

# AGREEMENT ON STUDENT EXCHANGE

between  
**Lund University, Sweden**  
and  
**[organisation], [country]**

Within the framework of the Memorandum of Understanding, dated [date], with the object of promoting co-operation in academic education between Lund University (“LU”), Sweden and [name of organisation] [“abbreviation”], both also referred to as the “Contracting Party”, individually, and the “Contracting Parties”, jointly, the following Agreement (the “Agreement”) is entered into.

## 1 Definitions

The following definitions will be used in this Agreement:

- *Home University*: The Contracting Party that has agreed to send the Exchange Students.
- *Host University*: The Contracting Party that has agreed to receive the Exchange Students.
- *Exchange Students or Candidates*: The students of the Contracting Parties involved in the exchange according to this Agreement.

## 2 Objectives

The purpose of the Agreement is to establish the terms and conditions under which the exchange of students between LU and [organisation] shall take place. The terms and conditions of this Agreement apply to first, second and third cycle students.

## 3 Number of Students and Length of Studies

Each year under the term of this Agreement, each Contracting Party may nominate up to [X] students to be accepted as Exchange Students at the other Contracting Party, which equals [X] semester units. The number of Exchange Students may be modified from time to time by mutual agreement. It is understood that a balance in number of students exchanged shall be sought over a five-year period.

[At LU, the Faculty of [X] shall be allocated [X] number of Exchange Students.]

Exchange Students will spend a minimum of one semester, and a maximum of one academic year (two/three semesters) at the Host University. In specific cases, the Contracting Parties may approve an extension of the exchange period.

The obligations of the Contracting Parties under this Agreement exclude spouses and dependants.

#### 4 Pre-requisites for Participation

The Home University will screen and select Candidates for exchange studies in accordance with its applicable rules and regulations. The following criteria shall generally apply, but may be waived in specific cases.

- Exchange Students must have a good to excellent academic record.
- Exchange Students must be registered as full-time first, second or third cycle students of the Home University.
- Exchange Students from [organisation] must have successfully completed at least [number] semesters of study. Exchange Students from LU must have successfully completed two semesters of study upon admission to the Host University and must remain registered in the Home University during their exchange period.
- The Exchange Students must be able to follow lectures in the language of instruction. The Home University will evaluate the language aptitude of its own students.

It is highly recommended that Exchange Students have a proficiency in English equivalent to:

- IELTS – 6.5, with no score less than 5.5, or
- TOEFL – paper based score of 4.5 in written test and a total score of 575, internet-based score of 20 in written test and a total score of 90, or
- Cambridge/Oxford – Advanced Certificate of Proficiency, or
- A Bachelor's degree from a university where English is the only language of instruction, according to the International Handbook of Universities

#### 5 Selection and Nomination

The Candidates of the Contracting Parties will use the required application form of the Host University.

Exchange Students should be selected without regard to race, national or ethnic origin, religion, age, sex, marital status or handicap.

The Host University will accept the Candidates selected by the Home University if mutually acceptable academic and/or professional qualifications and standards are met. However, the Host University will make the final decision on the admission of Candidates nominated for exchange.

#### 6 Programme of Study

The exchange programme is intended to be a university-wide student exchange programme including all faculties and departments [except for XXX]. The Exchange Students may apply to any academic courses offered at the Host University as full time, non-degree students at a level determined by the Host University. At LU 30 credits per semester are considered as full time studies. At [X] [X] credits per semester are considered as full time studies.

- The Host University will endeavor to ensure that the Exchange Students are admitted to courses with the desired priority as applied. However, admission to a specific course is subject to the Exchange Student being satisfactorily qualified for the chosen area of study and/or course level, and availability.
  
- Exchange Students will be subject to the academic requirements and rules of conduct of the Host University. All Exchange Students are required to enroll in a full-time course of study or equivalent amount of credits as defined by the Host University.

As early as possible after accomplished exchange period, the Host University will provide the Home University with a final transcript, describing the Exchange Student's academic performance.

#### 7. Fees and Expenses

The Contracting Parties agree that no tuition fees will be levied on the Exchange Students by the Host University. Exchange Students will continue to pay tuition fees at their Home University according to applicable regulations. All other expenses incurred will remain the personal responsibility of each Exchange Student.

