

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
RWTH AACHEN UNIVERSITY**

RWTH Aachen University, Germany, represented by Rector Prof. Dr.-Ing. Ernst Schmachtenberg, (hereafter referred to as **RWTH**) with registered address at Templergraben 55, 52056 Aachen, Federal Republic of Germany,

and

Indian Institute of Technology Mandi, India, represented by Director, Prof. Timothy A. Gonsalves, (hereafter referred to as **IIT Mandi**) with registered address at PWD Rest House 2<sup>nd</sup> Floor, Near Bus Stand, Mandi - 175 001, Himachal Pradesh, India.

**Purpose of the Memorandum**

On the occasion of the visit of Prof. Timothy A. Gonsalves at RWTH Aachen University between 27<sup>th</sup>-29<sup>th</sup> March, 2014, both parties declare their sincere willingness to commit themselves to the cooperation between the two universities.

With reference to the academic relations between the two institutions, both parties emphasize the extraordinary scientific and political value of scientific interaction between Indian universities and German universities and they both agree to initiate a cooperation and exchange of staff and students in order to achieve a consolidated partnership between their members and units at faculty level.

This Memorandum of Understanding is designed to facilitate the advancement and intensification of academic cooperation between both partner institutions. Activities would include but would not be limited to

- the exchange of students (student exchange will be covered by a separate agreement)
- the exchange of scholars or lecturers
- joint research activities and publications
- the exchange of academic information and materials in fields of interest to both universities

*V. D. H.*

### Amendments

This Memorandum may be amended or modified by mutual consent and the exchange of letters between the two parties. Such amendments, once approved by both institutions, will become part of this Memorandum.

### Duration and Termination

This Agreement shall be effective upon the date of last signature by the presidents of both universities and shall be in force for three years.

This Agreement may only be renewed if the parties agree in writing on a renewal.

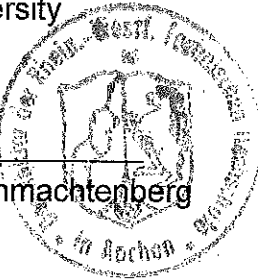
This MOU has been duly signed by/on:

Date: 3.2.16

For RWTH Aachen University



Univ.-Prof. Dr.-Ing. E. Schmachtenberg  
Rector



Date: 8/12/2015

For IIT Mandi



Prof. Timothy A. Gonsalves  
Director



Dr. Henriette Finsterbusch  
Director, International Office



Dr. Varun Dutt  
Associate Dean, International Relations

**AGREEMENT ON STUDENT EXCHANGE BETWEEN  
RWTH AACHEN UNIVERSITY AND INDIAN INSTITUTE OF TECHNOLOGY MANDI**

RWTH Aachen University, Germany, represented by Rector Prof. Dr.-Ing. Ernst Schmachtenberg, and Indian Institute of Technology (IIT) Mandi, India, represented by Director, Prof. Timothy A. Gonsalves, conclude this Agreement to promote student exchange between the two institutions based upon the Memorandum of Understanding between RWTH Aachen University and IIT Mandi.

**Article 1 Statement of Purpose**

This Agreement is meant to describe the implementation of the student exchange in terms of administrative conditions. The exchange of students shall be implemented in the following way:

**Article 2 Administration of the Exchange Programme**

The Exchange Programme shall be administered with regard to admission, registration and assistance in finding accommodation by the International Offices of both partner universities.

**Article 3 Academic Supervision**

The field of study for each student shall be such that the host university can appoint a qualified advisor and provide appropriate courses of study.

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed.

The host University appoints a tutor or a scientific advisor for the exchange student during her/his stay abroad period depending on the goals and objectives of the stay abroad period. It is a prerequisite for the exchange that a scientific supervisor is appointed before the student's arrival at the partner university.

The task of a tutor or a scientific advisor is to conduct an overall organizational and/or scientific supervision of the stay abroad period.

