

AGREEMENT BETWEEN
THE UNIVERSITY OF SINAI UNIVERSITY (SU)

And

MANAGEMENT & SCIENCE UNIVERSITY (MSU)
Selangor DE, Malaysia

PREAMBLE

Management & Science University Malaysia (**MSU**) and the University of **SINAI UNIVERSITY (SU)** hereby conclude an agreement for academic exchange activities to promote international understanding and friendship to further education and collaborative research. Both institutions will encourage and facilitate this exchange of activities between the two institutions, consistent with the goals and objectives of each institution, availability of personnel, space, materials, etc.

The primary purpose of this agreement is to establish International Student Exchange Programs (ISEP) to include:

1. Opportunity for students from both institutions to pursue their degrees in related fields
2. Providing academic exchange of faculty and staff development.
3. Fostering research and development activities in a collaborative nature

ARTICLE 1: STUDENT EXCHANGES

1. A primary purpose of this agreement is to enable MSU students to pursue their degree in Nursing, Hospitality & Tourism, Information & Communications Technology (ICT), English languages, Business & Management at **SINAI UNIVERSITY (SU)**, after satisfactorily completing either Foundation programs or any equivalent pre-University program, and Bachelor Degrees in applied science and social science disciplines. Student's acceptance will be purely based on qualifications and academic requirements agreed by both MSU and **SINAI UNIVERSITY (SU)**. On merit, students with high academic achievement, on recommendation and acceptance by both institutions, will be considered for an advance standing in relevant courses. Credit transfer will be recommended and commensurate for

students on exchange either from MSU to **SINAI UNIVERSITY (SU)**, or vice-versa at similar level or year to year deemed appropriate and relevant at MSU and **SINAI UNIVERSITY (SU)**. Mechanism and monetary requirements will be discussed in detail upon agreement.

2. To establish a reciprocal student exchange programme between MSU and **SINAI UNIVERSITY (SU)**, to be initiated with effect from the date of signing of this agreement. This agreement applies to all colleges, faculties, schools, departments or other subdivisions of both institutions and their affiliated bodies. The exact number of students exchanged in each cycle shall be by mutual agreement and may not necessarily be exactly in balance. There shall also be no requirement to exchange like for like: participating students may be at different academic levels, and from any subject area or programme.
3. Each institution, conforming to the admission requirements of the host institution, shall assume full responsibility in the assessment and selection of qualified candidates. These students will have completed, at least, one year of their course at their home institution.
4. Selection to the exchange programme shall be without regard to race, sex, color, religion, sexual orientation, marital status, nation or origin, age or beliefs.
5. All students will be expected to respect the culture, customs, laws and traditions of the host country and, by accepting a place in the Exchange Programme, agree to abide by the Regulations, Rules and statutes of the host institution and its governing entities.
6. Exchange students will receive the services normally provided to the home students of each institution and will have the same rights and responsibilities afforded to the home students. In addition, the host institution undertakes to provide specific assistance to incoming students with regard to accommodation, induction and orientation to the host environment.
7. A student may be returned for violations of conduct considered serious by either institution but only after consultation between the parties responsible for administering the Exchange Programme. These parties are named in Article 3: Principal Contacts for the agreement.
8. Housing shall be arranged as follows:
 - (a) MSU will, if required, reserve rooms for **SINAI UNIVERSITY (SU)**, students in the student residences or MSU nominated accommodation
 - (b) **SINAI UNIVERSITY (SU)**, will, if required, reserve accommodation for MSU students in one of the University's Halls of Residence.
9. Student participating in the exchange will be responsible for paying their individual tuition fees at their home institution. Tuition fees will be waived by V for MSU students taking part in the exchange. Likewise, MSU will waive tuition fees for **SINAI UNIVERSITY (SU)**, students taking part in the exchange.

