

**AGREEMENT REGARDING STUDENT EXCHANGE PROGRAMS
BETWEEN
...
AND
UNIVERSITAS MUHAMMADIYAH SURABAYA**

This Agreement is made as of (date) by and between university's partner, (hereinafter "...") and Universitas Muhammadiyah Surabaya, Surabaya, East Java, Indonesia (hereinafter "UMSurabaya") pursuant to the Cooperation Agreement executed between the two universities.

The purpose of this Agreement is to establish the terms and conditions under which the exchange of students between ... and UMSurabaya shall take place.

Both parties hereby agree that:

1. Program Management

The student exchange program shall be available to students of both universities and shall be administered by ... and UMSurabaya respectively via the International Office of university's partner and Faculty of ... of UMSurabaya.

"Home University" is a party to this Agreement that sends its students to the other party (university) to pursue an exchange program. "Host University" is a party to this Agreement that accepts the student(s) from the other party (university) to pursue an exchange program.

2. Status of Exchange Students at the Host University

Exchange Students accepted for the exchange program will be enrolled as non-degree, full-time students at the host university.

3. Exchange Student Numbers and Balance

Both universities may send qualified full-time undergraduate and/or graduate students to exchange. Up to number single-semester students for one semester with a maximum allowance of number*2 slots per academic year or number fully-year students for one academic year are accepted. Special permission is given by mutual agreement between the two institutions.

4. Exchange Period

The normal period of exchange for each exchange student shall be one (1) or two (2) consecutive semesters with the consent of both universities.

5. Admission Requirements

Exchange candidates must have completed at least one (1) academic year of study at the home university prior to the exchange period, with an overall GPA of 2.8 or higher out of a 4.0 grade scale. Each party will notify the other as quickly as possible if any changes are made to student exchange admission requirements.

While it is understood that exchange candidates nominated by the home university will normally be accepted by the host university, the host university reserves the right to

review the applications of nominees and make final decisions concerning their admission.

6. Language Requirements

Nominees must obtain a TOEFL score of 500 or its equivalent, and present proof of the score when applying. Candidates without language proficiency score sheet shall submit an official letter by the home university, certifying their language ability. Each party will notify the other as quickly as possible if any changes are made to language requirements.

7. Application Documents

The home university will forward the appropriate application documents to the host university, and the host university will inform the home university of its final admission decision at the earliest possible date.

8. Visa

The host university will issue appropriate documents to accepted students for visa purposes in accordance with their respective applicable laws and regulations. It is the responsibility of the individual exchange student to obtain a visa in a timely manner.

9. Courses

Exchange students will be able to take courses regularly offered at the host university, subject to the policies and regulations of the host university and will have all the rights and privileges enjoyed by other students at that university.

10. Credit Transfer

Any academic credit received during the course of the program may be transferred to the home university in accordance with the appropriate regulations of the home university. The host university will inform the home university of exchange students' grade information in a timely manner upon the request of the exchange student or the home university.

11. Tuition and Fees

Exchange students will pay normal tuition and fees to their home university in accordance with the policies of that university. The host university will not charge the home university or the exchange students for application, admission fees and tuition. However, the host university may charge exchange students activity fees required upon course registration for specific courses at the host university.

12. Miscellaneous Fees

Exchange students will be responsible for making their international travel arrangements and shall bear all associated costs, including but not limited to room, board, study materials, local transportation, student health insurance and medical care, personal expenses, and passport/visa application fees. Regarding payment of these expenses, the home university, together with the host university, shall assume responsibility for providing guidance and dealing with situations that may arise so as not to cause undue inconvenience to third parties when exchange students fall into arrears.

13. Liability

During their time at the host university, exchange students will be individually liable for any and all incidents, accidents and damage to third parties resulting from the students'

actions where these actions occur in situations beyond the control of the host university and home university. Both parties will not hold each other liable for such incidents.

14. Insurance

It is mandatory for exchange students from both institutes to purchase overseas travel and health insurance before departure.

15. Accommodation

The host university will make every effort to find suitable accommodation for exchange students. The cost of the accommodation shall be borne by the individual exchange student. The parties agree that if accommodation is arranged at a university dormitory or university-affiliated accommodation, it will be at a cost per exchange student no greater than that charged to regular students or other students domiciled in the above facilities of the host university.

16. Student Support

The host university will make every effort to facilitate integration of exchange students into the student life of the host university. The host university will strive to protect the privacy of the student as well as their personal safety in addition to offering orientation sessions and a sufficient support network for everyday life.

17. Emergency Procedures

Both the host university and the home university shall provide the other with emergency contact information and will be responsible for carrying out emergency notification in the event of student illness, injury, or other emergencies.

18. Appropriate Use of Personal Information

When obtaining personal information from the exchange student, it is necessary for both the host university and the home university to inform the student ahead of time of the purposes for its use and to keep its use to a minimum. Personal information must be managed carefully to prevent its spread to a third party or use for purposes unauthorized by the exchange student.

19. Rules and Regulations

Exchange students shall be subject to the rules and regulations of the host university. Each university reserves the right to dismiss any exchange student at any time for conduct in violation of their established rules and regulations. However, the dismissal of an exchange student shall not adversely affect the agreement and the arrangements regarding other exchange students.

20. Length of Stay

Upon completion of the program at the host university, exchange students are required to return to the home university. No extension of stay will be authorized unless otherwise specifically agreed upon by both universities.

21. Negotiations

Both parties will strive to resolve any misunderstandings out of or in relation to this agreement that arise in a sincere and respectful manner.

22. Agreement Period

This Agreement shall remain in effect from the date of execution for an initial period of five (5) years. Unless either party notifies the other in writing to terminate the Agreement at least six (6) months prior to the date of expiration, the Agreement shall be automatically extended for an additional period of five(5) years at each expiration date. In the case of termination, both universities shall make necessary arrangements to ensure the appropriate completion of ongoing exchanges. This Agreement may be amended by mutual written consent the two of universities through consultation.

The parties hereto have caused this Agreement written in English to be executed in duplicate by their duly authorized representatives as of the date first above written, with each party retaining one original. Each copy is of the same validity and each is recognized as official.

[Name]
[Designation]

[University Address]

Date: _____

[Name]
[Designation]

Universitas Muhammadiyah Surabaya
Jl. Raya Sutorejo No. 69, Mulyorejo,
Surabaya, East Java 60113
Indonesia

Date: _____