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# Memorandum of Understanding

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BETWEEN  
**OTAGO POLYTECHNIC**  
Dunedin, New Zealand  
AND  
**MANIPAL UNIVERSITY JAIPUR**  
Jaipur, India

Otago Polytechnic, Dunedin, New Zealand, and Manipal University Jaipur - 303007, India have expressed an interest in exchanging scholars and students, academic information and materials, in the belief that educational processes and international institutional relationships would be enhanced, while mutual understanding and cross-cultural awareness between their respective academic staff, scholars and students would be facilitated and increased by the establishment of such internationalised programmes.

Therefore, both parties agree to co-operate within the following fields:

- a) Scholar exchange programmes (professors, lecturers and researchers);
- b) Student exchange or tuition based study abroad programmes; in the fields of engineering, information technology, design and business, with all specialities included;
- c) Exchange of curricula and instructional materials;
- d) Exchange of publications and other literature;
- e) Other academic related exchanges, to which both institutions agree.

The parties recognise that the implementations of any of the aforementioned activities will depend upon the academic interests and expertise of individual faculty members, the

availability of adequate financial resources and the disposition of the respective institutions. Accordingly, the implementation of each programme based upon this agreement will be separately negotiated and determined by both institutions, and listed as an addition, or schedule, to this original agreement.

### **1. The Signatories:**

- a) The Otago Polytechnic of Dunedin, New Zealand, established under the Otago Polytechnic Council, in 1966.
- b) Manipal University Jaipur, Jaipur, India, founded with the permission of Government of Rajasthan, India in 2011.

### **2. Interpretation:**

- a) "Exchange period," is defined as either one (being half an academic year), or two consecutive academic semesters (being a full academic year), or equivalent, but no longer than two academic semesters (being a full academic year) or equivalent.
- b) "Study Abroad or Exchange student" is a qualified student who participates in the international exchange programme.
- c) "Home Institution" is the institution in which the student is originally enrolled.
- d) "Host Institution" is the institution to which the exchange or study abroad student is attached, for the duration of their exchange or study abroad period.

### **3. The Programme:**

- a) The International Exchange Programme is founded on the equal exchange of up to two students per institution, per academic year. Student(s) selected for the exchange programme are not obligated to pay tuition fees to the host institution, but are responsible for all travel, ancillary and other material costs associated with study at the host institution and the living costs of residing in another country.
- b) In these years in which Otago Polytechnic does not nominate two exchange students to study at Manipal University Jaipur, Jaipur, Otago Polytechnic offers a study fee waiver of 100 % of the international study fees for two students of Manipal University Jaipur, Jaipur per year.
- c) The International Study Abroad Programme is founded on an agreed tuition fee paying basis.
- d) There is no obligation on either institution to nominate students for the International Exchange Programme, or to accept any students nominated.

- e) Exchange and Study Abroad students will continue as candidates for degrees at their home institution and will not be candidates for degrees of the host institution.
- f) Exchange and Study Abroad students will be subject to the academic rules and disciplines of the Host Institution.
- g) The Home Institution will be responsible for screening and selecting students for this International Exchange or Study Abroad Programme, subject to acceptance by the Host Institution. Students must be proficient in the language of instruction at the Host Institution to qualify for nomination.
- h) The Host Institution will ensure the availability of housing, and assist with other matters of hospitality, including the provision of student support services, but such assurances and assistance, will not include financial assistance of any kind.
- i) Exchange or Study Abroad students will be responsible for obtaining their own visas and completing the required immigration formalities, and for obtaining the travel and other related documents needed to pursue studies at the Host Institution.
- j) If an Exchange or Study Abroad student voluntarily withdraws before the end of the course, this is considered a completed exchange, from the institution concerned. The parties agree that there will be no replacement for the student.
- k) Exchange and Study Abroad students will be responsible while at the Host Institution for all ancillary fees (i.e. Student Association Fees) and applicable programme costs (i.e. material costs) and if participating in the International Study Abroad programme, will be responsible for programme tuition fees.

#### **4. Transfer and Recognition of Academic Credits, Fees and Other Expenses:**

- a) Both parties shall determine the number of students participating in the international exchange programme. The Host Institution will determine eligibility for admission and length of stay; the sending institution will determine the recognition of academic credit(s). Exchange or Study Abroad students are responsible for paying their international travel costs, the costs of room and board, travel and medical insurance, miscellaneous institutional fees and other living expenses.
- b) Exchange or Study Abroad students will obtain academic credits for the courses in accordance with the regulations of the Home Institution. Official transcripts for each student will be sent directly to the Home Institution, at the end of each semester or period, of the exchange period.
- c) Dependant on the schedule of agreement or the home institution's regulations, Exchange or Study Abroad students may pay for tuition and enrolment or application fees at their Home Institution during the Exchange or Study Abroad period.

- d) Exchange or Study Abroad students will also pay for all personal expenses incurred at the Host Institution, including all visa(s), housing, travel, meals, health, books, stationary, and other materials required; student services and student union or association fees as applicable at the Host Institution; and any fee or charge in connection with practical work directly associated with their course(s) of study.

## 5. Administration of this Agreement

This Agreement will be jointly administered at Otago Polytechnic by the International office in accordance with the policies for international exchange and study abroad students and agreements. Otago Polytechnic is a signatory to, and complies with the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students. The International Office at Manipal University Jaipur, Jaipur, India will reciprocally administer this agreement.

## 6. Term, Variation and Termination

This agreement is subject to revision and modification by mutual agreement. It is generally agreed that this agreement will be reviewed on a yearly basis. It is understood that either institution may terminate the agreement at any time, although it is assumed that such action would only be taken after mutual consultation in order to avoid any possible inconvenience to the other institution. Each party will ensure that adequate arrangements are made to complete all commitments before the International Exchange or Study Abroad Programme is terminated.

## 7. Proper Law

If there is any dispute regarding the terms of this Agreement, the terms will be construed according to the Laws of the country in which the exchange or study abroad student is attached for the exchange period, i.e., the host institution, unless otherwise agreed in writing by the parties.

This agreement shall become effective on the day when the principals of both institutions affix their signatures to this agreement.



Signature

Marc Doesburg

Director: Internationalisation

Otago Polytechnic

Dunedin

New Zealand

Date: 21.02.15



Signature

Prof. (Dr) N. K. Garg

Dean, International Programmes

Manipal University Jaipur

Jaipur

India

Date: 21.02.15

