



EKSEMPEL PÅ AVTALAR

CO-OPERATION AGREEMENT

BETWEEN

INSTITUTION 1

AND

INSTITUTION 2

Preamble

With the view of promoting cooperation in academic education and research between INSTITUTION 1 and the University of Oslo the following agreement is established:

Article 1

The cooperation may concern any field or subject upon which the parties agree. It will include various activities, such as:

1. Collaborative research, lectures and symposia
2. Exchange of scholars and researchers
3. Exchange of students
4. Exchange of information and materials in fields which are of interest to both parties

Article 2

Implementation of exchange or other kinds of cooperation based on this

agreement shall be the concern of the relevant faculties or departments on a case-by-case basis. A specific plan shall be worked out for each joint activity. This plan shall ensure that appropriate arrangements are made before the arrival of a faculty member or a student to the host university.

Article 3

Both universities shall seek finance of joint activities from sources available to them.

Article 4

This agreement shall take effect upon the date of signatures and will remain valid until one party notifies the other of its wish to terminate the agreement at least ninety days ahead of time.

Article 5

This agreement is written in two originals, both of equal validity.

.....

NN
Title
Institution 1

.....

Date

.....

NN
Title
Institution 2

.....

Date

EXCHANGE AGREEMENT

BETWEEN
INSTITUTION 1
AND
INSTITUTION 2

INSTITUTION 1 and INSTITUTION 2, recognising the benefit of educational and cultural co-operation which can be achieved between our institutions, enter into this agreement to facilitate the exchange of students and scholars.

1. Definitions

- i) For the purposes of this agreement, «home» institution shall mean the institution at which the students intend to graduate and «host» institution shall mean the institution which has agreed to accept the student from the home institution.
- ii) Semester or academic year shall normally refer to the period relevant to the host institution.

2. Purpose of the Agreement

- i) The general purpose of this agreement is to establish educational relations and co-operation between the two participating institutions in order to promote academic linkages and to widen the understanding of the culture of the two countries concerned.

- i) The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied towards their degree at their home institution.
- ii) The purpose of exchanges between Faculty members is to promote collaborative research, other educational developments and to further mutual understanding.

3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all reasonable measures in order to ensure the success of this exchange program.

- i) Each institution agrees to accept and enrol exchange students as full time, «non-award/non-degree» students for the duration of their exchange.
- ii) Each student will be provided with the same academic resources and support service that are available to all students at the host institution.
- iii) It will be the responsibility of each student to obtain official recognition from his or her home institution for subjects taken at the host institution.
- iv) It is the responsibility of the exchange student to ensure he or she obtains a copy of his or her official academic results covering the subjects taken during the period of the exchange.
- v) Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which the student enrolls. The home institution will have responsibility for all

matters concerning recognition of credits for subjects taken at the host institution.

4. Numbers

- i) Subject to the availability of suitable candidates each institution will offer X places free of tuition each academic year during the period of the agreement. Institutions may send students for one semester rather than for two semesters. Two students for one semester shall be equivalent to one student for two semesters.
- ii) In principle, the exchange of students will occur on a one for one basis. This number may vary in any given year, but over a fixed period of five years, the total number of students participating shall be equal as far as possible.

5. Selection and Enrolment of Students

It is expected that only students of high academic quality will be selected to participate in an exchange program. The selection of participants in the exchange program is the responsibility of the home institution. Students, both undergraduate and postgraduate, are eligible to participate if they:

- i) have completed at least one year of full time study at their home institution;
- ii) are enrolled at their home and host institution for the full period of the exchange;
- iii) are approved by their home Faculty and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will inform

the relevant International Office of subject availability, including enrolment limitations and conditions.

- iv) have obtained agreement from their home Faculty, that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution.
- v) have satisfied any language proficiency requirements of the host institution.

Each institution will send the other completed applications for their students at least twelve (12) weeks before the beginning of the entry semester. The host institution reserves the right of final approval of the admission of a student.

6. Responsibilities of Institutions

Exchange students will be provided with the following by the host institution at no cost to the student:

- Tuition (a reasonable fee to cover the use of non academic facilities and compulsory membership of campus organisations may, however, be charged)
- Orientation Program
- Reports and Statement of Results

7. Responsibilities of Exchange Students

Exchange students will be financially responsible for:

- Travel to and from the host institution
- Books, stationery, etc.

- Travel documentation, visas, etc.
- Travel, accommodation and living expenses
- Student Association/General Services Charges
- International insurance coverage relevant to the exchange situation

Students shall be responsible for obtaining adequate medical/health insurance coverage to the satisfaction of the host institution. Students from the UiO are covered by the Norwegian Insurance Office for Social Insurance Abroad.

Exchange students will be subject to the rules and regulations of the host institution. Any breach of these rules will be dealt with in accordance with the disciplinary policy of the host university.

Participation in an exchange under this agreement carries no expectation of subsequent transfer to the regular degree programs of the host university.

8. Accommodation

Every effort will be made to assist students to obtain accommodation within reasonable distance from the campus. Students must also be made aware that they are responsible for all costs associated with accommodation.

9. Exchange Students Families

The obligations of the universities under this agreement are limited to exchange students only and do not extend to spouses or dependants. Where family arrangements are proposed, these are subject to approval by the host institution on the understanding that all additional expenses incurred by accompanying spouses and dependants are the responsibility of the exchange student.

10. Faculty and Staff Exchanges

The two institutions recognise the benefit derived from the exchange of Academic staff and Administrative staff. The details of such arrangements will be negotiated as appropriate and will be governed by the institutional staffing rules and relevant approval processes.

11. Responsible Administrative Personell

The designated operational units of the parties, for purposes of developing and implementing the terms of this agreement are:

For INSTITUTION 2: xxxx

For INSTITUTION 1: xxxx

Either party may change its designated operational officer by written notification to the designated operational officer of the other party.

12. Exchange Program Review

Both institutions will be responsible for regularly reviewing the exchange program at least every two years. The review is essential in order to make appropriate and mutually agreed modifications as may be required and to identify new opportunities for co-operation in scholarship and research.

13. Indemnity

Both parties will answer and defend only that responsibility and resultant legal duty, involving personal injury and damage to property, which is based upon or arises from their respective negligent acts or omissions which may occur in connection with this Agreement. Each of the parties undertakes to ensure that any student sent under this Agreement is adequately insured, in order to minimise any possible damage that might be incurred by the receiving institution as a consequence of the student's stay.

14. Period of Agreement

This agreement will come into effect from the date of signature by both parties and will remain in force for an initial period of five years and may be renewed by mutual consent. The agreement may be terminated by either party provided six months written notice is given the other party.

15. Signature

This agreement constitutes the entire agreement between the parties. No amendment, consent or waiver of terms of this agreement shall bind either party unless in writing and signed by all parties.

The agreement has been accepted by of INSTITUTION 2 and of INSTITUTION 1.

.....

NN
Title
Institution 1

.....

NN
Title
Institution 2

.....

Date

.....

Date

AGREEMENT FOR EXCHANGE OF STUDENTS AND FACULTY

between

INSTITUTION 1

and

INSTITUTION 2

1. PURPOSE

Being aware that the quality of their teaching and research is strengthened by the establishment of international cooperation links, **Institution 1** and **institution 2** wish to enter into exchanges, with a view to their mutual enrichment on the scientific, academic and cultural levels.

2. OBJECTIVES

The general objective of the Agreement is long-term educational and research collaboration in fields which are compatible with the orientation of each institution, and which are relevant to the industrial, scientific, social and cultural interests and needs of the countries wherein the parties are respectively located.

The initiated area of focus will be collaboration in the areas A, B, and C at **Institution 1** and C, D, and F at **Institution 2**.

3. MANNER OF IMPLEMENTATION

The collaboration proposed by this Agreement will be implemented by:

- a) the exchange of students and of faculty members,
- b) the exchange of scholarly and pedagogical materials, and
- c) the coordination of research programs.

4. STUDENT EXCHANGE

- a) It is anticipated that each year a maximum of 4 students per semester from each university will participate in the exchange. The proposed number of students can be extended, but should in any case be balanced in a period of five years.
- b) Students from both universities will register in their university of origin, but will enjoy all the privileges accorded to students at the host institution.
- c) Students from both universities must have their course selections approved by their home department and appropriate academic authority in order to obtain transfer of credit toward their degrees.
- d) Students will be subject to the rules and procedures specified by the Host Institution for the semester or academic year in which they are enrolled at the Host Institution. If in the course of a student's studies a student is found to be unable to carry the academic program or behaves in a way detrimental to fellow students, the Host Institution reserves the right to modify the student's program and/or dismiss the student from the program. Any expense incurred by the student in regard to program modification and/or dismissal shall be borne by the student.

