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ФАКУЛТЕТ ТЕХНИЧКИХ НАУКА  
ЧАЧАК

ПРИМЛЈЕНО 9.06.2017.			
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## EXCHANGE MEMORANDUM

Between Faculty of Technical Sciences in Cacak, University of Kragujevac (Serbia) and State Higher Education Institution Don State Technical University (Rostov-on-Don, the Russian Federation)

Rostov-on-Don

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On behalf of Don State Technical University (DSTU), the Rector, Meskhi Besik Chokhovich of the one part and Faculty of Technical Sciences in Cacak, the Dean, Nebojsa Mitrovic of the other part agree to cooperate for the exchange of students and/or staff between the institutions.

### 1. DEFINITIONS

1.1 'Home University' shall mean the university where the student is originally enrolled and intends to graduate, or where faculty/staff are normally employed.

1.2 'Host University' shall mean the university where the student is temporarily enrolled as an Exchange Student or where faculty and staff have short-term, visiting status.

### 2. EXCHANGE PROGRAMME

2.1 Each institution is prepared to send students and receive the equivalent number in exchange annually. Normally the exchange will involve a maximum of two students per academic year or two students per semester from each institution.

2.2 The aim is to maintain equal numbers, although it should be recognised that within any one year equality might not be absolute. Where there are unequal numbers of Exchange Students at either university during any one academic year, the number of Exchange Students at each university shall be adjusted to achieve overall parity in the following year(s), aiming to balance numbers at the end of a three-year period.

2.3 The obligations of the two institutions under this Memorandum are limited to Exchange Students and/or staff only and do not extend to spouses and dependents.

2.4 Each Exchange Student should demonstrate his/her academic proficiency by a certified transcript.

### 3. EXCHANGE COSTS

3.1 Exchange Students will register and pay any tuition and other fees to their Home University. No additional tuition costs will be applied by the Host University.

3.2 Both universities agree that the following expenses shall be the responsibility of the enrolling Exchange Students: research materials, certain

resource fees based on the choice of courses such as lab fees; international and domestic travel, accommodation, food, medical insurance and/or medical expenses, insurances covering travel and personal liabilities incurred while not on the university campus, vacation expenses, as well as passport and visa costs and all debts incurred during the course of the exchange.

3.3 Room and board are not included as part of the exchange programme, but the Host University will assist Exchange Students in finding appropriate accommodation, e.g. university housing.

3.4 Exchange Students will be responsible for obtaining any visa required to study at the Host University. The Host University will make all reasonable efforts to provide any necessary documentation for this purpose.

3.5 It is the responsibility of Exchange Students to ensure that they have health and travel insurance, as well as insurance for their personal belongings.

#### **4. GENERAL PROVISIONS**

4.1 Exchange Students are expected to maintain full-time enrolment and to follow the academic regulations, codes of conduct, policies and procedures of the Host University while participating in the exchange programme.

4.2 Exchange Students may be undergraduates or postgraduates and preference will be given to students who have completed their first year of study at the Home University.

4.3 Exchange Students will be enrolled in appropriate level courses at the Host University on a full time basis. They will participate in the normal academic courses offered by the Host University.

4.4 In selecting courses, Exchange Students may choose from the range of courses offered at each institution. The responsible officers will inform each other about any courses which may have limited enrolment and will make every effort to assist Exchange Students in enrolling in such courses.

4.5 Prior to the final selection of students for participation in the exchange, each institution will provide the other with information about the performance and academic background and record, together with letters of recommendation. It is understood that both institutions will strive to select only individuals of the highest quality for participation in the programme. Each institution reserves the right of prior approval of the individuals nominated by the other.

4.6 Exchange Students at the Host University will have all the rights and privileges enjoyed by other Students on that campus. The academic requirements of both institutions will be respected and applicable policies covering matters of academic responsibility and discipline will be made available to the Exchange students.

4.7 Exchange Students at the Host University will have an advisor who will serve as their primary point of contact.

4.8 Both institutions will provide an official transcript of record regarding the student's academic performance during the exchange period, to be sent directly to the Home University within a period of two months.

4.9 Any academic credit earned at the Host Institution shall be transferred to the Home Institution in accordance with procedures determined by the latter.

## 5. FACULTY AND STAFF EXCHANGES

5.1 It is hoped that there will be an exchange of academic staff who will give a series of lectures for periods of time ranging from a week to a semester.

5.2 The two institutions agree in principle to the possibility of other staff exchanges as well. The details of such arrangements will be negotiated at the appropriate time.

## 6. ADMINISTRATION

Exchanges may take place for an academic year or for either semester. An Exchange Student who leaves the programme early for any reason is not entitled to a refund of tuition paid at the home campus or any accommodation charges assessed at the Host University.

## 7. TERMINATION

This Memorandum may be terminated at any time by mutual consent of the parties in writing, or by either party with 180 days' written notice to the other party. Exchange Students or faculty actively participating in the programme at the time of termination may continue through to the conclusion of the exchange period in progress at the time of termination under the terms and conditions of this Memorandum at the time of the termination. This Memorandum may be amended or modified at any time by the mutual consent of the cooperating institutions.

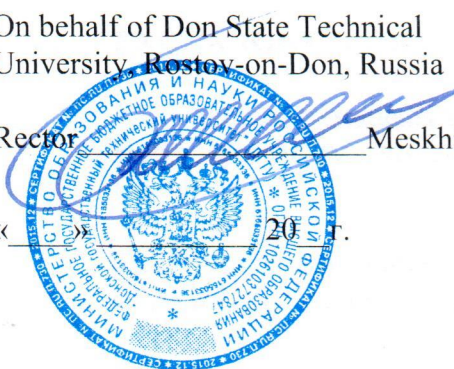
The Memorandum has been accepted by the Rector of Don State Technical University and Dean of Faculty of Technical Sciences in Cacak and supersedes any existing Memorandum.

On behalf of Don State Technical  
University Rostov-on-Don, Russia

Rector

Meskhi Besik

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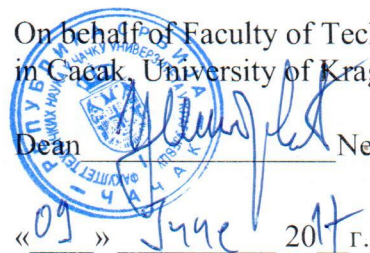
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On behalf of Faculty of Technical Sciences  
in Cacak, University of Kragujevac, Serbia

Dean

Nebojsa Mitrovic

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