



UNIVERSITAS
INDONESIA

Veritas, Probitas, Justitia



**AGREEMENT OF IMPLEMENTATION
ON
STUDENT AND STAFF EXCHANGE
BETWEEN
UNIVERSITAS INDONESIA, REPUBLIC OF INDONESIA
AND
BOLU ABANT İZZET BAYSAL UNIVERSITY, TURKEY**

No.: 12/AOI/R/UI/2019

Universitas Indonesia, a government-owned institution of higher learning education stated as university based on Government Regulation No. 68 year 2013, domiciled at Jl. Salemba Raya 4, Jakarta; in this matter represented by **Prof. Dr. Ir. Muhammad Anis, M.Met.** in his capacity as **Rector** pursuant to Decision of the Board of Trustees of Universitas Indonesia No. 020/SK/MWA-UI/2014 stipulated on 04 December 2014 and therefore lawfully acts for and on behalf of Universitas Indonesia (hereinafter referred to as "**UI**").

and

Bolu Abant İzzet Baysal University, domiciled at Gököy Campus 14030 Bolu; in this matter represented by **Prof. Dr. Mustafa ALİŞARLI** in his capacity as **Rector**, and therefore lawfully acts for and on behalf of Bolu Abant İzzet Baysal University (hereinafter referred to as "**BAIBU**").

Both parties are collectively referred to hereinafter as the "**Parties**" and individually as the "**Party**".

PREAMBLE:

The parties agree:

1. to enter into agreement on student and staff exchange; and
2. to define the general terms and conditions under which they will engage in such cooperative programs.

NOW, THEREFORE, for and in consideration of their mutual promises and undertakings, the Parties agree as follows:

**ARTICLE 1
PURPOSE AND OBJECTIVE**

- (1) The purpose of this Student and Staff Exchange Agreement (hereinafter referred to as "Agreement") is to make possible and facilitate the exchange of students between Parties and short-term field work for research students, based upon principles of mutual equality and the reciprocity of benefits.
- (2) The objective of this agreement is to promote cooperation and strengthen the fields of education for both Universities.
- (3) The terms and conditions of this Agreement apply to undergraduate, and postgraduate program students.

**ARTICLE 2
DEFINITION**

In this Agreement the following terms have the following meanings:

1. The "Home University" is the University in which the student is originally enrolled.
2. The "Host University" is the University to which the exchange student is attached for the duration of his/her exchange.

3. Semester or academic year shall normally refer to the period relevant to the Host institution.
4. Intellectual Property Rights are proprietary rights such as, but not limited to, patents, utility patents, design patents, trademarks, mask works, protectable plant varieties and plant materials. Intellectual property rights also include, but are not limited to, proprietary rights such as copyright for copyrightable computer program works and database works, and the rights to use know-how.

ARTICLE 3 NUMBER OF EXCHANGE STUDENTS

- (1) Each Party is prepared to send students and receive the equivalent number in exchange annually.
- (2) Each Party may send and accept, for the minimum 4 (four) semester-based exchange students or equal to 2 students for each one academic year. This number equals to maximum 8 students for short term credit earning mobility program.
- (3) The Parties undertake to balance the number of students from each institution over the term of the Agreement.

ARTICLE 4 SELECTION AND ACCEPTANCE OF EXCHANGE STUDENTS

- (1) Selection of candidates shall be made by the Home University. It is understood that both Universities will strive to select only individuals of the highest quality for participation in the programme, as reflected by a minimum B average or a GPA 3.0 out of 4 at UI and a GPA 2.50 out of 4 for undergraduate students and GPA 3.0 out of 4 for graduate students at BAIBU in previous academic work.
- (2) Candidates are to be undergraduate and graduate students. Undergraduate students from UI and BAIBU must have completed their first two years of study at Home University by the start date of the exchange period. They must meet the admission requirement of the program which they plan to pursue at the Host University.
- (3) Graduate and research students may participate in the exchange, provided that they are eligible at the Host University for postgraduate level study at the time of admission to the Host University. The students must have completed the first year at UI an BAIBU before joining exchange program.
- (4) Providing proof of adequate language skills and academic achievement is particularly important. Students applying for both universities can do so by means of an official test score. Minimum score requirements for all tests that are accepted as proof available through www.international.ui.ac.id, while for BAIBU are available through erasmus.ibu.edu.tr. These scores are subject to change.
- (5) At UI and BAIBU, some undergraduates program and graduates programs are usually conducted in both English and Indonesian language.
- (6) Selected students shall then be nominated for an exchange in accordance with the published procedures of the Host University.
- (7) The Host University has the right to make the final decision on accepting students to the exchange program and to individual courses.

ARTICLE 5 DURATION OF STAY

The duration of stay for exchange students at the host institution shall normally be for up to a period of one semester or one academic year.