5. EXCHANGE OF FACULTY MEMBERS

- a) Each university reserves the right to approve the candidates proposed for the exchange by the other University.
- b) Each university will maintain the salary and benefits of its own faculty members who participate in the exchange.
- c) Each institution will endeavour to raise funds for travel to the host institution for their faculty members wishing to participate in the exchange.

6. STUDENT FEES

- a) Students will pay tuition fees and ancillary fees to the home university and will be responsible for their own travel and subsistence expenses including housing and meals.
- b) Visiting students will not be charged tuition fees by the host institution but may be required to pay certain ancillary fees (for example, for social clubs and for intercollegiate and intramural sports) as listed in the catalogue of each institution.

7. PROGRAM COORDINATION

Each University will name a program coordinator to ensure that the study and research proceed according to a reasonable schematic plan and to ensure that the terms of this exchange program are carried out. The coordinator will be responsible for the day-to-day operations of the program including providing information pertaining to cost associated with the program and courses to be offered. The coordinator will be the first point of contact for the institution in terms of correspondence, balancing

exchange student numbers, and compliance with university regulations and rules affecting the exchange. Each institution may name a successor to, or replacement of, its coordinator.

8. ASSISTANCE TO EXCHANGE PERSONNEL

Each institution agrees to accept visiting students and faculty members within the limitations of the Agreement, and will:

- a) Assist visiting students and faculty members to find living accommodations and to become integrated into their new social environment, but such assistance shall not include financial assistance;
- b) Assist visiting students with academic advising and record maintenance pertaining to courses taken at their institution;
- c) Assist visiting students with information about services such banking, medical facilities, and campus resources; and
- d) Provide secretarial services, telephone service, stationery and office space for visiting faculty members, comparable to the facilities provided for its own faculty members of similar rank.

9. INSURANCE

The institutions party to this Agreement acknowledge that they do not provide visiting faculty members and students with medical or hospital or personal property insurance. Exchange students are responsible for contracting their own medical insurance in accordance with the policies of the host and home institutions. It is recommended that visiting faculty members or their home institution ensure that adequate provision for their needs is made in these areas. If necessary, the host institution will assist visiting

faculty members and students in obtaining insurance as appropriate, but such assistance shall not include financial assistance.

10. DURATION AND AMENDMENT OF AGREEMENT

This Agreement shall be in force and be binding upon the parties hereto for a period of five (5) years from the date of this Agreement. This Agreement may be amended prior to the expiration of the foregoing period only by mutual consent.

11. TERMINATION/REVIEW CLAUSE

This Agreement will be subject to termination within 12 months advance notice on either side. A review will be initiated by both institutions at least 12 months prior to the expiration of this Agreement to ascertain if the program should be continued and, if so, how it might be improved.

12. EQUAL OPPORTUNITY

Both institutions subscribe to the policy of Equal Opportunity and will not discriminate on the basis of race, sex, age, ethnicity, religion, or national origin. Both institutions shall abide by these principles in the administration of this Agreement and neither institution shall impose criteria for the exchange of faculty members or students which would violate the principles of non-discrimination.

13. INDEMNIFICATION

Each party shall at all times indemnify and hold harmless the other against all claims, actions, loss or damage arising from the indemnifying party's performance or lack of performance under the Agreement of the acts of commission or omission of its employees, agents or students while carry-

ing out this Agreement. Faculty members are employees of their home institutions and deemed not to be employees or agents of the host institution.

IN WITNESS WHEREOF the parties hereto have set their corporate seals over the hands of the proper officers on [date].

.....

NN
Title
Institution 1

.....

NN
Title
Institution 2

BILATERAL ERASMUS AGREEMENT form for the academic year 200x/200x

between (name and ERASMUS ID code of the institution)	
contact person (name, address, phone, fax, E-mail)	
and (name and ERASMUS ID code of the institution)	
contact person (name, address, phone, fax, E-mail)	

The above parties agree to cooperate in the activities shown below. Both parties undertake to abide by the bilaterally agreed terms of this cooperation agreement.

