

**Agreement for  
University-wide Exchange Programme for Students  
Between**

**Tallinn University of Technology**  
**Ehitajate tee 5**  
**19086 Tallinn, Estonia**

**and Indian Institute of Technology**  
**Guwahati**  
**Guwahati – 781039, INDIA**

**1. Introduction**

The objective of this Agreement for University-wide Exchange Programme for Students (hereafter abbreviated as “Agreement”) is to establish an undergraduate and postgraduate student exchange programme (hereafter abbreviated as “SEP”) between TUT and IITG (each a SEP university).

**2. Number of Exchange students**

A maximum of Three (3) students will be exchanged between both SEP universities in each academic year. The number of students may be amended by mutual agreement before end-January each year. Two students enrolling for one semester of study is equivalent to one student enrolling for one academic year of study.

The SEP aims for a balance in the number of students exchanged over the term of the Agreement. If either university is unable to send the maximum number of students for one semester of study during any year of the Agreement, then that university will be eligible to send additional students, equal to the deficit, in the following year of the Agreement. The intention is that over time, an equal number of student-semesters will be undertaken in each direction.

**3. Academic Year**

The structure of the academic year for TUT and IITG is at Annex 1A.

A selected student may participate in the SEP for one semester or academic year of study at the host university.

The agreement of both SEP universities must be obtained by the exchange student to extend the duration of study at the host university into the following semester, subject to an academic year being the maximum duration of study at the host university.

**4. Prerequisites for Selection**

Both SEP universities will select students for this SEP on the basis of merit and other non-discriminatory eligibility criteria as listed in Annex 2A. The required supporting documents are listed in Annex 2B.

The selected student must meet the admission requirements of the host university and

may have to fulfil other conditions, prerequisites and documentation for the host university. The selected student will be nominated by the home university for admission as an exchange student of the host university in the following academic year.

## **5. Selection & Nomination**

Both SEP universities should complete the selection of students by end-February of each year for the SEP in the following academic year. Each home university should nominate its selected students to the host university by end-March. The selected student's nomination should be accompanied by a:

- a. curriculum vitae;
- b. statement of aptitude from a member of the student's Faculty; &
- c. a specific outline of the programme of study at the host university.

The host university should evaluate each selected student and determine their acceptability for admission as an exchange student by end-April. The host university reserves the right to reject the home university's selected students, and the home university may appeal the rejection.

## **6. Programme of Study**

The exchange students must propose a programme of study at the host university. The modules/courses proposed must fulfil the exchange student's degree requirements at the home university.

Both SEP universities should, therefore, provide each other with material on the details of modules/courses available in the following academic year. The material should be regularly updated and accessible to the exchange students from the SEP universities. The material may be placed in the host university's reference library and/or on the Internet.

The modules/courses must be self-contained and completed within the semester or term. For courses not taught in English on a regular basis the host university will make all possible efforts to offer complementary instruction in the English Language, except where proficiency of another language is a prerequisite for a module/course. Academic counselling is the responsibility of the exchange student's faculty coordinator at the home university. An alternative module/course, that will fulfil the degree requirements of the exchange student, should be proposed if the original module/course is unavailable.

## **7. Fees & Expenses**

Tuition fees are paid to the home university, and are waived by the host university. The home university has the discretion to impose certain non-academic or non-obligatory fees on their exchange students, which are to be paid before their departure for the host university.

The financial responsibility of exchange students participating in the SEP (under this Agreement and for the duration of their study abroad at the host university) is at Annex 3A.

The use of non-academic or non-obligatory facilities, services and functions at the host university may require the payment of fees by the exchange student.

The exchange student is responsible for all expenses of accompanying spouse and/or dependants.

#### **8. Student's Obligations**

Exchange students are subject to the rules and regulations of the host university, in addition to those at the home university. Any breach of these rules will be dealt with in accordance with the established policies and procedures of the host universities in consultation with the home universities. The other obligations of the exchange students are listed at Annex 3B.

#### **9. Registration & Administration**

The student participating in the SEP will be registered as a non-degree, non-graduating or not-for-degree student for the duration of study at the host university. This SEP Agreement excludes any expectation of a transfer to the graduating programme of the host university.

The appropriate authority at the host university will arrange an orientation programme for the exchange students. The host university will make every reasonable effort to provide university-approved or suitable accommodation on or off-campus. Accommodation, although not guaranteed, will be provided at the standard rates and is restricted to the exchange student. Accommodation does not extend to dependants and/or spouses.

The host university will issue a notification of results to the exchange student's home university upon completion of the duration of study. The home university should determine the academic credit to be granted to their exchange student for modules/courses completed after the duration of study at the host university.

