



**KATHOLISCHE UNIVERSITÄT  
EICHSTÄTT-INGOLSTADT**

## **AGREEMENT OF COOPERATION**

**between**

**LLC GURAM TAVARTKILADZE TBILISI TEACHING UNIVERSITY**  
(5, Samghereti Street, Tbilisi, Georgia)

**and**

**KATHOLISCHE UNIVERSITÄT EICHSTÄTT-INGOLSTADT**  
(D85071 Eichstätt, Germany)

In order to further the effective and mutually beneficial cooperation, LLC Guram Tavartkiladze Teaching University, hereinafter referred to as GTUNI, and Katholische Universität Eichstätt-Ingolstadt, hereinafter referred to as KU, hereby agree to establish a cooperative relationship with the general purpose of academic and cultural exchange in education.

### **PART 1: SPHERE OF COOPERATION**

The two institutions agree to promote mutually beneficial activities in the areas of education, research and others, and to cooperate and work together toward the internationalisation of higher education and research. However, any specific program will be subject to the availability of funds and mutual agreement of the two institutions. Such programs may include (but not be limited to):

- Exchange of students
- Exchange of faculty members
- Joint research projects
- Joint scientific or academic conferences
- Summer School

All activities carried out under the terms of this agreement shall be separately negotiated and determined by both institutions subject to the availability of resources and to special strengths and limitations of each institution. Such cooperative agreements are not intended to be legally binding documents, but rather are intended to describe the nature and to suggest the guidelines for mutually beneficial cooperation.

### **PART 2: STUDENT EXCHANGE**

Participants from both GTUNI and KU should be students officially registered in a bachelor or master degree program in the home institution and meet the requirements of the host institution. Students accepted by KU will have the status of a "non-degree student". Students accepted by GTUNI will have the status of a "non-degree student" at the undergraduate and graduate level.

The duration of stay for this non-degree program at the host institution is laid down at one or two semesters.

Students from both universities may enrol at the respective partner institution – subject to its usual university regulations and policies – in all courses offered. Students with inferior language proficiency may be admitted to language courses offered (English and German respectively).



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The students should attend the same amount of courses as requested in the same period by an average student of the host institution. The host institution will issue the transcript of records to the home institution and the student when he/she finishes the study abroad.

Academic credits that the student receives from the host institution are transferable to the home institution in accordance with procedures and regulations determined by the home institution.

### **Number of Exchange Students**

Each semester the two institutes recruit up to 5 students from each side to join this program. The number of student semester equivalents exchanged between GTUNI and KU or the number of semesters of the exchange students should be balanced. When the number of exchange students cannot be equivalent in every single year, the total balance in the number of student semesters abroad should be maintained over the whole effective period of the agreement. The number of students in the exchange program may change with mutual agreement.

### **Selection of students**

The home institution is responsible for the recruitment of students in the exchange program. The students applying for the exchange program should have completed at least two years of study at the home institution before beginning the exchange period and demonstrate qualified academic and sufficient language levels to follow the courses and instructions in the host institution. While students nominated by the home institution are generally accepted in the host institution, the latter reserves the right of final decision concerning the selection and admission of applicants.

The sending institution will forward a list of the students nominated for the exchange program including the documents required by the respective host institution each year by May (for the fall/winter term) or November (for the spring/summer term). The host institution will inform the sending institution of the final decision concerning the admission as soon as possible.

### **Tuition fees**

Student tuition fees in the host institution are waived for exchange students on a reciprocal basis<sup>1</sup>. For the exchange period, the students are required to pay the normal tuition fees to their home institution.

### **Practical student matters**

Students will be individually responsible for their visa, passport, travelling costs, living expenses, medical insurance and any other expenses during their period at the host institution.

Each host institution will ensure that students receive the documents necessary for visa purposes. It is the responsibility of the individual student to apply for visa in time.

Both institutions agree to make every effort to ensure that suitable living accommodation is available for the visiting students.

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<sup>1</sup> However, at KU, a fee of at present 44.50 € for membership in the "Sozialwerk/Studentenwerk" has to be collected which entitles the student to subsidized meals and to other discounts and services; the fee cannot be waived and shall be paid by each student, thus by the student on exchange, too. "Sozialwerk/Studentenwerk" are legal entities which are not part of the university, but separate organizations. The university has the duty to collect the membership fee on behalf of these entities.



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### **PART 3: FACULTY AND STAFF EXCHANGE**

Research and teaching assignments are to be determined in advance of the exchange and will be negotiated between the host university and the visiting faculty member.

Attempts will be made to implement a one-to-one exchange.

The host university shall assist visiting faculty to locate housing.

The home university or faculty member will be responsible for airfare.

As far as employment status of exchange and/or visiting faculty is concerned, details will be agreed upon in writing on a case-by-case basis. Normally, exchange and visiting staff/faculty will remain on the payroll of the home institution; in the host institution, the status shall be that of a visiting scholar/researcher/teacher without entering into a contractual or otherwise formal labor-relationship with the host institution. However, this does not exclude that faculty of the partner institution may receive a contract and payment for a specific task at the host university. Both institutions will prepare individual (exchange) project agreements for visiting/exchange faculty on a case by case basis.

As agreed, and after a determination of research and teaching requirements, the visiting faculty member will provide the host institution with course outlines and copies of all reading assignments.

### **PART 4: INSURANCE**

Every exchange student and exchange staff under this agreement will be responsible for their own insurance, be it health insurance including repatriation, accident insurance, liability insurance or any other insurance, be it compulsory or obligatory. The partner universities are not liable for a student's or exchange staff's failure to buy adequate insurance for the stay abroad.

### **PART 5: EFFECT, TERMINATION AND ALTERATION OF THE AGREEMENT**

This agreement will be in force for an initial period of 5 years as of the date of signing. Thereafter, it will automatically be extended for an additional period of three years at each expiration date unless either party provides written notice to terminate the agreement a minimum of nine months prior to the expiration date. The termination or amendment of this agreement can be made, however only in written form, based upon mutual agreement provided that the participants whose mutually agreed program extends beyond the termination and alteration and amendment, may finish their agreed program normally.

*(Place and date of issue)*



KATHOLISCHE UNIVERSITÄT  
EICHSTÄTT-INGOLSTADT

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