**ARTICLE 6
STATUS OF EXCHANGE STUDENTS**

Exchange students will be registered at the Host University as non-degree students (i.e. students who do not aim at obtaining a degree or other formal qualification from the host university.) All participants will be registered as full-time students of the Home University.

**ARTICLE 7
STUDY PROGRAM**

- (1) Each exchange student shall determine the study program or courses at the host institution in consultation with academic advisors of both the Home and Host University in any course for which they are qualified. Depending on the study program, language requirements and/or other prerequisites may be imposed in accordance with the regulations of the Host University. Exchange students will normally be permitted to enter programs unless these programs are subject to limited enrollments.
- (2) The students who may be involved in the field research work during the program can be supervised by Host University.
- (3) International Office at **UI** and at International Office at **BAIBU** will assist and advice the courses which can be taken by international students before the program starts.

**ARTICLE 8
ACADEMIC RECORD AND CREDIT TRANSFER**

The Host University will undertake to provide transcripts of each student's academic performance during the exchange period, which shall be sent directly to the Home University. Any academic credit earned at the Host University will be transferred back to the Home University in accordance with Home University procedure.

**ARTICLE 9
INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF MATERIAL**

Each Party retains ownership of its intellectual property rights and no transfer of or license under any intellectual property rights are intended under this Agreement.

**ARTICLE 10
RIGHTS AND OBLIGATION**

- (1) Host University will provide all exchange students with the same academic resources and support services as are normally provided to others of the same academic level.
- (2) Exchange students will receive reasonable assistance from the Host University in locating suitable accommodation.
- (3) Exchange students will be subject to the relevant rules and procedures of the Host University. Any breach of those rules and regulations will be dealt with in accordance with the established policies and procedures of the Host University in consultation with the Home University.
- (4) Exchange students must comply with national requirements regarding visas and residence permits. The Host University will help students to follow the appropriate procedures.

**ARTICLE 11
INSURANCE**

Each exchange student is responsible for making arrangements for a suitable insurance plan, which must include sufficient medical coverage. Both students must also have adequate coverage for liability.

**ARTICLE 12
TUITION FEE & COSTS**

- (1) Students will pay their regular tuition and fees to the Home University. No further tuition costs will be charged by the Host University for regular academic courses.
- (2) Exchange students are responsible for all other costs associated with the exchange period, including those of international travel, books, health insurance, meals, visas, accommodation, living expenses and insurance and other incidental expenses.
- (3) The exchange student is responsible for all expenses of accompanying spouse and/or dependents.

**ARTICLE 13
GOVERNMENT REQUIREMENTS**

Exchange students will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents. Exchange students shall ensure that they keep their host institution fully informed of their movements and their contact details during the period of their exchange. The Host University will act as the point of contact with the student.

**ARTICLE 14
DISPUTE SETTLEMENT**

- (1) If a dispute arises concerning the interpretation or implementation of this agreement the Parties agree to settle amicably by mutual consultation or negotiation.
- (2) The Parties to the agreement shall observe and comply with all laws, rules, and regulations of each other's country where this agreement is performed.

**ARTICLE 15
AMENDMENTS, EFFECTIVE DATE, DURATION, AND TERMINATION**

- (1) This Agreement can be amended by mutual consent of the Parties. Any amendments to this Agreement can only be made in writing and after consultation and mutual consent of the Parties. Such amendments, once approved by the Parties, will become part of this Agreement.
- (2) The effective date of this Agreement shall be later date on which the Parties sign this Agreement.
- (3) The Agreement shall remain in force for a period of 5 (five) years from the date of the later signature.
- (4) The Agreement may be terminated by either Party by giving written notice at least 6 (six) months in advance to the other Party. The event of termination will not affect participants from completing their activities at the Host University.
- (5) In case the Agreement ceases to be effective on the account of termination or expiration, the provisions of all valid agreements signed as addenda to this Agreement shall continue to apply to the extent necessary to secure the implementation of existing activities.

**ARTICLE 16
COMMUNICATION**

Any communication or request given or made by one Party to the other under this agreement shall be in writing in the language of English and shall be addressed by all means to the Party 's principal office as is designated in writing hereinafter.

UNIVERSITAS INDONESIA

International Office

Address : Pusat Administrasi Universitas, 1st Floor, Kampus UI Depok, 16424, INDONESIA

Phone/Fax : 62-21- 78880139

E-mail : io-ui@ui.ac.id

BOLU ABANT İZZET BAYSAL UNIVERSITY

Erasmus Office

Address : Glky Campus, 14030 Bolu, TURKEY

Phone : +90 374 254 1000 ext.1091

E-mail : erasmus@ibu.edu.tr

IN WITNESS WHEREOF, the Parties hereto have caused this agreement to be executed by their duly authorized representatives. Each Party shall hold one original signed agreement, with both documents being equally authentic.



Date: 1 February 2019



Date: 8 March 2019