**MEMORANDUM OF UNDERSTANDING (MOU)**

**Between

University A
&**

**University B**

**Preamble**

This Memorandum of Understanding is entered for the purpose of promoting the institutional goals of both Universities, hereinafter referred to as “Parties”, establish relations and cooperation for promoting mutual understanding and potential academic, cultural and staff exchange.

This Memorandum of Understanding shall not be construed as creating any legal or financial relationship between the Universities, but as a statement of intent to foster the possibility of genuine and mutually beneficial collaboration.

**§ 1**

1.1 Both Universities agree to facilitate opportunities for staff exchange. Duration of each stay at the host university may range from one month to one academic year or as mutually agreed by both Universities.

1.2 For a period of exchange, each sending University will cover the costs of boarding, lodging, return travel, health insurance of outgoing staff, unless mutually agreed otherwise. Specific arrangements for special facilities, laboratories, faculty compensation, expenses, health insurance, housing etc. will be agreed upon by both Universities in advance. Each University shall also be responsible for its own staff’s salaries during the exchange program. The host University will grant the same study and research facilities as those available to the resident staff.

1.3 The staff under the exchange programs is expected to study and work according to their own plan for professional improvement and research and to the mutually agreed purpose of the exchange.

1.4 Visiting staff may be authorized to teach regularly scheduled classes and seminars during each academic term at the host University in the area of their expertise.

**§ 2**

2.1 Both Parties agree to facilitate the exchange of students for cultural and academic purposes as mutually agreed. The period of such exchange program may range from one month to one academic year or as mutually agreed by both Universities.

2.2 Prior to the beginning of the student exchange program, each University will provide the host University with a list of students, their bio data, certificates of language competence and the study plans. To earn credits at the host University, the student must complete all relevant application forms and fulfill all requirements of the host University. Each student under the exchange program will cover the costs of return travel and all related expenses, unless mutually agreed otherwise.

2.3 The host University agrees to provide co-ordination and support for assisting students under the exchange programs by securing boarding, lodging, health insurance, visa etc. as mutually agreed for each exchange program.

2.4 The host University agrees to provide appropriate facilities necessary to support the exchange at the host University.

**§ 3**

Both Universities agree to work towards the establishment of mutual cooperation for common research and to undertake joint research projects as mutually agreed upon well as to identify and provide, upon request, contact person for specified program activities.

**§ 4**

Both Parties agree to work towards the development of joint program and the articulation of various academic credits for programs/courses, which entitles the students to complete a part of the program of study at each University and be awarded the degree upon completion of formalities.

**§ 5**

Under this MoU, specific activities may be undertaken when approved by the administration of each University. Both Parties declare to secure extra-mural funding to support joint projects and develop joint programs of instructions.

Under this MoU, all staff exchange shall abide by rules and regulations, in effect at the host University.

**§ 6**

This Memorandum of Understanding (MoU) shall be effective for a period of five years from the signature date unless terminated earlier. Both Universities may renew the MoU for such period and on such terms as they deem appropriate.

**§ 7**

No modifications, waivers or amendments of any terms of this MoU shall be effective unless and until agreed in writing and signed by the duly authorized representatives of both Universities.

**§ 8**

Either University may terminate the Agreement at any time without assigning any reason by giving a written notice 3 months in advance to the other University. Such termination shall not affect the programs already scheduled and they will be completed as agreed.

**§ 9**

Any controversy, dispute or difference in relation to this MoU, shall be resolved amicably by both Universities.

IN WITNESS WHEREOF, THE UNIVERSITIES HERETO, THROUGH THEIR DULY AUTHORIZED REPRESENTATIVES, HAVE EXECUTED THIS MEMORANDUM OF UNDERSTANDING AS SET FORTH BELOW:

**For Warsaw University of Technology Rector, Warsaw University of Technology**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**