

# AGREEMENT FOR ACADEMIC INTERCHANGE

between

**Aschaffenburg University of Applied Sciences**

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and

**Tbilisi Humanitarian Teaching University**

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This Agreement is made in 2020 between Aschaffenburg University of Applied Sciences (hereinafter referred to as "Aschaffenburg UAS") and Tbilisi Humanitarian Teaching University (hereafter referred to as "THU"). Both parties desiring to promote and develop cooperation in research and education intend by this Agreement to establish a program of educational cooperation and student and faculty exchange.

## **I. The REPRESENTATIVES**

- 1.1 Specific publicity, recruitment of students and other collaborative projects involving both universities will be agreed between each university's representatives. For Aschaffenburg UAS its representatives shall be the Head of the International Office. For THU its representatives shall be The Head of international Relations Department.
- 1.2 Collaborative activities may be subject to additional terms and conditions agreed in writing between the parties' representatives.

## **II. STUDENT EXCHANGE PRINCIPLES IN RECIPROCITY**

- 2.1 Exchanges shall be reciprocal and balanced over the duration of this agreement.
- 2.2 Each university may send up two (2) one-semester students per year, as the number shall be calculated in terms of "student semesters/terms" (e.g., one student for one academic year equals two student semesters/terms). However, this number may vary in any given year, provided a balance of exchanges is obtained over the term of the Agreement. The normal exchange period shall be one semester or one academic year.
- 2.3 In the event of an anticipated imbalance, either party may suspend or reduce intake or outflow of students to maintain the balance.
- 2.4 Exchange students will be accorded the rights and privileges of regular attendance at the host institution, excluding the rights to matriculate and /or earn degrees at the host institution.
- 2.5 The exchange program shall be administered through the International Office at Aschaffenburg UAS and the THU.

## **III. APPLICATION AND ADMISSION**



- 3.1 Students who wish to participate in the exchange shall submit applications to the international program's coordinator (or other designated official) of their home institution.
- 3.2 Exchange students shall be nominated on the basis of criteria determined by the home institution. However, all students must have completed at least two semesters of study at the home institution before beginning the exchange period and have demonstrated superior academic achievement and meet a language proficiency requirement, defined as the capability for students to succeed academically at the host institution. The host institution reserves the right to review these students and to make the final decision concerning their admission.
- 3.3 The applications, together with other required documents, will be sent to the host institution by its designated deadline.
- 3.4 The host institution international programs coordinator retains the right to review these students and to make the final decision concerning their admission. Lack of availability of desired classes may result in denial of otherwise qualified applicants.

#### **IV. FEES AND SCHOLARSHIPS**

- 4.1 Exchange students shall pay tuition and fees to their home institution while tuition and fees will be waived at the host institution. Neither university shall charge exchange students for tuition or application fees.
- 4.2 Exchange students may apply for available scholarships at the host institution.
- 4.3 The host institution may collect certain mandatory fees (e.g., student service fee, fee for household package) from incoming students which are not required from outgoing students. All such fees will be specified in advance.

#### **V. REGISTRATION AND RECORDS**

- 5.1 All exchange students must register on a full-time basis.
- 5.2 Records will be established for exchange students as if they were regularly matriculated students of the host institution. An official transcript of course work and grades will be mailed to the Registrar of the home institution on the completion of each semester of attendance.
- 5.3 Any academic credit that exchange student receives from the host institution may be transferred back to the home institution in accordance with procedures determined by the home institution.
- 5.4 An exchange student who wishes to participate in a foreign language program in addition to the courses taken during the exchange semester may do so upon payment of established session fees to the host institution.



## **VI. STUDENT OBLIGATIONS**

- 6.1 Exchange students will be responsible for ensuring their own international transportation arranged either individually or by the sending institution. Travel costs will be the responsibility of the individual exchange students.
- 6.2 Exchange students are responsible for their own financial support, and the host institution bears no responsibility for providing funds to an exchange student for any purpose.
- 6.3 Exchange students are responsible for securing their own housing accommodations, but the host institution will provide assistance and support in locating appropriate housing.
- 6.4 Exchange students are required to be covered by health insurance valid in the host country, and buy the health insurance before go to the host country.
- 6.5 The obligations of the two institutions under this Agreement are limited to the exchange students only and do not apply to partners or dependants. Expenses of accompanying partners/dependants are the responsibility of the exchange students.
- 6.6 Each university reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations of the host institution and the host institution and the host country. The dismissal of a participant shall not abrogate the agreement for the arrangements regarding other participants. Exchange students are subject to the same rules and regulations as local students.
- 6.7 Upon completion of the exchange period at the host institution, the participating students must return to their home university. No extension of stay will be authorized unless otherwise specified by the home institution.

## **VII. FACULTY EXCHANGE**

- 7.1 Both participating universities agree to encourage the development of a mutually-beneficial visiting faculty program. Faculty members in this type of exchange may be invited to participate in lectures, workshops, symposia, research and special projects, as well as offer short courses. Visitation lengths, course curricula, and compensation will be determined on a case by case basis.



## VIII. PERIOD OF AGREEMENT & REVISION

- 8.1 This Agreement shall be executed on the date of signature and remain in effect for two (2) years. It shall be extended automatically for an additional period of one (1) years at each expiration date unless either party gives six (6) months' advance notice in writing to terminate the Agreement.
- 8.2 Both Aschaffenburg UAS and THU shall engage in mutual consultation and negotiation in the event(s) any major issue(s) arise in connection with this Agreement.
- 8.3 In the case of any irresolvable problems arising from this Agreement, either institution may terminate with six (6) months' prior notice, provided that exchanges in progress, or agreed to, are not interrupted. In addition, articles of this Agreement may be revised upon mutual consultation of both the parties herein.

For this purpose, the responsible parties will be Prof. Dr. Eva-Maria Beck-Meuth of Aschaffenburg University of Applied Sciences and Prof. Dr. Valentina Sakvarelidze of Tbilisi Humanitarian Teaching University.

*Signed on behalf of:*

Aschaffenburg University of Applied Sciences

*Signed on behalf of:*

Tbilisi Humanitarian Teaching University.

*E. D. Beck-Meuth*

Prof. Dr. Eva-Maria Beck-Meuth

President

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Aschaffenburg

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Date:

*30.1.2020*

*3.1.2020*  
Prof. Valentina Sakvarelidze  
Rector



Date: 24.01.2020