Each University will appoint a SEP Coordinator to administer the terms of this agreement. The appropriate officials for both partner universities are listed in Annex 1B.

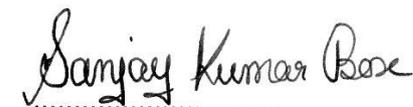
#### **10. Term and Implementation of the Agreement**

The Agreement will come into force upon signature by the authorized representatives of both SEP universities and will remain in effect for three years. Both SEP universities may at any time review this Agreement and the actions taken under it. Modifications to this Agreement may be made only in writing by mutual consent. The Agreement may be extended upon its expiry with the written agreement of both SEP universities.

Either of the SEP universities may terminate this Agreement by written notification to the other SEP University in writing of its desire to terminate one year prior to the desired date of termination.

The termination of this Agreement shall not affect the implementation of the exchanges or programmes approved under it prior to such termination.

  
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Alar Kolk  
Vice-Rector of Innovation and  
International Relations  
Tallinn University of Technology

  
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Sanjay Kumar Bose  
Dean, Alumni Affairs & External Relations  
Indian Institute of Technology Guwahati

**Date:** 9/05/2013

**Date:** 29/05/2013

**ANNEX 1A STRUCTURE OF ACADEMIC YEAR**  
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<u>Tallinn University of Technology</u>	<u>SEMESTER/TERM</u>	<u>Partner University</u>
end-Aug to end-December	<b>Semester I:</b>	end-July to end-November
end-January to beginning-June	<b>Semester II:</b>	end-December to end-April

**ANNEX 1B OFFICIALS AT SEP UNIVERSITIES**  
**Page 3 - Item 9**

<u>Tallinn University of Technology</u>	<u>ACTIVITY</u>	<u>Partner University</u>
Coordinator International Relations Office	<b>Administration of SEP</b>	Assistant Registrar Alumni Affairs & External Relations
Coordinator International Relations Office	<b>Application &amp; Registration</b>	Assistant Registrar Alumni Affairs & External Relations
Administrator, Dean's Office	<b>Academic Counselling</b>	Head of the concerned academic department
Coordinator International Relations Office	<b>Halls &amp; Other Accommodation</b>	Assistant Registrar of AA&ER and Student Affairs office
International Relations Office International Club	<b>Orientation &amp; Welfare</b>	Assistant Registrar Alumni Affairs & External Relations

## **ANNEX 2A SELECTION CRITERIA**

### **Page 1 - Item 4**

The home university must ensure that the student selected for the SEP should:

- a. be registered as full-time undergraduate or postgraduate student of the home university and preferably be an eligible national (citizen or permanent resident) of the country;
- b. have successfully completed at least:
  - (i) one semester of study at the home university upon application for the SEP; &
  - (ii) two semesters of study upon admission to the host university;
- c. be a student of good standing at the home university
- d. propose an appropriate programme of study at the host university;
- e. show the aptitude, motivation and maturity, to thrive in the environment at the host university; &
- f. have sufficient funds for all fees, personal and living expenses for the duration of the study abroad at the host university.

## **ANNEX 2B SUPPORTING DOCUMENTS AND OTHER PREREQUISITES**

### **Page 1 - Item 4**

- a. IITG students applying for admission as an exchange student must submit to TUT:
  - i. the application form;
  - ii. documentary proof of nationality;
  - iii. transcript of academic record; &
  - iv. documentary proof they are selected by IITG for the exchange programme;
- b. TUT students applying for admission as an exchange student must submit to IITG:
  - i. the application form;
  - ii. documentary proof of nationality;
  - iii. transcript of academic record; &
  - iv. documentary proof they are selected by TUT for the exchange programme;

### **ANNEX 3A FINANCIAL RESPONSIBILITY OF EXCHANGE STUDENTS**

#### **Page 2 - Item 7**

- a. tuition, academic and obligatory fees at their home university and, correspondingly, these fees will be waived at the host university;
- b. medical/health insurance;
- c. obligatory expenditure required in the country of the host university;
- d. journey to and from the country of the host university;
- e. personal and living expenses, including accommodation and food; and
- f. any debts/costs of damages incurred for the duration of their study abroad.

### **ANNEX 3B OTHER OBLIGATIONS OF EXCHANGE STUDENTS**

#### **Page 3 - Item 8**

- a. applying for accommodation at the host university;
- b. their travel arrangements;
- c. satisfying the immigration requirements for their journey to and from the country of the host university;
- e. registering with the diplomatic mission of the home country upon arrival in the country of the host university;
- f. providing the appropriate authority at the home university with the postal and other addresses, upon registration at the host university; and
- g. registering with the home university for the next semester, upon completion of the duration of study at the host university.