

**Protocol Between
International Burch University, (Bosnia and Herzegovina)
And
International Black Sea University, (Georgia)**

To promote international understanding and to enhance educational and research opportunities for their students and faculty, **International Burch University** and **International Black Sea University** have executed this protocol with the following provisions:

I. Faculty Visits and Exchanges

1. Both institutions recognize that the professional development of their faculty members may be considerably enhanced by visits to the exchange institution for the purposes of providing instruction, engaging in research, and sharing the results of their research. They commit themselves, therefore, to fostering contacts by making available library resources and providing office space, within the limits of availability, to visiting scholars. These scholars would be encouraged to take part in departmental colloquial discussions, and public lectures.
2. Faculty visits and exchanges will be negotiated and administered as mutually agreed to in writing by the departments, colleges, and/or faculties involved.

II. Student Exchanges and Study Abroad

1. Number of Exchange Program Students: The program is based on the principle of exchange of students with tuition waivers at the host university. Each university will attempt to maintain a balance in the exchange activity over a five-year period. The number of students from each university will not exceed two (2) in each semester. The period of each exchange will normally be for the equivalent or one (1) semester or one (1) academic year, but may be for a shorter period if appropriate.
2. Selection of Students : It is the responsibility of the home university to nominate exchange students with academic and language skills that are appropriate for the program (mostly in English) in which they will be enrolled at the host institution.
3. Student Programs: Exchange students will be permitted to enroll in all courses and programs at the host university for which they are qualified with the exception of those courses or programs in which places may not be available due to enrollment limitations.
4. Status of Students: **International Burch University** students will be registered as students at **International Black Sea University** and will be entitled to all the privileges and subject to the same rules and regulations as other students at **International Black Sea University** and the same will apply for **International Black Sea University** students at the **International Burch University**.
5. Food: Each student will be personally responsible for payment of his or her own board.
6. Housing: Host institutions will provide appropriate assistance to exchange students and study abroad students in finding adequate housing.
7. Refund of Fees: No refund of fees will be made if a student is unable to complete his or her course.
8. Travel: Both **International Burch University** and **International Black Sea University** students will be responsible for their own travel arrangements.



9. Study Program and Credits: Students participating in the exchange will receive credits at the host institution for work completed. The appropriate authorities at respective institution will send grades for courses completed to the other institution.

10. General:


- a. All students must comply with the host University's requirements for pre-enrollment health certifications and immunizations.
- b. Each exchange student must provide his or her own health and accident insurance.
- c. All students must possess passports and visas valid for the period of the exchange.
- d. Both institutions shall exchange regularly their respective college bulletins and other information pertaining to course programs and registration.
- e. The student exchange protocol will be administered through the International Relations Office at **International Burch University** and the International Relations Office at **International Black Sea University**.

III. Other Forms of Cooperation

Both institutions agree to seek out and pursue opportunities other than student and faculty exchanges which will enable them to assist each other in their efforts to enhance the education of their students, to increase the research accomplishments and broaden the knowledge base of their faculties, and to promote mutual understanding and enlightenment of the people of their respective countries.


IV. No funding commitments are created for either party by this protocol.

After having been approved by official governmental authorities this protocol will be considered valid for three (3) years once signed by the appropriate officials of each university. It shall be automatically extended for another term of three (3) years unless one of the universities requests in writing to withdraw from the protocol. This notification must be given at least one (1) year prior to the termination of the three (3) year program.



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