

Memorandum of Understanding

Between

THE MAZOVIAN STATE UNIVERSITY IN PŁOCK
Poland

and

SINERGIJA UNIVERSITY BIJELJINA
Bijeljina, Bosnia and Herzegovina

In order to promote international cooperation in education and develop academic exchange programs, The Mazovian State University in Płock and Sinergija University Bijeljina (SUBN) agree to establish a cooperative agreement in accordance to the terms and conditions set forth herein.

A. Scope of the agreement

The purpose of this agreement is to establish the terms and conditions under which The Mazovian State University in Płock and SUBN offer professors and students from both institutions the following opportunities:

- a) To follow part of their studies at foreign locations, thus gaining valuable international experience.
- b) To participate in joint research projects that The Mazovian State University in Płock would develop in cooperation with SUBN either bilaterally or in conjunction with other mutually acceptable institutions and which will be the subject to future contractual arrangements.

B. Definitions

As used herein the terms “host institution” and “home institution” shall have the following meanings:

- a) Host Institution - the university accepting international students and/or professors.
- b) Home Institution - the university that sends abroad their students and/or professors.

C. Professors

The exchange of faculty professors between The Mazovian State University in Płock and SUBN can be realized under the auspices of mutual exchange programs, group research, visiting faculty/professors, conferences and other worthwhile and mutually beneficial agreements. Salary, transportation and living arrangements will be paid by the home institution.

D. Students

1. Each institution agrees to nominate students in good academic standing for participation in the exchange and to ensure that each student possesses the language skills required for participation in the programs offered by the host institution.
2. The Mazovian State University in Płock and SUBN will send willing number of students for one semester each year on a one to one basis.
3. Exchange students will be permitted to participate in courses offered by the host program/institution for which they are qualified, subject to requirements imposed by their program and space availability.
4. Following the term of exchange, the host university will send a report to the home university regarding the course of study and performance of each exchange student. Grading will be applied according to the system used by each institution. The grade conversion from one system to the other will be determined by the exchange student's home institution.
5. Representatives from each institution will exchange regularly, their respective academic calendars and other information relative to course registration. In addition, the host institution will provide exchange students all necessary pre-registration materials, including a class schedule and course descriptions available, to allow course selections and pre-registration before leaving their home institution.
6. Under this agreement, the enrolment of each student at the host institution is limited to one term. The exchange can be extended, up to one year maximum, by request of the student and with the approval of coordinators from both institutions.
7. The home institution will be responsible for screening and selecting students for this program and for ascertaining that each participating student is academically qualified and is proficient in the language of instruction at the host institution to benefit from a course of study at the host institution.
8. The home institution will provide the host institution with the names of the participating exchange students, their academic qualifications (if requested), and their selection of courses prior to their enrollment at the host institution.

9. Selected exchange students will pay all customary tuition and registration fees, prior to departure, to their home institution while participating in the exchange program.
10. Exchange students are fully responsible for the following expenses during their attendance at the host institution: books and other necessary course material fees, housing, meals, transportation (round trip and local ground), and personal and medical expenses.
11. Participating exchange students will be required to carry adequate health insurance and to provide proof to the host institution that their insurance will cover the cost of health care during the period of exchange prior to starting classes. Insurance must include: medical coverage for accidents and illness, repatriation of remains and medical evacuation.
12. Each exchange student shall be responsible for obtaining a visa and related travel documents necessary to pursue studies at the host institution prior to the arrival to the host-institution. Both institutions will assist, as necessary, in satisfying host-site visa requirements and other necessary formalities for the visiting students.
13. If an exchange student withdraws for any reason the program of study, prior to the completion of the corresponding studies at the host institution, the withdrawal and refund policies of that student's home institution shall apply.
14. Students participating in the exchange program will receive the credential (degree, diploma, or certificate) from their home institution.

E. Campus Coordinator

Each institution shall designate a coordinator to oversee and facilitate the implementation of this Agreement.

The coordinators or their designee, working with other appropriate administrators at the respective universities, shall have the following responsibilities:

1. To promote academic collaboration at the faculty and with the students.
2. To act as principal contacts for individual and group activities and to plan and coordinate all activities within their institutions as well as with the partner institution.
3. To distribute information regarding faculty, facilities, research, publications, library materials and educational resources of the other institutions.
4. To periodically review and evaluate past activities and to work out new ideas for future cooperative agreements.

TERMS AND CONDITIONS

This general **AGREEMENT OF COOPERATION** shall be identified as the main document of any program agreement executed between the parties. Further agreements concerning any program shall provide details concerning the specific commitments made by each party and shall not become effective until they have been reduced to writing, executed by the duly authorized representatives of the parties, and approved in writing by the authorities of each institution. The scope of the activities under this agreement shall be determined by the funds regularly available at both institutions for the types of collaboration undertaken and by financial assistance as may be obtained by either institution from external sources.

Upon approval by each institution, this agreement shall remain in effect for a period of five (5) years unless terminated earlier by either institution. Such ending by one institution shall be affected by giving the other institution at least a one year advance written notice of its intention. Cancellation of the agreement shall be without any penalty. If this agreement is abandoned, neither The Mazovian State University in Płock nor SUBN shall be liable to the other for any monetary or other losses that may result.

EXECUTED by The Mazovian State University in Płock and SUBN, in duplicate copies, each of which shall be deemed an original.

Date:

Signed by:

Professor Maciej Słodki, MD PhD

Rector

The Mazovian State University in Płock

REKTOR

prof. dr hab. n. med. Maciej Słodki

Signed by:

Professor Milovan Stanišić, PhD

Rector
Sinergija University Bijeljina



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