change in coordinator, each university must inform the other of this change as soon as it takes place.

## **ARTICLES**

### **Article 1: Areas of Interest**

Cooperation between THU and WSG will be in area of International Studies (including but not limited to Business, Marketing and Branding, Tourism and Hospitality Management, Information Systems, Computer Engineering and Mechatronics, and Finance) as well as Language Education.

Both universities also agree to participate in joint projects and activities of nonacademic nature.

The area of cooperation is open to modification or expansion after mutual discussion and agreement.

### **Article 2: Activities and Cooperation**

The areas of cooperation are as follows:

#### **1. Faculty Exchange**

Both universities may exchange academic faculty and staff for purposes of teaching, conducting or organizing seminars on topics of mutual interest, and collaboration in individual or joint research programs for sharing the knowledge.

The number of faculty members exchanged annually and the specific conditions related to such an exchange will be determined through communication and mutual agreement between both universities. Any individual agreement reached will be appended to this agreement.

Each university will be responsible for the travel, housing, and other expenses of its own faculty. The host institution will assist in locating suitable accommodation for incoming guest faculty whenever possible.

#### **2. Student Exchange**

- Students of each university will be encouraged to visit the other to participate in study programs, training and summer programs, and other student activities.



- The length of student exchanges will preferably be one semester (Fall or Spring) or two semesters (Fall and Spring), or any other mutually acceptable duration.
- Students from each university, when applying for admission under this exchange program, will adhere to the application process of the host university. Student selection will be based on meeting the requirements of the courses/programs applied for.
- WSG requirements for exchange students include: The applicant's academic transcript, a letter of recommendation from the supervisor, and knowledge of English at least on a communicative level.
- *It's possible* requirements for exchange students include: *students with bachelors degree and also academical staff*
- In case of student transfer, payment of Tuition fees or waiver will be decided upon on a case by case basis. However, students will be responsible for their personal expenses including travel, housing, meals, text books, health insurance, and any other expense.
- Both institutions will assist incoming students to find suitable accommodation during their stay.

### 3. Collaborative Projects

Collaboration in research, study, joint hosting and organization of seminars, conferences and workshops, and any other academic activities related to the areas mentioned in Article 1 of this agreement, will be encouraged.

### 4. Scholarships

Scholarships for students of higher studies may be granted by each university to the other after negotiations and/or on a reciprocal basis. Terms and conditions for scholarships, after agreement between both universities will be recorded in writing, signed, and appended to this MOU.

### 5. Information exchange

Exchange of information and best practices in the areas of

- Curriculum development
- Research
- Community Engagement
- Professional Development

- Learning Support Services

6. Conferences

Invitation to attend conferences hosted by either institution and/or joint organization of conferences

7. Program review

Provision of expert opinion on new courses to facilitate the Program review process at the partner institution

***Article 3: Services***

Visiting faculty or students will have access to the same basic services and facilities normally received by faculty and students at the host university including use of the library, web access, and any other convenience that would support and strengthen cooperative activities.

***Article 4: Financial Arrangements***

Any financial arrangement not already stated in the articles above, will be discussed and agreed upon, on a case-by-case basis by both universities, until a mutually acceptable framework is set-up before an academic activity, or faculty or student exchange takes place.

***Article 5: Modifications and Validity***

- Modifications, if necessary, can be made in writing with a notice period of two months, after mutual agreement. Such modifications will be appended to this agreement.
- Either party may terminate the MOU with a three month written notification sent by courier. In case of termination, the date of written notice or date of termination will not affect the activities already in progress which will continue unhindered until concluded in accordance with the agreement under which they were initiated. This includes the financial and/or any other arrangements agreed upon at the beginning of the activity.
- This MOU becomes valid on the date of signature by both parties and remains valid for five years, renewed automatically unless one party informs other party for non-renewal in writing.





*გ. ლუბინსკი*  
Mrs. Valentina Sakvarelidze  
Rector  
THU, Tbilisi Humanitarian  
Teaching University

Date: *11.10.2019*



KANCLERZ WSG

*Filip Sikora*

Mr. Filip Sikora  
Chancellor  
WSG University in Bydgoszcz,  
Poland

Date: *11.10.2019*