
MEMORANDUM OF UNDERSTANDING

**UNIVERSITY OF NEW YORK IN PRAGUE
PRAGUE,
CZECH REPUBLIC
AND
INTERNATIONAL BLACK SEA UNIVERSITY
TBILISI,
GEORGIA**

International Black Sea University, hereafter called "IBSU" and **University of New York in Prague, s.r.o.**, hereafter called "UNYP," agree to establish a framework of co-operation covering student exchanges, faculty exchanges and joint research.

1. STUDENT EXCHANGE

The two institutions agree that up to **two (2)** students per academic year can be received as exchange students in the undergraduate students of each institution, coming from the other institution, without any tuition fee requirements from the host institution. Exchange students will be required to cover Student Services fees at the host institution if applicable. The length of each student exchange cannot exceed one semester. The courses and study plan will be identified and agreed upon on a case by case basis between the relevant department chairs or student advisors of the two institutions. The students must fulfil the "Exchange Student Admission Requirements" of each Institution as defined in Annex 1.

All travel costs, housing costs, living expenses, book expenses and any other costs related to the exchange program will be covered by the students participating in the exchange program. The host institutions receiving the exchange students will not have any responsibility to cover any costs related to the incoming exchange students beyond the provision of tuition-free credit delivery. The host institution is required to provide all services to the incoming exchange students which are also provided to its full time students following the admission of the incoming exchange students to its programs.

2. STUDY ABROAD STUDENTS

In the case that the maximum number of exchange students has been reached in any given year and additional students wish to study at any of the two partner institutions, they can be admitted as Study Abroad students. Study Abroad students are full tuition fee-paying students. Study Abroad students will have to pay tuition and all fees that apply to international students at the host campus. Tuition fees for Study Abroad students can be discounted following a separate agreement between the two partner institutions. All other academic and non-academic rules and regulations that govern exchange students will also apply to Study Abroad students.

3. FACULTY EXCHANGES

Faculty who are interested in spending a period of time in the campus of the other Institution (ranging from a week and up to a year) will be offered teaching opportunities at the partner institution subject to availability of courses, needs of the host institution and timing of courses. For practical and financial reasons, faculty exchanges can primarily take place in cases where faculty from one Institution will visit and spend some time in the country and/or region of the other partner Institution. The host Institution is not expected to cover any travel expenses related to offering teaching opportunities for visiting faculty (unless a request is initiated from the host Institution or such an arrangement is directly concluded between the visiting faculty and the host



Institution). The host Institution is expected to respond to offers of faculty exchange and try to accommodate teaching assignments, subject to availability, when such offers are communicated at least six (6) months prior to the planned faculty exchange. Although both Institutions encourage such exchanges, the discussions and the conclusion for potential teaching assignments, as well as compensation issues, must take place directly between the interested faculty and the relevant institution.

4. JOINT RESEARCH

The two partners agree to cooperate in the organization of timely joint forums, conferences, seminars, research studies, workshops, joint projects, in the broad area of each institutions expertise, where and when circumstances allow. These efforts will aim to bring together selected individuals and scholars representing the industrial, commercial, government and academic scholars, *inter alias*, to the end of identifying and promoting initiatives leading to improved socio-economic well being of our changing global society. The two prtners also agree that they will actively promote the research activities of each other among their faculty communities and encourage direct links between faculty of the two institutions.

5. PROMOTION

IBSU and UNYP will be entitled to use each other's logo and related promotional material in their marketing activities including their web sites. All promotional material and any subsequent revisions must be submitted to the partner institution for approval prior to being used.

6. GENERAL

- 6.1 This memorandum of understanding shall commence on the 1.5.2011. Either institution may, by written notice of six (6) months, give notice to the other of its intention to terminate this agreement. Any revision or modification shall be in writing and by mutual agreement.
- 6.2 If this memorandum of understanding is terminated as set out in Clause 6.1, it is agreed by the parties that any student, who at the date of termination has been accepted into the program and has commenced studies, will be supported to complete that course of study under the terms of this memorandum.
- 6.3 This memorandum of understanding is valid for a period of five (5) years, commencing on 1.5.2011 and ending on 1.5.2016 or until terminated in accordance with 6.1. In renewal, this agreement is to be automatically renewed at the end of each 5 year term, provided that neither institution which is a party to this agreement gives written notice of termination of this agreement to the other before the end of the term at least six months in advance or until terminated in accordance with 6.1.

The parties have mutually agreed to work together and in recognition of this they have executed this agreement.

Signed for and on behalf of
IBSU

Signature:

Prof. Dr. Sevtan Ercan TUNC
Rector



Signed for and on behalf of
UNYP

Signature:

Mr. Sotiris Foutsis
General Manager

**University of New York
in Prague, s.r.o.**

Zapsaná v obchodním rejstříku
vedeném u Městského soudu v Praze,
oddíl C, vložka 60332
Legerova 72, 120 00 Praha 2
IČO: 25676598, DIČ: CZ25676598

Annex I – Exchange Students Admission Requirements

AI.1 Incoming UNYP Exchange Students Admissions Requirements

The admission requirements for incoming exchange students from IBSU are as follows:

- A completed and signed UNYP application form (application fee will be waived for IBSU students)
- A motivation letter (written in English) (max. 400 words)
- Copy of student's High School Diploma
- Official IBSU transcripts
- Phone Interview with the relevant Head of the Department (in some cases following interview an English language proficiency test might be requested)
- Passport copy
- 2 recent passport-size photos
- Recommendation Letter (max. 300 words written preferably by student's professor)
- GPA of 2.5 and above at the time of the application

Full application folder must be received at the UNYP Admissions office no later than 4 months before the start date of the semester the student applies for (start date is the date of orientation for new students).

The maximum number of incoming exchange students from partner is 2 (two) per Academic Year. The maximum length of exchange program duration per student is 1 semester

Incoming students are exempt of any tuition fees to UNYP but are still required to pay the semester Student Services fee applicable to all students at UNYP currently at

AI.2 Incoming IBSU Exchange Students Admissions Requirements

The admission requirements for incoming exchange students from UNYP are as follows:

- A completed and signed IBSU application form (application fee will be waived for UNYP students)
- A motivation letter (written in English) (max. 400 words)
- Copy of student's High School Diploma
- Official UNYP transcripts
- Phone Interview with the relevant Head of the Department (in some cases following interview an English language proficiency test might be requested)
- Passport copy
- GPA of 2.5 and above at the time of the application

Full application folder must be received at the IBSU Admissions office no later than 3 months before the start date of the semester the student applies for (start date is the date of orientation for new students).

The maximum number of incoming exchange students from partner is 2 (two) per Academic Year. The maximum length of exchange program duration per student is 1 semester

Incoming students are except of any tuition fees to IBSU but are still required to pay the semester Student Services fee applicable to all students at IBSU currently.

