



## MEMORANDUM OF UNDERSTANDING

Between the

**UNIVERSITY OF KURDISTAN (I. R. Iran)**

And

**CIHAN UNIVERSITY/SULAIMANI CAMPUS**

This **MEMORANDUM OF UNDERSTANDING** made and, entered into as of January 01, 2018 between the University of Kurdistan and Cihan University/ Sulaimani Campus.

### **Exchange of Faculty Members, Researchers and Administrative Personal**

University of Kurdistan and Cihan University/ Sulaimani Campus desire to encourage the exchange of faculty members, researchers, and administrative personal for specified periods. Faculty or staff members under this program will be provided with access to libraries, relevant offices and laboratories. The host institution will appoint an official host member to assist the visiting member.

It is mutually agreed as follows:

- Each institution may nominate a number of its faculty and staff member to participate in an exchange for the purpose of enhancing the process of teaching, research and administration in the other institution.
- The period of exchange will be agreed in writing by both parties.
- Travel and living expenses for exchanged staff are not compensated by the host institution, unless specific arrangements are made and agreed to in advance.
- In general, exchanged staff will remain on full salary benefits with their respective institutions.
- Teaching course loads, administration duties, working hours and conditions will normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.

### **Exchange of Students**

University of Kurdistan and Cihan University/ Sulaimani desire to make possible the exchange of students between the two institutions on a continuing basis within the laws, rules and regulations of each institution.



In this agreement, unless the context otherwise requires: "exchange" shall mean an exchange of an agreed number or ratio of students from each institution; "exchange student" shall mean students participating in the exchange program implemented herein; "home institution" shall mean the institution at which the student is formally enrolled fulltime as a degree candidate and intends to graduate; and "host institution" shall mean the institution which has agreed to receive the exchange student from the home institution for a period of study on a non-degree basis.

It is mutually agreed as follows:

- In order to participate in the exchange program, students must meet the home institution criteria.
- It is recommended that exchange students should be enrolled at the home institutions full time students for at least one year before participating in the exchange program.
- Exchange students must meet any language requirement set forth by the host institution.
- Exchange students can apply to the academic programs offered by the host institution for exchange students. The host institution reserves the right to exclude students from restricted enrollment programs.
- Exchange students are responsible for informing the host institution of their health condition that may affect their access to university facilities or require medical treatment.
- Exchange students are responsible for purchasing their own health insurance at their expense.
- Exchange students are required to provide proof of insurance coverage at the level required by the host institution for medical costs resulting from sickness or accident for the duration of the exchange program.
- Exchange students will be registered at the host institution as full-time, non-degree students and they are responsible for paying their own tuition fees at the host institution.
- Exchange students must abide by all rules and regulations of the host institution.
- By enrolling in the exchange program, exchange students automatically grant permission to their host institution to send a transcript of subject, credits and grades to the home institution at the end of each term.
- Academic credits earned at the host institution will be transferred to the home institution in accordance with the academic policies of the home institution.
- Upon completion of the exchange program at the host institution, exchange students must return to the home institution. Otherwise, tuition and fees of exchange students will not be exempted. Any extension of stay must be approved in writing by both institutions.

### **Scientific and Scholarly Research**

University of Kurdistan and Cihan University/ Sulaimani are intended, among other objectives, to foster increased interaction among faculty and graduate students engaged in scientific and scholarly research in areas of mutual interest. In support of this effort, each institution will promote cooperation amongst research personnel, especially young faculty and advanced graduate students to become familiar with the facilities, methodologies, research culture and particular areas of focus of the other institution.

It is mutually agreed as follows:



- Each institution will provide funding for roundtrip transportation to and from the host institution for its own Participating Researchers and Scholars.
- Visiting Scholars will implement an already approved research project with specific bench marking, outcomes and timelines.
- Each institution will provide assistance, and/or the necessary letters of invitation or affiliation to facilitate the visa applications of Participating Researchers and Scholars.
- Individual Participating Researchers shall be responsible for ensuring adequate medical insurance coverage, applicable in the country of the host institution, for the duration of their visits.
- Specific funding allocations for this exchange can be suggested by the Participating Researchers and Scholars; however, it will be subject to the formal written approval of the institutions.

## **Learning and Teaching**

University of Kurdistan and Cihan University/ Sulaimani desire to promote the enrichment of their learning and teaching process and wishes to strengthen and expand the mutual contacts between the two institutions.

It is mutually agreed as follows:

- Collaborate to strengthen the learning and teaching process though exchanging staff, developing and implementing collaborative benchmarks and relevant quality assurance measures and tools.
- Other mutually agreed educational programs

**Period of Agreement** - This Agreement shall be effective from the date of signature and will remain in force for a period of five years. Prior to the expiration date, this agreement may be reviewed for possible renewal for a further five-year period. In addition, each partner may terminate the agreement in advance of its normal expiration date by providing the other institution with six months prior notice.

**Activities Under This Agreement** – It is expected that activities taking place under this agreement will be initiated primarily by academic units within each university, and in coordination with their respective administrative units concerned with international activities. All activities undertaken must conform to the policies and procedures in place at each institution.

**Planning and Management of Activities** - Each distinct collaboration program or activity will be described in a separate Activity Agreement drawn up jointly by the collaborating units, and signed by the heads of these units. Such agreements will specify the details of the proposed activity and the names of those individuals on each campus responsible for the implementation of the program. Presidents of both University of Kurdistan and Cihan University/ Sulaimani will also approve activity Agreements.

**Funding of Activities** - Activity Agreements should make financial costs and obligations explicit. Collaborating units are encouraged to work together to identify and secure any outside funding which may be needed. Projects requiring funding must be approved by both institutions.



**Nondiscrimination** - Cihan University and University of Kurdistan agree that no person shall on the grounds of race, color, national origin, gender or creed be excluded from participation under the terms of this Agreement.

**Modification** - The terms of this Agreement may be changed or modified only by written amendment signed by authorized agents of the parties hereto.

University of Kurdistan and Cihan University/ Sulaimani will execute this Agreement as of the date first above written.

**University of Kurdistan**

*Sardin Akhlaghian TAB*

Dr. F. Akhlaghian Tab  
President, University of Kurdistan

Date:

**Cihan University Sulaimaniya**

*[Handwritten signature]*



Assist Prof. Wahid O. Muhealdin  
President, Cihan University Sulaimaniya

Date: