

AGREEMENT OF ACADEMIC COOPERATION

BETWEEN

CHITKARA UNIVERSITY

AND

METROPOLIA UNIVERSITY OF APPLIED SCIENCES

This agreement is to continue academic cooperation between Chitkara University and Metropolia University of Applied Sciences (hereunder as 'Metropolia').

A. STUDENT EXCHANGE

1. Eligibility

- 1.1. Exchange students will be selected by their home institution to participate in the exchange program.
- 1.2. Exchange students are nominated by the home institution and selected under mutual consent in accordance with academic standards and English language requirements by both parties. The host institution reserves the final right in determining the admissibility of students nominated by the home institution.
- 1.3. The home institution can nominate up to 6 students for one semester per academic year. The number of exchange students nominated by each institution under this agreement is tentatively limited to:
 - Technology: 2 students for one semester
 - Business: 2 students for one semester
 - Culture: 2 students for one semester (at Metropolia degree programmes are Film and Television and Design specializations Interior Architecture, Digital Design, Visual Communications)
 - Health Care and Social Services: 2 students for one semester (Optometry and Physiotherapy)

Each institution reserves the right to determine the final number of exchange students to be accepted.

- 1.4. A balanced distribution of the number of exchange students is desirable but not conditional. It is not expected that the institutions must host an equal number of exchange students in any given year. However, the institutions will strive to maintain reciprocity and balance over the duration of the agreement.

2. Academic arrangements

- 2.1. Exchange students will remain registered as full-time, degree-seeking students at their home institution and will be treated as full-time exchange students at the host institution. At the end of the exchange semester, students are expected to return to their home institution to complete the remainder of their degree studies.
- 2.2. Exchange students will stay in the host institution for a period of one semester.
- 2.3. Exchange students can choose courses instructed in English or courses offered for exchange students offered at the host institution. Enrolment in individual courses at the host institution is not guaranteed, as enrolment is subject to availability, fulfilment of academic prerequisites and other enrolment conditions.
- 2.4. Exchange students who have satisfactorily completed the courses and passed the examinations will receive an official study transcript from the host institution after the exchange period and receive credits that can be transferred to their home institution degree.
- 2.5. The host institution will provide the following student support services:
 - To provide information to assist exchange students in the student visa application process.
 - To provide information to assist exchange students in securing appropriate accommodation.
 - To provide orientation, academic and other student support services.
 - To ensure timely communication with the home institution regarding any student emergencies, student disciplinary problems (including breach of conduct) or other urgent student welfare issues that may arise.

3. Financial arrangements

- 3.1. Under a tuition-waiving approach, exchange students will be required to pay tuition fee only to their home institution.
- 3.2. Exchange students will be responsible for all costs incurred during the exchange period e.g. transportation, entry visas, accommodation, health care and insurance. The host institution has no financial obligations for the exchange student.

4. Intellectual Property Rights

- 4.1. Acceptance of Exchange Students who wish to work on research projects is subject to the availability of relevant projects and supervisors at the Host Institution. The Intellectual Property rights follow the rules and regulations of the host institution. In situations where the demarcation of intellectual property rights cannot be clearly defined, prior agreement should be reached among the home institution, the host institution and the student involved.

5. Personal Data

- 5.1. Both Parties appreciate that they will each need to disclose to the other Party Personal Data (as defined below) relating to the staff and students involved in the Project. Each Party agrees to strictly comply with the applicable data

protection laws of the other Party when it is acting as a host Party with regard to any and all Personal Data that it receives from the other Party. Each Party also agrees to take reasonable steps to inform the other Party of the applicable data protection laws in its country and to render assistance to the other Party to comply with these laws. In this respect, both Parties agree that they will ensure that all student records and Personal Data relating to the students are held securely and confidentially and shall be used only for the purpose(s) for which it was received and no such Personal Data is to be collected, used or disclosed for any other purpose other than so far as is necessary in connection with the administration of the Project under this Agreement.

- 5.2. Both Parties shall retain student and staff records and Personal Data only for as long as it is necessary to fulfil the purpose(s) for which the same was collected. Each Party shall ensure that all student and staff records and Personal Data are permanently destroyed once it is no longer required.
 - 5.3. For the purposes of this clause, "Personal Data" shall mean data whether true or not, about an individual who can (a) be identified from that data; or (b) from that data and other information to which the institution has or is likely to have access.
6. Health and accident insurance
Insurance is compulsory for all students participating in the exchange programme and it must cover expenses and transportation to the home country in case of an emergency and/or repatriation.
 7. Rules and regulations
 - 7.1. Exchange students must abide by the rules and regulations of the host institution.
 - 7.2. Exchange students will have the same rights and duties enjoyed and followed by regular students. They will be subject to the academic requirements of the host institution.

B. FACULTY EXCHANGE

8. The faculty exchange shall be made by mutual agreement for enhancing the educational and research cooperation between the two institutions.
9. The faculty exchange shall be between equivalent departments and the duration of the exchange shall be decided through an agreement for each case between the two institutions.
10. A faculty member who is selected in faculty exchange programme by the home institution shall be recommended to the host institution. He or she shall be requested to give special lectures or conduct research for the mutual benefits between the two institutions.

11. Duration of the agreement

11.1. The agreement takes effect for five (5) years from the date it is signed by both institutions. After that it can be reviewed at the end of the relevant semester by each institution. The agreement may be cancelled by one or both parties with one year of advance notice.



12. Dispute Resolution

12.1. If either party has any issues, concerns or complaints about any matter arising out of or in connection with this Agreement, that party shall notify the other party and the parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be resolved by representatives appointed by both parties who shall decide on the appropriate course of action to take.

On behalf of:

CHITKARA UNIVERSITY

METROPOLIA UNIVERSITY OF
APPLIED SCIENCES

Name: Dr. Ashok K. Chitkara

Name: Riitta Konkola

Position: Chancellor

Position: President

Date:

Date: 29.1.2021