OM/S: student mobility

ERASMUS subject area		Level			Country		Total number	
Code	Name	Under-graduate	Post-graduate	Docto-rate	From	To	<i>Students</i>	Student months (= sum)
xx.x	xxxxx	X			XX	XX	4	24
xx.xx	xxxxx		X		XX	XX	1	6

OM/T: teaching staff mobility

Subject area code	Topic(s) taught	<i>Name of the staff member</i>	Home country	Host country	<i>Duration in number of weeks</i>	Number of teaching hours per week
xx.x	xxx	Named later	XX	XX	2	8
xx.x	xxx	Named later	XX	XX	1	8

Signatures of the legal representatives/heads of institutions from both institutions:

Name of institution:	Name of institution:
Name and status of the official representative:	Name and status of the official representative:
Signature:	Signature:
Date:	Date:

LOGO

LOGO

MEMORANDUM OF UNDERSTANDING

Institution 1, Norway

and

Institution 2

Individually a party and collectively parties to this Memorandum.

The parties believe that:

1. Mutual benefit can be derived from scholarly interaction, cultural interchange, co-operative research and other forms of academic collaboration;
2. The parties regard the following areas of cooperation as desirable and feasible:
 - (i) Exchange of students and academic staff members;
 - (ii) Collaborative research and possible exchange of academic papers;
 - (iii) Mutual assistance in the preparation of seminars, conferences and workshops;
 - (iv) Exchange of academic publication materials or other information;
 - (v) Co-operation in training projects for specified areas of development;
 - (vi) Opportunities for other forms of co-operation, such as the delivery of award and non-award courses;
3. The terms of specific areas of cooperation shall be further considered and agreed upon in writing by the parties prior to the initiation of any particular activity.

4. Any specific program will be subject to mutual consent, availability of funds and approval of both parties.

5. The parties agree that this Memorandum of Understanding is not a formal legal agreement giving rise to any legal relationship, rights duties or consequences, but it is only a definite expression and record of the purpose of the parties to which the parties are bound in honour only.

6. This Memorandum of Understanding will be effective when both parties have signed this Memorandum and shall remain in force for a period of five years unless it is mutually agreed otherwise.

.....
NN
Title
Institution 1

.....
NN
Title
Institution 2

.....
Date

.....
Date

MEMORANDUM OF UNDERSTANDING

between

Institution 1, COUNTRY A

and

Institution 2, NORWAY

Article 1

The parties to this agreement, the Institution 1, Country A and the Institution 1, Norway conclude the following agreement to promote close cooperation and academic exchange between the two institutions. Cooperation activities will primarily involve the Faculty B at the Institution 1 and the Center for C at the Faculty E at the Institution 1. The agreement is based on the principles of equality and reciprocal benefit.

Article 2

Through this agreement, the aforesaid two parties will seek to establish academic co-operation with a conscious effort to promote training and research towards capability building and transfer of technology, where feasible. Areas of cooperation will include, but are not limited to, the following:

- 1) Joint research projects, conferences, seminars and symposia.
- 2) Exchange of teaching and research staffs.
- 3) Short-term exchange (3 months – 1 year) of undergraduate and graduate students
- 4) Mutual recognition of candidates in relevant fields for admittance to relevant programs at the other institution
- 5) Exchange of academic materials and academic publications in fields of interest for both parties.
- 6) Provide necessary advice and assistance for formal development of

academic programs at Institution 1 based on available funding and resources.

Further, cooperation in other areas may be arranged through mutual agreement.

Article 3

The agreement is based on the principles of equality and reciprocal benefit. Both institutions understand that all financial arrangements in each specific case depend on the availability of funds, which will be jointly and/or separately sought by Institution 1 and Institution 1.

Article 4

The Institution 1 will facilitate, in so far as it is able to do so, Country A government approval for the conduct of such mutually agreed research in Country A. In order to do so, the Institution 1 shall receive the applications well in advance.

Article 5

Upon the completion of a project in Country A as per article 4, all equipment bought with external research funding for the purpose of collaborative research between the two parties and used during the laboratory work will remain as the property of the Faculty of B, Institution 1 if appropriate. However, this will be subjected to the regulations governing ownership laid down by the funding agency.

The same conditions will apply for any equipment with such funding placed in laboratories at Institution 1 as a part of such collaborative research activities.

Article 6

All research publications arising from the collaborative projects between the two parties will be co-authored by the representative of both parties.

Article 7

Ownership of any intellectual property created under this agreement shall be decided on case-by-case basis considering the current national and international regulations. The institutions will act reasonably in all matters of ownership and commercialization of intellectual property.

Article 8

The training of students, both graduate and undergraduate level, from the two parties to this agreement will be built into the project proposals and the Center for Maintenance and Asset Management (SDV), Faculty of Science & Technology, Norway, will accept research students from the Department of Production Engineering, Faculty of Engineering, Institution 1, Sri Lanka subjected to the availability of funding.

Article 9

The Faculty of Engineering, Institution 1, Sri Lanka, will accept postgraduate and undergraduate students for research work subjected to the availability of resources and facilities. However, the Faculty of Engineering, Institution 1, will not be responsible for any expenses associate with this research work. However, funds can be made available for students if available.

Article 10

The Institution 1 as well as the Institution 1 adhere to national quality standards for both academic and research activities.

Article 11

Each university will appoint a coordinator with general responsibility for correspondence between the parties and to oversee the administration of the agreement. The coordinators will NN for the Institution 1 and NN for the Institution 1.

Article 12

This will not constitute any legal binding on either party herein. This shall be interpreted as a Memorandum of Understanding to constitute desires of both parties to develop and promote research and training of mutual interest.

Article 13

This agreement shall be effective from the date of signature by the representative of each University who is competent to sign on behalf of that Institution. Once signed, the validity of this Agreement shall be five years. Representatives of the two institutions will discuss and decide the extension of the Agreement prior to the expiration of the Agreement.

The agreement can be revoked by either party at any time during its tenure with a three month notice given in writing. Agreements already in force at that time shall be allowed to continue to completion.

.....	
NN	NN	
Title	Title	
Institution 1		Institution 2
.....	
Date	Date	

MEMORANDUM OF UNDERSTANDING

Institution 1

Institution 2

- 1 This Memorandum of Understanding signifies a statement of intent to collaborate, but is not a legally binding document.
- 2 It recognises the intention of Institution 2 and Institution 1 to establish a relationship to co-operate in a broad range of areas and to work together for their mutual benefit. The parties may seek to encourage and develop collaborative activities in various ways, including the exchange of scholarly ideas/expertise, the support of specific discipline interaction, the development of programmes and the advanced entry to Institution 1 programmes of appropriately qualified students from Institution 2.
- 3 Separate agreements for any collaborations agreed, including for advanced entry to Institution 1 programmes, are required. The parties understand that any financial considerations associated with any forms of collaboration will be dealt with separately via a legal contract.
- 4 Institution 1 recognises the value of this Memorandum of Understanding to Institution 2 in promoting its programmes and activities, but any promotional material/activity which includes reference to Institution 1 must be sent to and approved by the Dean of the relevant Institution 1 School before use.

- 5 This Understanding is for 3 years in the first instance, and will be reviewed thereafter. Each party has the right to discontinue the arrangements subject to a period of 12 months' notice being given. The Understanding may also be terminated at any time by mutual consent of all the parties.

- 6 In any cases of discontinuance, the parties will honour agreed commitments either via the accepted arrangements or suitable alternatives negotiated at that point.

Signatures to the agreement.

.....

NN

Title

for and on behalf of
Institution 1

Date:

.....

NN

Title

for and on behalf of
Institution 2

Date:

MEMORANDUM OF UNDERSTANDING (MOU)

In order to promote cooperation between Institution 1, Department of A, Country B, and Institution 2, Norway, the two institutions agree as follows:

To encourage direct contact and cooperation between their faculty, research and administrative staff.

Within fields that are mutually acceptable, the following general forms of cooperation will be pursued:

- Staff and students for study and research.
- Study abroad programmes.
- Student exchange programmes.
- Quota programmes.¹
- Visits by and interchange of staff for research, teaching and discussions.
- Exchange of information including, but not limited to, exchange of library resources and research publications.
- Collaborative research activities.

Both parties understand that all financial arrangements will have to be negotiated and agreed upon with due regard to the availability of funds and other resources.

Specific details for the implementation of these activities will be developed mutually for specific projects.

¹ See enclosure

The Memorandum of Understanding envisages that there will be a specific subsidiary contract for each particular project.

The duration of the MOU shall be five years from the date of signature. If the Memorandum of Understanding remains dormant for five consecutive years it will be deemed to have lapsed. Where it continues to be active the two institutions shall review the agreement six months prior to the expiry date. If the parties are agreeable, then the agreement shall be extended in writing for such period as may be agreed upon. The MOU may be terminated at any time by mutual written consent or by nine months' notice in writing by either of the two parties with due regard to the contractual commitments in terms of specific contracts.

.....
NN
Title
for and on behalf of
Institution 1

.....
NN
Title
for and on behalf of
Institution 2

Date:

Date: