

Memorandum of Understanding (MOU)

For

Student Exchange Programme

Between

**The Indian Institute of Technology
KHARAGPUR, INDIA**

And

Faculty of Engineering

The National University of Singapore

REPUBLIC OF SINGAPORE

Preamble

The Indian Institute of Technology,Kharagpur (hereinafter referred to as IITKGP) and Faculty of Engineering, The National University of Singapore (hereinafter referred to as NUS-FOE), collectively referred to as the “Institutions” or the “Parties” have signed a Memorandum of Understanding (MOU) on December 17, 2003 for **Academic Collaboration in Engineering Research and Education**. Pursuant to Article 3, Section (iii) of the said Agreement signed on December 17, 2003 both parties now agree to establish a Memorandum of Understanding for a student exchange programme (SEP), hereinafter referred to as MOU(SEP).

This MOU(SEP) constitutes part of the MOU signed on December 17, 2003 and must be read in conjunction with the said MOU.

Article 1: Number of Exchange Students

- 1.1 A maximum of 5 students will be exchanged between the Parties in each academic year. This number may be amended by mutual agreement before the end of January of each year.
- 1.2 The SEP aims for a balance in the number of students exchanged over the duration of the MOU(SEP).

Article 2: Academic Year

- 2.1 The selected student may participate in the SEP at the host institution for one semester of not less than 4 months and not more than 6 months. The student must seek prior agreement from both institutions to extend the duration of study in the host institution.

Article 3: The Exchange Students

- 3.1 IITKGP will identify suitable candidates for exchange from students pursuing
 - (a) the 4-year BTech degree programmes
 - (b) the 2-year MTech degree programmes
 - (c) the 5-year Dual degree (BTech & MTech) programmes
 - (d) 3-year MMST programme
 - (e) the PhD degree programmes.

It is expected that students from categories (b), (c) and (d) will spend a semester at NUS-FOE, in their final year for the purpose of this exchange.

3.2 NUS-FoE will identify suitable candidates for exchange from students pursuing

- (a) the 4-year BEng degree programmes
- (b) the 2-year MEng degree programmes
- (c) the PhD degree programmes

Article 4: Prerequisites for Selection

- 4.1 Both institutions will select students for this SEP on the basis of selection criteria as listed in Annex 1A. The required supporting documents are listed in Annex 1B.
- 4.2 The selected student will be nominated by the home institution for admission as an exchange student of the host institution in the following semester or academic year.

Article 5: Selection and Nomination

- 5.1 The selection and nomination of students is open throughout the academic year. The selected student's nomination should be accompanied by
 - (a) curriculum vitae
 - (b) statement of aptitude from a member of the student's school/faculty
 - (c) a specific outline of the programme of study at the host institution
- 5.2 The two institutions will jointly evaluate the students who have applied to participate in the exchange, and determine their suitability for selection under the student exchange programme.

Article 6: Programme of Study

- 6.1 The exchange student must propose a programme of study at the host institution. The modules/courses/projects proposed must fulfil the exchange student's degree requirements at the home institution.
- 6.2 Both institutions should, therefore, provide each other with materials on the details of modules/courses available in the following semester or academic year. The materials should be regularly updated and accessible to the exchange students from the partner institution. The materials may be placed in the host university's reference library and on the internet.

6.3 The modules/courses/projects must be self-contained and completed within the proposed length of stay. Academic counseling is the responsibility of the exchange student's coordinator at the home university. An alternative module/course/project that will fulfil the degree requirements of the exchange student, should be proposed if the desired module/course/project is unavailable.

Article 7: Joint Supervision

7.1 Where the exchange student is pursuing the MTech, Dual BTech & MTech or MEng, PhD degree programme, the host institution will provide a suitable faculty member for the joint supervision of the exchange student.

7.2 The joint supervision will continue upon return of the exchange student to the home institution until the completion of the study.

7.3 For exchange students who subsequently register as PhD students at the former host institution, every reasonable effort should be made to involve joint supervision by professors from the former home institution, to sustain the spirit of collaboration.

7.4 In the case of joint supervision of students, opportunities may be made available for supervisors from the former home institution to spend some time at the former host institution, either as short-term visitors, or as visiting professors with teaching commitments for one semester.

Appointments to such positions will be governed by existing rules of the host institution.

Article 8: Fees and Expenses

8.1 Tuition fees are paid to the home institution, and they are waived by the host institution. The home institution has the discretion to impose, on their exchange students, certain non-academic or non-obligatory fees, which are to be paid before their departure for the host institution.

8.2 The financial responsibility of exchange students participating in the SEP under this MOU (SEP) and for the duration of their study abroad at the host institution is listed in Annex 2A.

8.3 The use of non-academic or non-obligatory facilities, services and functions at the host institution may require the payment of fees by the exchange student.

- 8.4 The exchange student is responsible for all expenses of accompanying spouse(s) or dependants and all other out of pocket expenses.
- 8.5 Both institutions will provide for the exchange students only, including accommodation and medical facility (for minor illness) at the campus hospital free of charge and will also provide assistance for living expenses as per the existing norms of the institutions.

Article 9: Student Obligations

- 9.1 Exchange students are subject to the rules and regulations of the host institution, in addition to those at the home institution. Any breach of these rules will be dealt with in accordance with the established policy and procedures of the institutions.
- 9.2 The other obligations of the exchange students are listed in Annex 2B.

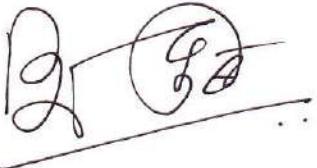
Article 10: Registration and Administration of Exchange Student

- 10.1 The student participating in the SEP will register as a non-degree student (or visiting research associate) for the duration of study at the host institution. This MOU(SEP) excludes any expectation of a transfer to the graduating programme of the host institution.
- 10.2 The appropriate authority at the host institution will arrange an orientation programme for the exchange students. On-campus accommodation will be provided by the host institution.
- 10.3 The host institution will inform the home institution of any academic or other problems that may arise during the period of the exchange. The host institution will take appropriate action under its established policy and procedures, in consultation with the home institution.
- 10.4 Both institutions will provide each other with an assessment of the performance of their respective exchange students. The host institution will issue a notification of results to the exchange student's home institution upon completion of the duration of study. The home institution should determine the academic credit to be granted to their exchange student for modules/courses/projects completed after the duration of study at the host institution.
- 10.5 Each institution will appoint an SEP Coordinator to administer the terms of this agreement.

Article 11: Implementation of the Agreement

- 11.1 The MOU(SEP) will come into force upon the signature of the representatives of both partner institutions and will remain in effect for five years. This MOU(SEP) may be renewed upon its expiry, with the agreement of both partner institutions.
- 11.2 If either partner institution wishes to terminate the agreement, it must notify the other party within six months prior to the expiry of the agreement or renewal.
- 11.3 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 confirmed through an exchange of letters.
- 11.4 Both partner institutions welcome the establishment of this SEP and jointly agree to the terms of the MOU(SEP) as set out above.
- 11.5 This MOU(SEP) is a non-binding expression of the current intentions of the institutions, and neither institution will incur nor be bound to any legal obligations or expense until and unless definitive agreements have been negotiated, approved by the necessary management levels of each institution and signed by their respective authorised representatives.

Signed as an MOU (SEP)

For Indian Institute of Technology, Kharagpur	For the Faculty of Engineering, National University of Singapore, Singapore
	
Professor Shishir Kumar Dube Director Indian Institute of Technology, Kharagpur India INDIA	Professor Seeram Ramakrishna Dean Faculty of Engineering 9 Engineering Drive 1 SINGAPORE 117576
Date: December 17, 2003	Date: December 17, 2003

ANNEX 1A SELECTION CRITERIA

The home institution must ensure that the student selected for the SEP should

- (a) be registered as full-time student of the home institution and preferably be an eligible national citizen or permanent resident of the country;
- (b) have successfully completed an adequate number of semesters (for IITKGP BTech /Dual Degree or NUS-FOE BEng students), or taken relevant modules (for IITKGP MTech students) or made good progress in the project (PhD students);
- (c) be a student of good standing at the home institution;
- (d) propose an appropriate programme of study at the host institution;
- (e) show the aptitude, motivation and maturity, to thrive in the environment at the host institution.

ANNEX 1B SUPPORTING DOCUMENTS AND OTHER PREREQUISITES

Students applying for admission as an exchange student must submit through their home institution to the host institution

- (a) the application form;
- (b) documentary proof of nationality;
- (c) transcript of academic record; and
- (d) documentary proof that they are selected by the home institution for the exchange programme.

ANNEX 2A FINANCIAL RESPONSIBILITY OF EXCHANGE STUDENTS

- (a) tuition, academic and obligatory fees at the home institution and, correspondingly, these fees will be waived at the host institution;
- (b) medical/health insurance;
- (c) obligatory expenditure required in the country of the host institution;
- (d) journey to and from the country of the host institution;

- (e) personal and living expenses, including accommodation, food and transportation;
- (f) debts occurred for the duration of their study abroad, if any.

ANNEX 2B OTHER OBLIGATIONS OF EXCHANGE STUDENTS

- (a) applying for accommodation at the host institution;
- (b) their travel arrangements;
- (c) satisfying the immigration requirements for their journey to and from the country of the host institution;
- (d) if necessary by law registering with the diplomatic mission of the home country upon arrival in the country of the host institution;
- (e) providing the appropriate authority at the home institution with the postal and other addresses, upon registration at the host institution; and
- (f) registering with the home institution for the next semester, upon completion of the duration of study at the host institution.

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1. Preamble

The Indian Institute of Technology Kharagpur (hereinafter referred to as IIT-KGP) and the Faculty of Engineering at The National University of Singapore (hereinafter referred to as NUS-FOE) have expressed interest to create a long-term institutional partnership in education and research. The primary objective is to promote contact and collaboration between faculty, staff and students, carry out joint research programmes and exchange experiences in education and research. The partnership also aims at enhancing the technological, social and cultural relations of both countries/states/regions. This MOU presents a general framework for such a partnership. It also includes some specifically identified areas of cooperation, which shall be updated from time to time.

2. Participation and Coordination

The partnership shall initially be between the following:

(1) For NUS-FOE

Department of BioEngineering
Department of Chemical & Environmental Engineering
Department of Civil Engineering
Department of Electrical & Computer Engineering
Department of Industrial & Systems Engineering
Department of Mechanical Engineering

(2) For IIT-KGP

Department of Biotechnology
Department of Chemical Engineering
Department of Civil Engineering
Department of Computer Science & Engineering
Department of Electrical Engineering
Department of Electronics & Communication Engineering
Department of Mechanical Engineering
Department of Metallurgy and Materials Engg.
School of Medical Science & Technology
(and other departments and Centres having common areas of interest)

Professor Ling Chung Ho shall be the *coordinator from NUS-FOE* and **Professor T.K. Basu** shall be the *coordinator from IIT KGP*. The participants and coordinators may change from time to time as decided by the competent authority of the respective institutions.

3. Areas of Cooperation

The following have been identified as possible starting points of the partnership. The areas of cooperation can be further increased by mutual consent. In many cases, specific programmes will require other agreements to be separately detailed out and documented.

- (i) Exchange of information and experience: Representatives of both institutions should arrange joint meetings at least once per year to exchange experiences in education and research and to prepare joint projects. A joint seminar/workshop may be held once in two years to present the results of this partnership.
- (ii) Faculty exchange programmes: The partners will examine the possibility of creating one or two visiting faculty positions at respective institutions for faculty exchange.
- (iii) Student Exchange Programme (SEP): This MOU will provide opportunities for undergraduate and postgraduate student exchange. An SEP MOU specifying number of students exchanged, credit transfer, supervision, funding and accommodation arrangement, etc, will be separately signed.
- (iv) Cooperative Research Projects: The partners will define joint collaborative research projects between faculty and/or research groups. Collaborating faculty will approach various funding agencies to submit joint project proposals. Focus will be given to industry-funded projects and those funded by international agencies.
- (v) Continuing and Distance Education: IIT-KGP and NUS-FOE will jointly formulate a joint distance education programme based on the expertise available in both institutions. They will also share and carry out joint research in technology for distance and computer-based learning.

4. Review and Monitoring

A periodic review of programme activities will be made every year by a monitoring committee consisting of representatives from both institutions.

5. Intellectual Property

Each institution will adhere to the intellectual laws of their respective nations. Intellectual property developed during the visit of exchange students/faculty will be governed by the rules of the host institute unless otherwise specified by an alternate agreement. The two institutions shall jointly own results of clearly defined collaborative projects. Whenever one institution receives any information from the partner under a clearly defined non-disclosure agreement, necessary steps will be taken to protect the intellectual property received.

6. Financing

The two institutions will develop funding arrangements from various sources to carry out this partnership. They will not only try to arrange some funding from their own resources, but also vigorously approach their own governments, international funding agencies and industries. Special attention will be given to obtain funded projects from industry to support this collaboration. Funding from alumni will also be solicited for some of the programmes.

7. Implementation of the MOU

This MOU will come into force upon the signature of the representatives of both partner institutions and will remain valid for an initial period of five years. The partnership period may be extended by mutual consent. In case one partner wishes to cancel the contract, intimation will have to be sent by June of that year. In that case the MOU will terminate at the end of year i.e. 31st December.

8. Non Binding

This MOU is a non-binding expression of the current intentions of the institutions, and neither institution will incur nor be bound to any legal obligations or expense until and unless definitive agreements have been negotiated, approved by the necessary management levels of each institution and signed by their respective authorised representatives.

Signed as an MOU



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Date: December 17, 2003



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Date: December 17, 2003