



STUDENT EXCHANGE AGREEMENT
between
UNIVERSITY OF OSTRAVA, Czech Republic
and
INSTITUT TEKNOLOGI BANDUNG



The purpose of this Agreement is to permit the exchange of students between University of Ostrava (OU) and Institut Teknologi Bandung (ITB).

Number of Students to be Exchanged

Each university will provide up to 2 students for exchange in each regular semester (i.e., spring or fall). The number of students exchanged need not exactly balance each year, but should balance over a number of years.

Selection of Students

Both universities shall select and nominate exchange students in accordance with criteria, procedures, and deadlines established by the home university.

The host university will reserve the right to make the final decision on whom to admit into academic programs of the host institution.

Student Academic Program

Exchange students will be permitted to enroll in courses at the host institution for which they are qualified as long as places are available. They must maintain full-time student status as defined by their respective host university.

The host university will provide information on the courses relevant to the students' studies, and assess the course-work of the exchange students at the end of the semester or full academic year of study. Each institution shall provide a record of the courses and grades received by each exchange student.

The host university will ensure that adequate arrival and orientation services are provided for exchange students and continue to provide student services throughout the exchange.

Student Status

Exchange students will not be admitted to a degree or other credentialing program at the host institution. Exchange students will be at the host university registered as non-degree exchange students. The host university will not be expected to place exchange students in courses if their enrollment would exceed class maximums.

At the conclusion of the student's exchange, the host university will, without charge, send official academic transcripts to the home university. The granting of credits for courses undertaken at the host university will be at the discretion of the home university in accordance with its own policies and regulations.

Student Fees

Each student shall pay all required fees to his/her home institution and will be waived from payment of tuition and academic fees at the host institution. Expenses of accompanying partners and dependents are the responsibility of the exchange student.

Accommodation

The host university shall assist exchange students to find suitable housing, the cost of which shall be borne by the student.

Insurance

All exchange students are required to have a comprehensive health insurance policy which also provides emergency travel insurance. The cost of any medical insurance required hereunder, as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange students.

Visa Requirements

Each exchange student is responsible for obtaining a visa and other related documents required for study at the host institution. The host institution shall provide incoming exchange students with any university certification required to obtain a student visa for the full period of the exchange.

Exchange Student Obligations

Exchange students are required to observe the rules and regulations set forth by the host institution as well as the immigration regulations and laws of the host country governing the resident status they possess. Any breach of these rules and laws will be dealt with in accordance with the disciplinary policies of the host institution and the laws of the host country and/or province.

The host institution shall have the right to terminate the participation of any student in the exchange program and in any other program, service, or benefit at any time if such student's academic work or behavior is not suitable in the judgment of the host institution. Whenever practicable, such termination of participation in the exchange program will not be effected without prior consultation by the host institution with the home institution.

Exchange Coordinator

Each university will appoint an exchange coordinator who will be responsible for overseeing implementation and coordination of activities foreseen in this Agreement. Each university may change its exchange coordinator by giving written notice to the other university. Both universities hereby appoint as exchange coordinators

- for UO: Richard Joseph Conaway
richard.conaway@osu.cz
tel.: +420 597 091 008
- for ITB: Directorate of Partnership and International Relations
Dra. Ayi Rohayati, M.A (ayir@pusat.itb.ac.id) outbound
Nunu Herwansah (nunu@pusat.itb.ac.id) inbound

Effective Date and Termination of Agreement

The UO is an obliged entity pursuant to Act No. 340/2015 Coll., Act on the Register of Contracts (hereinafter the "Act on the Register of Contracts"). ITB acknowledges and expressly agrees that this Agreement in full is subject to publication in the Register of Contracts (information system of public administration, administered by the Ministry of the Interior). The University of Ostrava undertakes to publish this Agreement in compliance with the provisions of the respective Act on the Register of Contracts.

This Agreement comes into force upon signature by both parties and becomes effective on the date of its publication in the Register of Contracts at the earliest. About this fact, the University of Ostrava is required to notify ITB.

This agreement shall remain in force for an initial period of two (2) years. Any party may give written notification to the other Party of intention to terminate this Agreement at least three (3) months prior to the intended time of termination.

This Agreement may be amended by mutual consent of both parties. The Agreement may only be renewed if the parties agree in writing on a renewal.

If the program is terminated while students are engaged in exchange, those students shall not be affected and shall complete the exchange under the terms of this agreement.

This agreement is to be executed in two (2) copies in English.

On behalf of University of Ostrava

**On behalf of Institut Teknologi
Bandung**

Lata Jan, prof., M.D.
Rector
University of Ostrava
Czech Republic

Prof. Dr. Ir. Kadarsah Suryadi, DEA
Rector
Institut Teknologi Bandung
Indonesia

Date :

Date :