#### 8 Rules and regulations

The Exchange Students will be subject to the laws and regulations of the country and the university where the student is currently studying or is under direct supervision. This regards such matters as computing regulations, health and safety, discipline and procedures etc.

#### 9 Responsibilities of the Contracting Parties

Contracting Parties will endeavor to provide a pre-arrival orientation for Exchange Students admitted to the exchange programme. The Host University will arrange an orientation for the Exchange Students upon the arrival day.

Applications for participation in the programme will be sent by the Home University to the Host University, respecting the application deadline of the Host University.

The Host University shall make every reasonable effort to assist Exchange Students in finding suitable accommodation.

Any additional cost incurred for Exchange Students with disabilities is the responsibility of the Home University.

The Contracting Parties are not in any way liable for its participating Exchange Students fulfilling personal responsibilities, including, but not limited to responsibilities such as:

- paying their Home University tuition and fees prior to participation,
- paying room and board expenses at the Host University,
- paying for transportation to and from the Host University,

- obtaining medical insurance and paying for expenses in excess of medical coverage unless provided by the Home or Host University,
- personal expenses, including materials,
- obtaining and paying an appropriate visa,
- all other debts personally incurred during the period of the exchange,
- filling in an evaluation report at the Host and Home university after the study abroad period; and
- following the rules and regulations of the Host University in which they are enrolled.

Upon completion of the period of study at the Host University, exchange Students are to return to the Home University.

#### 10 Transfer of Credits

Academic credits earned by an Exchange Student during the period of exchange at the Host University may be transferred back to the Home University in accordance with procedures determined by the Home University. If applicable, the scale of ECTS shall be used.

#### 11 Period of Exchange

Enrollment of Exchange Students according to this Agreement will commence in the [spring/autumn] semester [year].

#### 12 Liability

Each Contracting Party shall be independently liable for any loss, damage or injury to third parties resulting from the performance of the said Contracting Party's obligations by it or on its behalf under this Agreement. A Contracting Party shall not be responsible to the other Contracting Party for any punitive or special damages, indirect or consequential loss or damages or similar, such as, but not limited to, loss of profit, loss of revenue or loss of contracts, unless caused by gross negligence or a willful act.

#### 13 Use of Logos and Trademarks

Nothing in this Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Contracting Parties or any of their logos, trademarks or similar without prior written approval.

#### 14 Review, Renewal, Termination

This Agreement shall become effective on the latest date signed below and shall remain in effect for a period of five (5) years from that date. The Contracting Parties will review the exchange annually in order to maintain a balance in number of students exchanged. The Agreement may be terminated by either Contracting Party giving six at least (6) months' written notice. However, any exchange in progress will continue until completed. No less than

six (6) months prior to the termination of the Agreement, it will be reviewed by the Contracting Parties and be renewed upon mutual agreement. Any such renewal shall be signed by authorized representatives of the Contracting Parties.

## 15 Dispute Settlement

Any dispute, controversy or claim arising out of or in connection with this Agreement, or the breach, termination or invalidity thereof, which cannot be resolved between program directors or other designated representatives, will promptly be referred to the [title] of [organisation], or designee, and the Vice-Chancellor of LU, or designee, who will address these matters in negotiations and come to a binding agreement between the Contracting Parties.

The above provisions do not prevent either Contracting Party from submitting a definite and payable claim to a court or other authority of competent jurisdiction.

This Agreement is drawn up in two (2) original copies in the English language, each Contracting Party receiving one duly signed copy hereof.

Place:

Place:

Date:

Date:

Signed on behalf of LU

Signed on behalf of [organisation]

Per Eriksson  
Vice-Chancellor

[name]  
[title]

## ANNEX A

### Co-ordination and Administration of the Exchange

At LU, the management of the exchange will be the responsibility of the Division of External Relations, and at [organisation] it will be the responsibility of [name].

#### Contact Persons/First Point of Contact:

LU

Contact Person regarding [X]:

Name:

Title:

Unit:

Tel: +46

Fax: +46

Email address:

Postal address: Lund University, P.O. Box 117, 221 00 Lund, Sweden

Contact Person regarding [X]:

Name:

Title:

Unit:

Tel: +46

Fax: +46

Email address:

Postal address: Lund University, P.O. Box 117, 221 00 Lund, Sweden

[organisation]

Name:

Title:

Unit:

Tel:

Fax:

Email address:

Postal address: