

MEMORANDUM OF UNDERSTANDING

BETWEEN

ADAM University
(hereinafter referred to as **BISHKEK**)
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KYRGYZSTAN

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AND

TAMPERE UNIVERSITY OF APPLIED SCIENCES
(hereinafter referred to as **TAMK**)
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FINLAND

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Preamble

1. **ADAM University (BISHKEK) and Tampere University of Applied Sciences, of Tampere, Finland (TAMK)** agree to enter this Memorandum of Understanding (hereinafter referred to as MOU).
2. The purpose of this MOU is to promote and expand international understanding, develop friendship, stimulate and support educational, professional and intercultural activities and projects among students and staff of the two institutions, and its respective communities.

This MOU also sets forth the general and specific aspects of the agreement, with the understanding that on the basis of a regular review of activities, the document in both its general and specific content may be revised by mutual written agreement.

3. This MOU includes the common and comparable schools/departments/faculties at TAMK and at BISHKEK.
4. General activity areas of mutual interest and concern may include but are not limited to the following:
 - Student and trainee exchange (max. 2 students/academic year from both institutions);
 - Faculty/Staff exchange;
 - Cultural exchange;
 - Visiting scholars;
 - Co-operative/collaborative research and development projects; and
 - Co-operative degree programs.
5. Both institutions realize that in general, the language of instruction at the BISHKEK is English and Russian at **TAMK** it is English and Finnish.
6. The term "host institution" refers to the university a student or staff member plans to visit. The term "home institution" refers to the university where a student is registered as a full-time, degree-seeking student or, in the case of staff members, the university where the staff member is employed.
7. Both institutions understand that this MOU is not exclusive and each institution is permitted to enter into such agreements as it deems fit with other universities.

Duration

8. This MOU shall be valid for a period of three academic years from the date of signature and may be renewed for additional periods by written agreement of the institutions, signed by the duly authorized parties. During the initial three-year term (and subsequent extensions, if any), the parties shall consult at least annually to discuss the program, any problems that have arisen and opportunities for improvement. This MOU includes only bilateral cooperation and does not include education export.

Termination

9. Either party may terminate this MOU at any time by giving a written notice, signed by the President/Rector of the terminating party, prior to January 31 of any year, with the termination

taking effect at the end of the second semester or summer session of that year, as specified in the notice.

Contact Person

10. Because of the desirability of the implementing MOU activities in a systematic manner, **BISHKEK** and **TAMK** will designate a contact person assigned the responsibility of coordinating MOU activities in general terms. For **BISHKEK**, this will be Ms. Azima Choiubekova, acting Head of International Department and for **TAMK**, this will be Ms. Kirsi Jokipakka, Head of International Services.

Scope of Co-operation

11. While a wide range of projects may be identified within the MOU, educational experiences between students and staff to the two institutions are likely to comprise most of them. Therefore, the following two items pertaining to students and staff are addressed as specific items regarding procedures. Any other programs will be addressed under separate written agreements between the two institutions.

Arrangements and Funding

12. To implement the collaborative activities envisaged under the MOU, representatives of TAMK and BISHKEK may meet periodically to negotiate and conclude project agreements and programmes of cooperation, which meetings may include negotiations regarding the financing of such project agreements and programmes of cooperation. Prior to final agreement and the implementation of any projects or academic programmes arising from this MOU both TAMK and BISHKEK must obtain the agreement in writing of their respective finance departments.

The financial arrangements, rights to intellectual property and arrangements regarding publication of articles arising out of each project agreement and programme of cooperation will be in accordance with formal agreements to be entered into in respect of each project agreement and programme of cooperation. TAMK and BISHKEK acknowledge that in the absence of any specific agreement to the contrary, all expenses of salary, travel, living and allied costs will be determined at the discretion of and be the responsibility of the visitor's home University.

Student Exchange

13. Students pay tuition fees to their home universities, no tuition fees will be paid for the host institution.
14. Each institution agrees to accept full-time students officially nominated by the other institution for undergraduate or graduate study during the academic year. Acceptance for participation in the exchange does not constitute admission into any academic degree program at the host institution.
15. The selection procedure by which reciprocal exchange students are nominated is the responsibility of the host institution. Undergraduate students must have completed at least two semesters of full-time study at the home institution prior to the beginning of the exchange period.
16. The numbers of exchange students to be sent by each institution each year will be decided upon by mutual agreement between the institutions. Exchange students may study at the host

institution for one or two semesters, depending on their needs and on the policies of the home institution.

