

## STUDENT EXCHANGE AGREEMENT

BETWEEN

**Masarykova univerzita**

Registered Office at Žerotínovo nám. 617/9, 601 77 Brno, Czech Republic

Represented by Martin Bareš, the Rector

*hereinafter referred to as "Masaryk University"*

AND

**Doshisha University**

Registered Office at Kamigyo-ku, Kyoto 602-8580, Japan

Represented by XXXXXXXXX, the President

*hereinafter referred to as "DU"*

*hereinafter jointly referred to as "both parties"*

IT IS HEREBY AGREED AS FOLLOWS:

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**I. NUMBER OF EXCHANGE STUDENTS**

1. Each year, both parties shall nominate a maximum of one (1) full-time non-degree students at undergraduate and graduate level for the partner university. Any variance in the number of exchange students each year may be negotiated and agreed by both parties before recruitment of students.
2. Exchange is open to students of all fields, departments, and faculties of both parties.
3. Both parties shall strive to assure that the numbers of students exchanged by each party shall be equal each year. For the purpose of determining this balance in the number of students exchanged, two exchange students participating for one academic semester shall be equivalent to one exchange student participating for one academic year. It is understood that a balance in number of exchange students shall be maintained over the term of this Agreement.

## **II. DURATION OF EXCHANGE**

The period of the exchange shall be one academic semester or one academic year. For DU, the Spring semester runs from April until mid-September and the Fall semester from mid-September until the end of March. For Masaryk University, the Autumn semester runs from September until the end of January and the Spring semester from February until June.

## **III. EXCHANGE PROGRAMME**

1. Exchange students from DU to Masaryk University shall pursue an academic programme developed in consultation with DU. Masaryk University will permit the exchange students to enrol with a normal course load and in all courses for which they meet Masaryk University's academic and language proficiency requirements. It is understood that quota restrictions and scheduling constraints may apply to all exchange students.
2. Exchange students from Masaryk University to DU will join the Center for Global Education and Japanese Studies, and they will choose either Global Education Module (GEM) or Japanese Language and Culture Module (Nichibun) at DU. After submission of the application materials to DU, request to change the selection of GEM or Nichibun will not be accepted. Students who wish to study Japanese culture, society and nature in English will take GEM. Those for whom English is not a first language will be expected to have sufficient English proficiency. Students who wish to study Japanese language and culture in Japanese are expected to have a minimum of one year's study of Japanese at the college level to take Nichibun
3. Both parties shall present on their websites the courses to be taught in English or local language.
4. A normal course load at DU consists of 15 credits per semester; one credit at DU is the equivalent of 45 hours of work. A normal course load at Masaryk University consists of 30 ECTS credits per semester; one ECTS is the equivalent of 25 hours of work.
5. Credits received during the exchange may be transferred to the Home University in accordance with the appropriate regulations of the Home University.
6. The Host University will provide the Home University with an official transcript for each exchange student upon completion of the exchange.

## **IV. RECRUITMENT AND ADMISSIONS**

1. Exchange students shall be selected by their Home University based on the following criteria: students shall have completed at least one year of university study prior to participation in the exchange and shall be in good academic standing. All students must meet the minimum requirements for English or local-language proficiency.

2. The deadlines for sending in completed applications for eligible candidates to DU shall be late March for the Fall semester admission and late October for the Spring semester.
3. The deadlines for sending in completed applications of eligible candidates to Masaryk University shall be May 1 for the Autumn semester and October 1 for the Spring semester.
4. The Host University will inform the Home University of final admission decisions at the earliest possible time after the application deadline.
5. In case the candidate should be rejected by the Host University for any reason, the Home University may nominate alternative candidates for consideration by the Host University on condition that such alternative applications could be made early enough for the Host University to arrange visa and other procedures in time for their proposed semester of admission.

## **V. TUITION FEES**

Provided they have paid the tuition fees to their Home University in accordance with the policies of that university, exchange students shall be granted a full tuition fee waiver and shall not be required to pay examination fees, matriculation fees or tuition fees to their Host University. All other costs including but not limited to incidental university fees, and, if any, language course tuition, will be paid by the exchange students.

## **VI. HOUSING, VISA**

1. Both parties agree to help the receiving students find relevant housing accommodation. Both parties shall do their best to provide on/off campus accommodation for exchange students. However, housing is not guaranteed. Students are responsible for the cost of their accommodation.
2. If a visa and/or residence permit is required, the Host University shall assist the student in obtaining this. Students are required to follow the instructions/directives given by the Host University.

## **VII. STUDENTS' RIGHTS AND RESPONSIBILITIES**

1. Exchange students shall enjoy all the rights and privileges enjoyed by other students at the Host University.
2. Exchange students shall be subject to the rules and regulations of the Host University. The Host University has the right to terminate the exchange period of exchange students who perform substantially below the standard set by the regulations of the Host University. However, this action will not be taken without prior consultation with the appropriate officials of the Home University.
3. All costs including but be limited to travel costs, visa expenses and other expenses relating to the exchange, housing arrangements and living expenses, meals and personal spending shall be the

individual responsibility of the exchange student. The student shall also be responsible for study material expenses, such as the cost of textbooks, field trips (if any) and other optional course charges.

4. Both parties shall inform incoming students about appropriate health, accident, third party liability, travel and, if applicable, personal liability insurance cover as required by the Host University or the host country and exchange students are solely responsible for the purchase of such insurance. Any medical expenses that exceed the cover provided by such insurance shall be borne by the exchange student. Exchange students from Masaryk University to DU are required to join the National Health Insurance instituted by the government of Japan.
5. Students from non-EU countries are required to apply for a student visa and be in possession of a visa at the time of entering the Czech Republic. All students coming with a visa are required to purchase a health travel insurance plan which complies with Czech Republic visa requirements. Students will receive further details on the health travel insurance after acceptance to Masaryk University

#### **VIII. LIAISON COORDINATOR**

Each party shall nominate a Liaison coordinator who shall act as the contact person for all matters concerning this Agreement.

#### **IX. STUDENT SUPPORT**

Each party shall ensure the nomination of tutors/supervisors for the students.

#### **X. FINANCES**

Each party shall bear its own costs and expenses.

#### **XI. START, DURATION AND TERMINATION**

1. It is understood that this Agreement shall come into force on 1<sup>st</sup> April 2024 and shall continue in force for five (5) years or until terminated by either party in accordance with clause XI.3.
2. This Agreement may be revised or amended by mutual written consent.
3. Any party may terminate this Agreement, giving at least six (6) months written notice to the other party.
4. Any participating students who have commenced at either university, or whose exchange procedures have been started by the date of termination, may complete their courses of study. Both parties shall take reasonable steps to correct imbalances in the numbers of exchange students between the parties.
5. Both parties will confer concerning the renewal of this Agreement six (6) months prior to its expiration.

According to the Act no. 340/2015 on the Contract Repository, Masaryk University is obliged to publish the text of the contract. The contract shall be made accessible to the general public, but personal data, signatures and bank account information shall be omitted.

This Agreement has been made in two (2) identical copies valid as originals of which each party will receive one (1).

As witness to their consent to this Agreement, the appropriate authorities hereunto provide their signatures.

For Masaryk University  
Brno, Czech Republic

For Doshisha University  
Kyoto, Japan

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Martin Bareš  
Rector

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XXXXXXXXXX  
President

Date 15.03.2024

Date February 29, 2024

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XXXXXXXXXX  
Vice President for Global Affairs  
Executive Dean, Organization for the  
Promotion of Global Cooperation

Date March 6, 2024