

MEMORANDUM OF UNDERSTANDING

For

STUDENT EXCHANGE

Between

**UNIVERSIDAD CATÓLICA CARDENAL RAÚL
SILVA HENRÍQUEZ, SANTIAGO, CHILE**

AND

**ST. ANTHONY'S COLLEGE
SHILLONG - MEGHALAYA, INDIA - 793 001**

AGREEMENT

UNIVERSIDAD CATÓLICA CARDENAL RAÚL SILVA HENRÍQUEZ, CHILE

and

ST. ANTHONY'S COLLEGE, SHILLONG, MEGHALAYA, INDIA

In recognition of the mutual benefits derived from scholarly interaction and cultural exchange, Universidad Católica Silva Henríquez (UCSH), Chile and St. Anthony's College, Shillong, India agree to establish an exchange arrangement, between the above mentioned institutions.

1. DEFINITIONS

For the purpose of this agreement, "home" institution shall mean the institution at which the student intends to graduate, and "host" institution shall mean the institution which has agreed to accept the student from the home institution.

Semester or academic year shall normally refer to the period relevant to the host institution.

2. PURPOSE OF THE AGREEMENT

The general purpose of this Agreement is to establish specific educational relations and co-operations between the two participating institutions in order to promote academic linkages and to enrich the understanding of the cultures of the two countries concerned. Such an agreement will consist in a student exchange program wherein an accompanying faculty member will also be involved.

3. STUDENT EXCHANGE

(1) NUMBER

This program will begin to operate by sending a maximum of five students annually on the part of the UCSH to St. Anthony's College, Shillong, UCSH is prepared to receive the same number of students from St. Anthony's College, Shillong,.

(2) QUALIFICATIONS

Each exchange student should be in at least year four of study at UCSH, demonstrate his/her academic proficiency by a certified transcript, demonstrate English proficiency, and possess an excellent conduct record.

(3) COSTS

(a) Tuition

Students will pay their regular tuition and fees to the home institution. No further tuition costs will be charged by the host institution.

(b) Board and Room Charges

Each student will receive assistance from the host institution in locating suitable accommodation and meals. The cost of accommodation and meals is the responsibility of the exchange student. In the case of UCSH students, the home



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institution is committed to providing financial assistance to facilitate their stay in India.

(c) Medical Insurance

All exchange students will be required to have full medical insurance coverage for the duration of their stay in the host country. The insurance must include medical evacuation and repatriation. The cost of the insurance will be the responsibility of the student.

(d) Student fee for institutional expenses

Students from UCSH will be assessed a fee of approximately \$100 USD per semester to cover institutional expenses including a library fee, basic stationery, and miscellaneous items. The payment of this fee at the host institution shall be the responsibility of the individual student.

(e) Additional funds for miscellaneous travel and recreation

Students choosing to participate in extracurricular travel and recreation activities that are not part of the exchange program will need to have adequate funds to cover the cost of such activities.

4. ACCOMPANYING FACULTY

Both institutions will accept scholars from the partner institution. In the absence of any specific agreement to the contrary, all expenses of salary, travel and living and allied costs will be the responsibility of the visitor's home faculty. The home institution will provide full medical insurance coverage for the accompanying faculty or staff member for the duration of their stay in the host country. Insurance must include medical evacuation and repatriation.

Detailed terms and conditions for the exchange of faculty and staff are subject to agreement in each individual case. The purpose of the exchange may be for teaching, research and/or professional development

The host institution will provide the normal services for visitors including office space, access to internet and e-mail, phone at local level and library facilities.

The host institution will assist, as far as possible, in arranging accommodation for the visitor, and will assist in matters of health, language and local customs.

The accompanying faculty member involved in the student exchange program must demonstrate a high proficiency level in English and be able to teach university level classes in English in areas of interest to the host university.

5. GENERAL PROVISIONS

(1) ACADEMIC GUIDELINES

Exchanges will conform to the requirements of the home institution. Exchange students will be subject to the rules and procedures as specified in the host institution's handbook, or equivalent, for the academic year in which they enroll. The students will have the rights and privileges enjoyed by other students on the host campus.

- (a) Students are to be undergraduates (must have completed their third year of study at the home institution).


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- (b) Exchange students will participate in the normal academic courses offered by the host institution.
- (c) In selecting courses, students may choose from the range of courses offered at each institution. The responsible officers will inform each other about any courses, which may have limited enrollment and will make every effort to assist students in enrolling in such courses.

(2) EXCHANGE STUDENTS' RECORDS

Prior to the final selection of students for participation in the exchange, each institution will provide the other with information about the performance and academic background and record. It is understood that both institutions will strive to select only individuals of the highest quality for participation in the programme.

(3) ACADEMIC RESOURCES

Each student will be provided with the same academic resources and supporting services as are normally provided to others at the host institution of the same academic level. An academic adviser will be designated to assist students enrolled in the exchange programme.

(4) ACADEMIC CREDIT

Details pertaining to academic credit will be negotiated separately and will not be a part of this Agreement. Negotiations on academic credit transfer will be undertaken by exchange of letters between appropriate officers at each institution.

(5) CITIZENS OR PERMANENT RESIDENTS

The students must be citizens or permanent residents of the country of their home university, or hold a valid temporary resident visa for that country. Students will be responsible for obtaining and paying for the visa required in order to travel and study at the host institution,

(6) INDUCTION

Participating students shall participate in an introductory course or programme that will be arranged by the host institution with input from the home institution as needed.

6. ADMINISTRATION OF THE AGREEMENT

(1) ANNUAL PROGRAMME CALENDAR

Exchanges may take place for one semester (August/September to December). A student who leaves the programme early for any reason is not entitled to a refund of tuition paid at the home campus or any accommodation charges assessed at the host institution, nor is he/she entitled to validation of any course that have not been completed successfully.

(2) PROGRAMME REVIEW

Both institutions will be responsible for a regular review of the programme each year. This review may make appropriate and mutually agreed modifications as required and identify new opportunities for co-operation in exchanges and research.

(3) PROGRAMME APPROVAL

Proposals for succeeding years' exchanges will be prepared and reviewed jointly. Each institution will exchange information about their opportunities and specific needs for the


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period designated, with an identification of the resources that will be available to support the exchanges at each institution.


7. TERMINATION

This Agreement will commence on the day both parties have signed this Agreement and will remain in force unless modified by mutual agreement. The Agreement may be terminated by either party provided six months written notice is given to the other party.

The Rector of Universidad Católica Cardenal Raúl Silva Henríquez and the Principal of the College of St. Anthony's College, Shillong, have accepted the Agreement.

Javier Francisco Gil Llambias
Rector
Universidad Católica Silva Henríquez
Chile

Date



Name: Rev. Fr. Dr. I. Warpakma, SDB
Title: Principal
St. Anthony's College, Shillong, India

6 - Sept - 2011

Date

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