17. Each institution shall try to exchange the same number of students each year. If either institution is unable to designate the full quota of qualified students during any given academic year, this will not affect the other institution's ability to send its exchange students. If an exchange imbalance occurs, the institution having hosted the larger number of students shall be entitled to rectify any existing imbalance by sending the appropriate number of students to the other institution within two years after the academic year in which the imbalance occurs. If the agreement is terminated by the reason of a lack of interest during the initial three-year term or during any extension period, the imbalance shall be remedied within two years after the academic year in which the imbalance occurs, as described above. However, if the agreement is terminated for any other reason, the institutions shall address the exchange imbalance by mutual agreement.
18. Each institution reserves the right to require interested candidates to complete its admission documents/forms.
19. The host university shall normally accept students selected by the home university. However, each institution reserves the right to accept or reject any candidate for admission to the institution on the basis of regular academic selection criteria and to accord such student status as may be appropriate at the time of admission. Notification of acceptance or rejection of each student shall be provided to the other university as soon as possible after the application period has ended.
20. Both partners agree that the information of the studies available for exchange students will be launched in good time before the nomination of the students in order to guarantee quality of the exchanges.
21. The host university has right to set language skills requirements (concerning the language of instruction).

In TAMK the required English language skills are: equivalent of the IELTS score of 6.0, the TOEFL score of 550 (paper-based test) or 80 (internet-based test) or level B2 in European Language Levels (see http://www.coe.int/T/DG4/Portfolio/?M=/main_pages/levels.html)

In BISHKEK, the required language skills are: equivalent of the IELTS score of 6.0, the TOEFL score of 550 (paper-based test) or 80 (internet-based test) or level B2 in European Language.

22. The acceptance of exchange is conditional on obtaining the necessary immigration and travel clearance. The host institution will endeavor to assist in obtaining the proper documents and will guide each student through the respective immigration and admission procedures. However, immigration matters are the responsibility of the exchange student.
23. All exchange students shall be subject to the same academic and disciplinary regulations and class performance standards as pertain to regularly enrolled students at the host institution. Exchange students will have the privileges and enjoy the same access to campus facilities and amenities.
24. Exchange students are expected to meet the minimum academic "good standing" requirements of the host institution prior to acceptance for study. Students who are accepted for a full academic year must continue to be in good standing upon completion of their first semester at


the host institution, in accordance with the host institution's academic requirements for its regularly enrolled students. If such has not been achieved, the host institution may ask the said student to return to his/her home university. The home university will be notified of any such action prior to the end of the semester.

25. The exchange student will be responsible for all housing, accommodation, transportation, health and living expenses (housing arrangements as stated in No. 22) and costs involved in travel to and from the host institution for the educational experience. This includes travel and personal expenses (including periods and between semesters), passport and immigration expenses, excess luggage, luggage storage and independent travel.
26. The exchange student is responsible for all personal expenses such as telephone calls, books, etc.
27. Participating exchange students will be required to carry adequate health insurance and to provide proof to the host institution, prior to travel, that their insurance will cover the cost of health care during the period of exchange. Otherwise, the host institution may refuse said students.
28. The host institution will provide the home institution with an adequate record of the participant's duration of stay and academic performance (a transcript) within 2 months of the end of the relevant term. Courses completed by students at either institution will be treated as equivalent by the home institution according to each institution's policies. Grading will be applied according to the system used by each host institution. The exchange student's home institution will determine the conversion of grades from one system to the other. It shall be the sole responsibility of the home institution to determine how many credits the student may actually receive on courses taken at the host institution.
29. The host institution will assist and guide students with accommodation issues. The students themselves are responsible for signing any rental agreements and for accommodation costs.
30. Participants will be subject to the laws of the host country. Violation of host country laws by the participant may subject the participant to withdrawal of immigration and academic sponsorship and expulsion from the host country.
31. Each institution will arrange for exchange participants to be met at the nearest airport, train or bus station on arrival during the official arrival days and assist them with ground transport to the host university.
32. In case of termination of the MOU, any participating students who have commenced at either institution, or whose exchange procedures have been started by the date of termination, may complete their courses of study.
33. The hosting institution will provide on-site orientation to the exchange participants at or prior to the beginning of the first semester and will designate a contact person assigned to address exchange students' questions or concerns regarding cultural or related issues. For **BISHKEK**, this will be International Coordinator for Incoming Students or a designated student tutor. For **TAMK**, this will be the International Coordinator for Incoming Students or a designated student tutor.

Faculty/Staff Exchange

34. The faculty/staff of an institution under the terms of the MOU may participate in a variety of activities at the other institution.
35. Such activities may include faculty exchange for instructional and/or research activities for short term or extended period of time; conducting conferences, seminars and/or lecture series; providing professional expertise as consultants on special projects within the institutions; exchange short term for visits for observation purposes including exploration of further development activities between the two institutions; developing activities with the areas of business, industry and education in the community in which the institutions are located; and other activities as may be identified during the term of the MOU.
36. In general, faculty exchange activities are also implemented through a request/review/approval process involving the two institutions.

Signatures




Associate Professor Svetlana Sirmbard
Rector
ADAM University

Date



Mr. Markku Lahtinen, Lic. Tech
President
Tampere University of Applied Sciences



May 22, 2018
Date