



MEMORANDUM OF UNDERSTANDING

Academic and Research Collaboration

Between

**HOCHSCHULE BREMEN, CITY UNIVERSITY OF APPLIED SCIENCES,
Bremen, Germany**

And

SYMBIOSIS INTERNATIONAL UNIVERSITY, PUNE, India

1. Hochschule Bremen, University of Applied Sciences, Germany and Symbiosis International University, Pune, India have agreed to the following Protocol governing their collaboration on academic and research related activities:
2. Scope

The Scope of collaboration on academic and research activities in this Memorandum of Understanding includes the following categories:

- Academic and Research collaboration in the areas of mutual interest.
- Exchange of academic information, scholarly information, materials and publications.
- Exchange of students in bachelor programmes and faculty.
- Mutual efforts to get sponsorship for cooperative seminars, workshops and other academic meetings.

2.1 Academic Research Collaboration in Areas of Mutual Interest

Both institutions seek to facilitate research collaboration between their faculty through sharing of research ideas, data, and academic resources that could lead to joint publications. Such opportunities may include joint research conferences, visitations and sabbaticals at each other's institution.

Faculty from both Institutions will collaborate in the supervision of exchange students and in joint research in disciplines of mutual interest. All such joint research activities will be governed by the terms laid out in **Annexure 1**.

2.2 Exchange of Academic Information, Scholarly Information, Materials and Publications

Faculty from both institutions may exchange academic information (scholarly information, materials and publications etc).

2.3 Exchange of Students, Faculty and Courses

2.3.1 Student Exchange Programmes

Both parties will seek to develop programmes whereby their students will have the opportunity to study at the other party's university with mutual recognition of the credit hours arising therefrom. Pursuant to the agreement for academic exchange, **Hochschule Bremen, City University of Applied Sciences, Germany** and **Symbiosis International University, India** will exchange students according to the terms laid out in **Annexure 2**. It is desired by both parties that there will be significant exchange of students.

2.3.2 Short Courses/ Summer School

These courses, usually two to four weeks in duration, will normally be held in spring or summer. The programmes will facilitate visits by students and faculty to learn about the business environment, technology, management and culture in the host country. In addition to various topics on business operations/any other area and culture, the course would include meetings with business executives, and visits to various industrial and business establishments. The cost of such programmes can be worked out separately each year, since they would be held in addition to the regular semester teaching.

2.3.3 Exchange of Faculty

Faculty Teaching

Both parties agree to develop opportunities for faculty to teach courses or conduct seminars at each other's campus. Visiting faculty will be provided with opportunities to observe and share teaching methods and curricula.

Faculty members shall remain on the payroll of their home universities while teaching or researching at the host institutions. Both institutions shall assist each other in the necessary formalities for obtaining access to national or international scholarship funds.

2.4 Sponsorship of Co-operative Seminars, Workshops and Other Academic Meetings

Both Universities will try to enhance the collaboration by sponsorship of co-operative seminars, workshops and other academic meetings if specific grants are available.

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3. Commencement, Renewal, Termination and Amendment

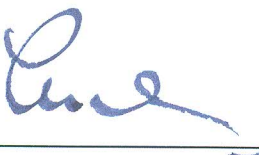
This MOU will come into force upon affixing of the signatures of the representatives of the partner institutions and will remain in effect for five years. This MOU may be renewed upon its expiry, with the agreement of both partner Institutions.

Either party may terminate the MoU by giving 6 months advance notice in writing.

This agreement or its renewal and the actions taken under it may be reviewed at any time. Modifications may be made by mutual agreement and any amendment or extension to the agreement may be formalized by the exchange of letters between the two parties.

Date: November, 11th, 2015

Date: 11. Dec. 2015

Signature: 

Prof. Dr. Karin Luckey
Rector
Hochschule Bremen,
City University of Applied Sciences
Neustadtswall 30
D-28199 Bremen

Signature: 

Dr. Vidya Yeravdekar
Executive Director
Symbiosis Centre for International Education
Symbiosis International University
Pune – 411 004



Annexure 1

1. Proposals for collaborative research work under this Memorandum will be submitted with the prior approval of the Head of each institution, or his / her nominee.
2. Each institution will nominate one of its members as its representative in charge of the cooperative programme. Individual programmes of work under this Memorandum will be jointly planned and conducted by the nominees of both parties.
3. Progress of work of any individual programme will be reviewed and approved by designated authorities of both parties.
4. The final approval of any project will depend on the availability of guaranteed support funds.
5. Neither Hochschule Bremen nor Symbiosis International [Deemed University] will be held responsible for any liability to the other party, and neither party shall be required to purchase any insurance against loss or damage to any property due to activities to which this agreement relates.
6. Every collaboration will have its own agreement / contract which address issues such as IPR, funding pattern, disclosure of information etc.

Annexure 2

General Guidelines

1. Students Exchange is agreed for bachelor programmes. Exchange for postgraduate programmes will need an extra agreement.
2. Exchange students from each University will be permitted to take courses on credit / audit, as well as participate in research activities / project work at the other University.
3. In any case, the consent of the teacher / project supervisors / research supervisors is required. Such consent will take into account among other things whether the student has pre-requisites for the course / project.
4. Neither institution will require admission or tuition fees to be paid by exchange students under this MOU. Exchange students will however pay for all other expenses.
5. Course credits and grades earned will be determined by the sending institution based on the grade report from the host institution.
6. Each Institution will accept up to 4 students each year.
7. Participants may not spend more than one year, normally, in the exchange programme.
8. Participants will be subjected to the rules and regulations of the host institution, in addition to specific rules and regulations, if any, of the host country regarding foreign students studying in the host country.
9. Participants will normally join at the commencement of the semester if they plan to take course.
10. The host institution will inform the home institution of any academic or other problems that may arise during the period of student's residence in the host institution. The host institution will take appropriate action under its established policy and procedures, in consultation with the home institution to deal with such problems.
11. The application can be done at any time during the year, but if there are specific time limits the International Office will inform accordingly.
12. The students will have to pay the University administrative/social service fees for registration (incl. public transport in Bremen), transcripts, medical check up, airport pickup, welcome kit, development.

Selection Process

1. Students interested in applying for the exchange programme are required to –
 - Apply to the International Students Office at the home institution with
 - Curriculum Vitae along with the photograph.
 - Letter from the University that the students have been selected to do the course at Hochschule Bremen or SIB.
 - Two recommendation letters from the faculty members of the institution where the applicant is studying. The faculty will take into account among other things, whether the student has pre-requisites for the course / project.
 - Statement of objectives of the student and a specific outline of the programme of study at the host institution, keeping in mind the number of credits required by the home institution.
 - Photocopy of the Passport.
 - Transcripts from the University about the courses which the students have already undertaken.
 - Proof of competency in English.
 - An undertaking from the student that he / she has understood the terms and conditions, rules as well as the credit evaluation.
2. The sending institution will forward the nominations, if it considers the student suitable for the proposed programme. When nominations are forwarded it is presumed that the sending institution consents to send the student if selected by the host institution.
3. The host institution will evaluate the nominations and determine their suitability for selection under the student exchange programme.