



**Student Exchange Agreement**  
**between**  
**The University of Warsaw**  
**and**  
**The Islamic Azad University**  
**The Science and Research Branch**

The present agreement is made and entered into by and between the University of Warsaw (*Uniwersytet Warszawski*), hereinafter **UW**, with its seat in Krakowskie Przedmieście 26/28, 00-927 Warsaw, Poland, represented in this act by its Rector, Prof. Marcin Pałys, and the Islamic Azad University, Science and Research Branch (hereinafter **SRB**), with its seat in Simon Bolivar Blvd, Tehran, Iran, represented by its Chancellor, Prof. Ali Abbaspour, both universities hereinafter referred to as "the Parties".

The purpose of this Agreement is to further mutual understanding between SRB and UW and to enhance each institution's teaching, learning, and internationalization objectives. The Parties agree to institute this exchange program under the following terms:

**1. Academic Year**

- 1.1. The academic year at UW consists of 2 (two) semesters: October - February and February - June.
- 1.2. The academic year at SRB consists of three semesters/terms: October- February; February - June and June – October.
- 1.3. The duration of the exchange will be for one academic semester. However, exchanges of one academic year will be permitted, if approved by the Parties.

**2. Number of Participants**

- 2.1. UW and SRB will send up to 20 exchange students each year in the framework of this Agreement. The fields of academic cooperation will include Economics, Management, Oriental Studies, Archaeology, European Studies and Applied Petroleum Geosciences. The number and fields of cooperation can be extended/modified by mutual consent.

h

- 2.2. Both institutions will review the program annually for any imbalances in the number of exchange students, and will adjust the number of students over the duration of the Agreement, as necessary, to maintain a reasonable balance in the exchange.

### **3. Selection of Participants and Admission**

- 3.1. The home institution will screen applicants from its institution for the exchange. The host institution will reserve the right of making final decision on the admissibility of each student nominated for the exchange.
- 3.2. The exchange student must satisfy all admission requirements, including the language proficiency requirements of the host institution.
- 3.3. Students participating in this program will continue as candidates for the degree of their home institution. Transfer of credits for work undertaken will be subject to the discretion of the home institution.
- 3.4. The exchange student will enjoy the same rights and privileges, and be subject to the same rules and obligations as the students of the host institution, with regard to the national regulations.
- 3.5. Each institution reserves the right to require candidates to complete the standard admission documents and to provide the results of any required entrance examinations. Full information should be provided on the courses that candidates have taken at their home institution.
- 3.6. Applications will be examined case by case, and the final decision on admission will be taken by the respective academic unit.

### **4. Finance**

- 4.1. The first 15 Exchange students shall be exempted from tuition fees at the host institution, except information entered in the "4c". Another 5 students shall be received on a fee-paying basis depending on the subject of studies and a number of ECTS credits agreed on in the student's Learning Executive Letter of Cooperation.
- 4.2. Other expenses, such as payments for travel, medical insurance, accident insurance, accommodation, food, books and supplies shall be the responsibility of the individual participant. Neither institution shall be held liable for such charges.
- 4.3. Any incidental fees for services over and above those specified in this Agreement shall be met by the exchange student (laboratory, materials, cultural events, sports and social activities).

### **5. Responsibilities**

- 5.1. UW and SRB agree to:

- 5.1.1. Accept the prescribed number of exchange students, to enroll them as exchange non-degree students, for either one or two semesters of the academic year, as determined by this Agreement. Exchange students will register for courses and are allowed to achieve 30 ECTS credits per semester as a maximum

at UW. Registration in language courses will be subject to separate negotiations. Registration in graduate level courses will be discussed case by case.

5.1.2. Accept as equivalent: length of academic year, teaching methods, examinations, and related provisions as their own at each university, and paying tuition fee in the home institution.

5.1.3. Provide the exchange students with official transcripts of their academic records at the conclusion of the study period.

5.2. UW and SRB agree to assist each exchange student by:

5.2.1. Providing pre-departure material, and post-arrival orientation,

5.2.2. Providing each exchange student with the necessary documents to enable them to obtain the correct visa,

5.2.3. Supplying information for appropriate accommodation,

5.2.4. Establishing an institutional body, or utilize an existing body, to oversee the exchange program, and to consider and rule on those policy matters related to the program,

5.2.5. Designating an administrative contact to deal with all correspondence related to this program, providing student support and advisory services.

## **6. Other Responsibilities**

6.1. The exchange student shall be entitled to the use of the host institution's equipment and facilities on the same basis as students of the host institution.

6.2. Dependants are permitted to accompany the exchange student. However, all issues relating to airfares, visas, accommodation, and other matters regarding the student's dependant(s) shall become the entire responsibility of the exchange student.

## **7. Renewal, Termination, and Amendments**

7.1. The present Agreement shall become effective upon its mutual signing and shall remain in force for a period of 3 years. It can be extended for another 3 years upon a mutual written consent.

7.2. The Agreement may be terminated either Party by means of a written notice sent to the other Party no later than 3 months prior to the date of the expiration of the Agreement.

7.3. In case the Agreement is terminated, any related activities in progress at the time of termination will continue until concluded, and exchange students shall be permitted to complete their studies.

7.4. Any amendments to the present Agreement shall be made in writing as annexes to the Agreement, upon mutual consent.

**8. Final Provisions**

- 8.1. Any disputes that may arise during implementation of the present Agreement shall be settled amicably.
- 8.2. All matters not stipulated in this Agreement shall be settled by the involved units of both Parties by means of mutual agreements.
- 8.3. The Agreement was made in 2 (two) equivalent copies in English, with one copy for each Party.

**Signed by legal representatives:**

For the University of Warsaw

For the Islamic Azad University  
The Science and Research Branch



Prof. Marcin Palys  
Rector

Prof. Ali Abbaspour  
Chancellor

Date: July 1 2015

Date: 30 August 2015

