

STUDENT EXCHANGE AGREEMENT
between
UNIVERSITY OF OSTRAVA, Czech Republic
and
UNIVERSITAS INDONESIA, Republic of Indonesia

No.: 103/AOI/R/UI/2019

The purpose of this Agreement is to permit the exchange of students between

University of Ostrava (UO), a public university established by the law no. 314/1991 Coll., as amended, with registered address Dvořákova 7, 701 03, Ostrava, represented through the **Rector: prof. MUDr. Jan Lata, CSc.**;

and

Universitas Indonesia (UI) 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.

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.

Number of Students to be Exchanged

Each Party is prepared to send students and receive the equivalent number in exchange annually.

Each university will provide up to 2 students for exchange in each regular semester (i.e., spring or fall). This number equals to maximum 2 students for short term credit earning mobility program. 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. 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 in previous academic work.

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

Candidates are to be undergraduate and graduate students. Undergraduate students from UI 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.

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 before joining exchange program.

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 University of Ostrava are available through www.osu.eu. These scores are subject to change.

At UI some undergraduates program and graduates program are usually conducted in both English and Indonesian language.

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.

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.

Dispute Settlement

If a dispute arises concerning the interpretation or implementation of this agreement the Parties agree to settle amicably by mutual consultation or negotiation.

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.

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: Anna Grocholová
- for UI: International Mobility

Effective Date and Termination of Agreement

The UO is subject to obligations under Act no. 340/2015 Sb. on the Register of Contracts (hereunder "the Act"). The UI is aware of and expressly consents to the fact that this Agreement meets the criteria requiring it to be published in the Register of Contracts. The Register of Contracts is administered by the Ministry of the Interior in accordance with the Act. The Register of Contracts is a collection of contracts and their amendments which takes the form of a publicly available database that can be accessed by any person free of charge via the internet. The UO undertakes to publish this Agreement in the Register of Contracts as required by the Act.

This Agreement becomes valid on the date of its signature and becomes effective at the earliest on the date of its publication in the Register of Contracts. The UO is obliged to inform the UI of the publication of the Agreement in the Register of Contracts by sending an extract from the Register of Contracts to the UI.

This Agreement remains in force for an initial period of two (5) 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.

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

UNIVERSITY OF OSTRAVA

Centre for International Cooperation

Address : Mlýnská 5, Ostrava, 702 00, Czech Republic

Phone : +420 597 091 076

E-mail : monika.smidlova@osu.cz

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.

On behalf of University of Ostrava

On behalf of Universitas Indonesia

**prof. Jan Lata, MUDr., CSc.
Rector
University of Ostrava
Czech Republic**

**Prof. Dr. Ir. Muhammad Anis, M.Met.
Rector
Universitas Indonesia
Republic of Indonesia**

Date : 10 -10- 2019

Date : 06 - 11 - 2019
