



Exchange Student Agreement

between

Beijing Technology and Business University, P. R. China

and

University of Warmia and Mazury in Olsztyn, Republic of Poland

The Beijing Technology and Business University, Beijing (BTBU), P.R. China and the University of Warmia and Mazury in Olsztyn (UWM), Republic of Poland hereby record their intentions to promote academic exchange in education and research between their universities through the following activities.

A. Definitions in the agreement

For the purposes of this Agreement, the following definitions shall apply:

- a. The "Parties" shall mean both University of Warmia and Mazury in Olsztyn (UWM) and Beijing Technology and Business University (BTBU).
- b. "Home Institution" shall mean the institution in which a student is formally enrolled as a degree candidate.
- c. "Host Institution" shall mean the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis.

B. The structure of the Student Exchange Program

Each University may send students, either undergraduate or graduate (or exchange students hereinafter) to the other University in appropriate fields of study according to the following conditions:

1. The length of the exchange student's stay at each Faculty shall be one academic year or one academic semester. The exact dates for starting and closing of the academic year or the academic semester are subject to announcement in advance by both universities.
2. Each University will accept a maximum of five full-time equivalent students per year. Two students participating for one academic semester shall be counted as equivalent to one exchange students participating for one academic year. The Parties will endeavor to achieve balance in the number of their students

- participating in the exchange program over a certain period of time.
3. Each University has the responsibility to select and recommend the students who will take part in the exchange program. It is understood that the Parties will strive to designate only well-qualified students for participation in the program and that academic backgrounds, as well as letters of recommendation, will be provided to the host institution.
 4. Each University will have the right to make the final decision as to whether to accept the nominated students.
 5. Exchange students shall pursue an academic program developed in consultation with the student's Home University. The Host University will permit the exchange students to enroll in a normal course load in all courses according to the majors of exchange students.
 6. The Parties accept the credits of each other. The host institution will transmit the academic record of each exchange student to the home institution and credits will be recognized and conferred according to the regulations of the home institution.
 7. Each student will pay his or her regular tuition and fees to the home institution. Participants will be exempted from paying tuition at the host institution. The students are liable to pay the amount of meals, living costs, accommodation, travel costs and other personal expenses.
 8. The exchange students will be responsible for all travel costs and all living costs related to their stay and also for costs of text books.
 9. Each participants should purchase his or her own health and accident insurance. Exchange students will be responsible for personal health and hospitalization insurance coverage.
 10. Each University will prepare any necessary documents (e.g. for obtaining visa) and will offer assistance about the lodge and accommodation to the exchange students.

C. Admissions Requirements

1. Prior to leaving the Home Institution, the study program to be undertaken in the Host Institution by each exchange student must be approved and fully recognized, including proposed credit transfer, by the Home Institution.
2. Each Party shall send the other completed applications for their students either electronically or in hard copy format in sufficient time for consideration prior to the proposed commencement date.
3. The eligible students must satisfy the requirements of admission.
4. The Host Institution reserves the right of final approval on the admission of a student and shall, where appropriate, establish language proficiency standards.
5. Students must satisfy any language proficiency requirements for admission as international students or the Host Institution may determine an appropriate course of language instruction to be undertaken by the student, at additional cost to the student.
6. Letters of recommendation, as well as details of the students' academic backgrounds, shall be provided to the Host Institution.
7. Each Host Institution reserves the right to exclude students from restricted registration programmes.
8. Students must be currently registered at their Home Institution.

D. The Pre-programme Orientation and Academic Status

1. The Parties agree to provide students selected in the student exchange programme with pre programme orientation, including providing students with information about the Host Institution's campus, resources and facilities, teaching assessment methods and admission requirements. In addition, the Parties agree to advise incoming students of the legal requirements and entitlements, conditions of entry and stay in the country, employment regulations, mandatory health care insurance and health care arrangements.
2. All exchange students shall remain registered as regular degree students at the Home Institution and shall be registered as non-tuition fee paying students for degrees at the Host Institution. Students are expected to maintain the equivalent of a full-time programme load at the Host Institution.
3. Academic credits earned at the Host Institution during the exchange year is transferred to the Home Institution according to the policies of the Home Institution. The Host Institution shall provide each student with a transcript or equivalent record of the academic work completed during the exchange period.
4. Exchange students are subject to all the rules and regulations of the Host Institution, and the laws and procedures of the authority in which that party is located.
5. Both Parties will ensure that students have access to such documents that set out their respective responsibilities, including programme descriptions, programme specifications and intended learning outcomes.
6. Each exchange student shall be provided with the same academic resources and support services that are available to all students at the Host Institution.

E. Liabilities and Responsibilities

1. Both Universities agree to appoint a liaison officer for the effective implementation of the programs. Liaison officers will be named by each institution to ensure that the terms of the agreement are carried out. Each of the parties will notify their counterparts should a new person be named to the position.
2. The specific academic, program management, and institutional responsibilities governing collaborative programs of study outlined in this agreement once developed and agreed to by the Parties shall be reduced to writing and formally incorporated as exhibits to this agreement via amendment. The Parties expressly acknowledge and agree that this Agreement of Cooperation is an expression of the Parties' intent to pursue the planning of the collaborative programs of study in good faith and that a definitive agreement which sets forth in further detail the specific terms of the collaboration, responsibilities of the Parties, budgetary considerations and such other terms and conditions deemed necessary by the Parties shall be required prior to any formal implementation of any collaborative program of study hereunder. If, despite all of the best intentions and efforts of the Parties, the collaborative program of study plans fail to develop, the programs fail to receive all necessary approvals, the necessary resources for implementation of the programs are unavailable, the conditions facilitating the implementation of this Agreement of Cooperation no longer exist or the programs cannot be implemented or cannot continue to be implemented in such a manner as to achieve the anticipated aims,

neither BTBU or RTU will be held liable for such failures. Neither party shall have any liability to the other if the collaborative programs of study contemplated hereunder shall fail to be implemented for any reason.

3. General responsibilities of BTBU under this agreement are:

- a) Coordination of relevant matters in China under the relevant laws.
- b) Provision of documents, data and certificates required by the cooperative program.
- c) Enrolment and teaching management in BTBU.
- d) Facilitation of annual international trans-school exchanges of teachers and students together with the University of Warmia and Mazury in Olsztyn.
- e) Other activities for the cooperation programs.

4. General responsibilities of the UWM under this agreement are:

- a) Facilitation of agreed international exchanges of teachers and students together with BTBU;
- b) Provision of assistance for qualified students from BTBU in preparing relevant formalities for studies of degree courses at the University of Warmia and Mazury in Olsztyn under the relevant laws;
- c) Provision of documents, data and certificates required by the cooperative programs.
- d) Other activities for the cooperation programs.

F. Renewal, Termination and Amendment

- 1. This Agreement consists of four copies, both in Chinese and English. This Agreement shall take effect from the date of the last signature for a period of three years and may be modified or revised by mutual written content of the two Universities. The Memorandum may be renewed by mutual agreement through an exchange of letters confirming the renewal.
- 2. For the amendments and termination, the Parties should give six (6) months' notice in writing to the other party.

Signature: _____

Signature: _____

Beijing Technology and Business University

University of Warmia and Mazury in
Olsztyn

Date: _____

Date: _____