**Article 4 Selection of Students**



*V. Venkatesh*

The students participating in the exchange programme under the terms of this Agreement shall be selected initially by the home university, and the host university shall make final admission decisions on a case-by-case basis.

Students must have completed at least 2 years of academic study or must be in the 5<sup>th</sup> semester as Bachelor students when they start their studies at RWTH Aachen University. A similar requirement holds for RWTH Aachen University students visiting IIT Mandi.

#### **Article 5 Number of Students**

Each year, up to 5 students may be enrolled at the partner university for a maximum period of one academic year (i.e., two semesters). However, the number of students may be modified by mutual consultation in advance.

When one of the parties to the Agreement is unable to select an appropriate candidate for the exchange program for a given academic semester, the other institution may send the usual number of students. The institution that is not able to send a student holds the right to send an additional exchange student in subsequent semesters so that a balance is reached over a five-year period.

#### **Article 6 Application**

The application of selected students will be sent to the host institution. The application deadline at RWTH Aachen University is March 31st for the winter semester and November 30<sup>th</sup> for the summer semester.

The application deadline at IIT Mandi is May 15<sup>th</sup> for the winter semester and December 15<sup>th</sup> for the summer semester.

Exchange applicants must use the application/registration form of the host university.

#### **Article 7 Status of Exchange Students**

Exchange students will be enrolled as "non-degree" students at the bachelor's and/or master's level and/or as doctoral students. They will be permitted the same freedom of choice in course selection as regularly enrolled students are. During the exchange period, all students shall abide by all policies and regulations in effect at the host institution.

As a rule, each student will be sent for either a semester-long stay abroad or a full academic year.

#### **Article 8 Tuition Fees**



The students will need to pay their tuition fees at their home institution and the tuitions fees will be waived by the host institution.

All RWTH students – including exchange students - have to pay the student service fee (*Sozialbeitrag*) including free public transport in and around Aachen. This compulsory fee is not a tuition fee. Similarly, exchange students from RWTH to IIT Mandi have to pay their hostel and mess fees if they live and eat on campus.

#### **Article 9 Selection Fees**

Selection fees will be waived for students participating in the exchange programme on both sides.

#### **Article 10 Language Requirements**

In order to carry out her or his course of study, each student shall possess sufficient language proficiency, as specified by the host university.

Exchange students at RWTH are expected to have some proficiency in German language, if they select courses with German. Recommended is B1 level (Common European Framework of Reference for Languages CEFR).

**Similarly, exchange students at IIT Mandi will be expected to have some proficiency in English language.**

Both institutions realise that, in general, the language of instruction at RWTH Aachen University is German and the language of instruction at IIT Mandi is English.

#### **Article 11 Organizational Aspects**

The host institution's International Office will provide assistance concerning

- a) immigration documents
- b) housing
- c) general information about the university and the city

The student is responsible for gaining approval or recognition for her or his selected courses from the sending institution.

#### **Article 12 Documentation**

Each university agrees to provide documentation of course work completed by the students at the host university (in English language). The home institution may give credits to each student according to its regulations.

#### **Article 13 Financial Responsibility**

Exchange students shall be responsible for their own expenses including travel expenses, accommodation costs and health care fees.

#### **Article 14 Duration and Termination**

This Agreement shall be effective upon the date of last signature by the presidents of both universities and shall be in force for 3 years

**Article 15 Amendment and Renewal**

his Agreement may be amended by the exchange of letters between the two parties. Such amendments, once approved by both parties, will become part of this Agreement.

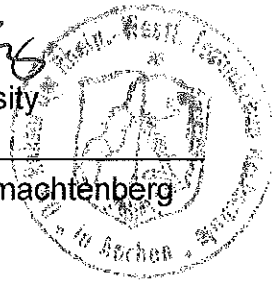
This Agreement may only be renewed if, after a review process between the parties, the parties agree in writing on a renewal.

This Agreement has been duly signed by/on:

Date: 3.2.16


  
For RWTH Aachen University

Univ.-Prof. Dr.-Ing. E. Schmachtenberg  
Rector



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