

STUDENT EXCHANGE AGREEMENT

Between

THE UNIVERSITY OF ROME "TOR VERGATA" (ITALY)

and

1. Preamble

The University of Rome "Tor Vergata", represented by the Rector Prof. Giuseppe Novelli and _____ represented by _____, considering that the development of a cultural and direct scientific collaboration would be of mutual advantage to both Universities, agree to the following:

Throughout this Agreement, the institution accepting exchange students will be referred to as the "**Host Institution**". The institution of origin of the exchange students will be referred to as the "**Home Institution**".

2. Objectives

This Agreement establishes the terms and conditions under which the exchange of students between the University of Rome "Tor Vergata" and _____ shall take place (the "**Exchange Program**").

3. Exchange Principles

- 3.1. Each Institution agrees to accept a maximum of _____ Exchange Students per semester from the other institution or the equivalent number on a full year basis.
- 3.2. The obligations of the institutions under the Agreement are only for the participants and do not include spouses or dependents. The Host Institution will not be responsible for persons accompanying the participants. The Host Institution will not be responsible for exchange students' voluntary participation in extracurricular activities, nor for persons accompanying the participants.

4. Tuition, fees and expenses

- 4.1. Students participating in the Exchange Program will be officially registered at both the Home and Host Institutions during the period of their participation in this Exchange Program.
- 4.2. Exchange Students will pay all customary tuition and registration fees to their Home Institution while participating in the Exchange Program.
- 4.3. The Host Institution will waive tuition and registration fees for Exchange Students. Specially budgeted courses (i.e. Language Courses) may not be exempt.

4.4. Exchange Students will be responsible for all other fees, expenses and arrangements incurred while participating in the Exchange Program, including, but not limited to:

- Payment for tuition at Home Institution prior to participation in the Exchange Program.
- Payment for extra-curricular courses and activities, where applicable
- Comprehensive medical and accident insurance.
- Transportation to and from the Host Institution.
- Room and board expenses.
- Textbooks, clothing and personal expenses.
- Obtaining an appropriate visa and residence permit.

5. Pre-requisites

- 5.1. To participate in the Exchange Program students must have completed at least one year of academic study.
- 5.2. The Home Institution will select students for the Exchange Program based on academic merit and cv.
- 5.3. The Host Institution reserves the right to reject candidates on academic grounds, in which case the Home Institution may nominate additional candidates.
- 5.4. Both Institutions shall not discriminate against students on the basis of race, color, national origin, religion, sex, or sexual preference.

6. Enrollment Procedures

- 6.1. The Home Institution will provide the Host Institution with the following, for each Exchange Student, prior to their enrollment at the Host Institution:
 - An official academic transcript.
 - Learning agreement with the courses at the Host Institution
 - Any course details, deemed essential to a student's curricular plan
 - Other relevant information, including known health problems, which might require special attention.
- 6.2. The Host Institution will allow Exchange Students to enroll in any course for which they are qualified, subject to availability, to prior requirements for the course, and to the requirements of the Exchange Program.
- 6.3. Exchange Students will be subject to the academic requirements and rules of conduct of the Host Institution.
- 6.4. The Host Institution may require that Exchange Students have sufficient knowledge of the language required for their studies and research at the Host Institution.
- 6.5. Each institution will make available to the other Institution information relevant to the Exchange Program, including application procedures and available courses.
- 6.6. The Host Institution may terminate the participation of an individual student in the Exchange Program, if the student violated the laws and regulations of the Host Institution. Before terminating a student's participation, the Host Institution will notify the Home Institution of its intention, and consult with the Liaison person of the Home Institution.
- 6.7. At the end of the Exchange Program the Host Institution will send an official transcript of records to the Home Institution regarding the courses and exams attended and passed at Host Institution.

- 6.8. The Host Institution will grade the Exchange Student's courses according to its grading system. The Home Institution may convert grades to its own grading system.
- 6.9. Credits successfully carried at the Host Institution will be fully transferable to the Home Institution, subject to the maximum limit on transfer credits allowed by the Home Institution and to the applicability of the courses taken to the student's study program at the Home Institution.

7. Orientation and Services for Exchange Students

The Host Institution will facilitate the admission, academic experience, physical relocation and cultural orientation of Exchange Students. The Host Institution will provide Exchange Students with:

- Access to university facilities such as library, sport and Student Union facilities on terms similar to those of their own students.
- Academic and other advisory services.
- Assistance in securing housing in campus residence halls, where possible.
- Documents necessary for obtaining a visa.

8. Lead Coordinators:

For the University of Rome "Tor Vergata" : International Relations Office

For _____:

9. Term, Termination and Modification

- 9.1. The Exchange Program will begin in _____(month) of the Academic Year. The Agreement will be in effect for five (5) years from the day of execution by both parties. 6 months prior to expiration, the parties will review the Agreement with the intent to renew it, as is or with modifications.
- 9.2. The Agreement may be terminated by either party with a written notice of intent to terminate given at least six months prior to termination. Commitments already in progress shall be fulfilled.
- 9.3. The Agreement may be modified by a written instrument signed by the Parties.

**UNIVERSITY OF ROME "TOR
VERGATA"**

UNIVERSITY OF

Professor Giuseppe Novelli
Rector

Date _____

Date _____