10. Students will also be responsible for transportation costs to and from the receiving institution. Students are responsible for all costs incurred at the host institution, those involving books, stationary, study materials and course-specific fees such as key deposits, costs of fieldwork, laboratory deposits. Host institution will not pay for accommodation (room and board) for exchange students. Exchange students will bear their living costs. A student is responsible for the costs of health and other insurance in line with current regulations, in the host institution as it may vary from time to time by the institution, from one institution to the other.
11. The obligations of each institution are limited under this agreement to the exchange of students and do not extend to partners or dependents. Expenses of accompanying partners and/or dependents are the responsibility of the exchange student.
12. Default of any payments due to the host institution will be considered default in the home institution and the home institution to attempt to recover such debt on behalf of the host institution will apply appropriate sanction.
13. The academic programme for each student shall have been determined prior to departure and shall be agreed between the appropriate members of Academic Staff/Faculty in the home the host institutions according to their normal custom and practice. The home institution will also specify the credit arising from courses/modules taken at the host institution, which will be allowed to count to the award by the home institution.
14. The grades awarded to students for the courses/modules taken at the host institution will be sent directly by the host institution to the student's home institution at the conclusion of each semester, once all outstanding financial balances, if any, have been paid. It shall be the sole responsibility of the home institution to convert these grades into its own grading system.
15. While the institutions will attempt to maintain an even trading balance on an annual basis, any imbalance at the end of the initial five year period shall be resolved as follows:
 - (a) If this agreement is to be renewed on expiry of the initial five-year period, the imbalance shall be corrected by adjusting the number of students to be exchanged in the following five-year period thereafter, unless otherwise agreed upon.
 - (b) If this agreement is not renewed on the expiry of the initial five-year period, the institution having hosted the larger number of students to that point shall be entitled to rectify the imbalance within three years from the date of the expiry of the initial five-year period of this agreement; and for this specific and sole purpose this agreement shall be deemed extended for a period of three years from such date of expiry.
16. Fluency in English, both written and spoken is compulsory for the communication process. Only students who satisfy the home institutions English Language requirements will be eligible for the Exchange programme.

ARTICLE 2: TERMS

1. This agreement shall be in effect with the Malaysian Universities academic year. The term of this agreement shall be from August 2012 to July 2017.
2. This agreement shall be reviewed; evaluated and adjusted, if need be, every five years.
3. This agreement may be terminated, at the end of the academic year in progress, by either party, by official, written notification duly signed by the appropriate officer of the notifying party. This written notification to the other institution must be delivered before the end of October preceding the beginning of the next academic year.
4. In the event of the agreement not being renewed at the end of the initial five-year period, while an exchange imbalance exists, the agreement shall be deemed to extend for a period of three years, from such date of expiry, for the specific and sole purpose of rectifying the existing imbalance. Cf. Article 1: Student Exchanges, see 15.a and b above.

ARTICLE 3: PRINCIPAL CONTACTS FOR THE AGREEMENT

1. At **SINAI UNIVERSITY (SU)**, the responsible parties for administering this exchange programme shall be the Deputy Vice-Chancellor, or his/her designee.
2. At **MSU** the responsible parties for administering this exchange programme shall be the Vice President International Affairs, or his/her designee.

Any agreements between the institutions on other matters of collaboration will be subject to specific approval, and will be agreed by a further agreement or Memorandum of Cooperation.

ARTICLE 4: RESEARCH

A primary purpose of this agreement is to foster research. This agreement encourages faculty in both institutions to establish grant research programmers and seek out joint funding from national and international funding agencies.

ARTICLE 5: FACULTY AND STAFF EXCHANGE

A primary purpose of this agreement is to promote exchange of faculty and staff. The participating units will engage in a programme of exchange using sabbatical leave time, grant funding, etc. to allow instructors/researchers from both sides to spend time in their partner institutions, classrooms and laboratories teaching and/or conducting

research. Staff exchange may also take the form of either external examiners, or academic associates, or visiting lecturers/professors.

Expenses for staff exchanges will be borne according to the agreement reached by the participating units, but should as much as possible be met by the institution sending faculty/staff, except in the case of external examiners whose expenses shall be borne by the host institution. Opportunities to extend funding from government or private sources will be sought out both parties.

Fluency in the English Language, both written and spoken, is a prerequisite for staff/faculty involvement in the Staff exchange Programme.

ARTICLE 6: PROFESSIONAL FACULTY/STAFF DEVELOPMENT

This article applies to those staff members that require additional education and/or research skills in order to become better educators and/or researchers. The program will target those units in the participating institutions that have the capacity to equip their counterparts in the other institution. Activities may include the following:

1. Enrolment for classes/modules at the host institution
2. Assignment of upcoming academic staff members to the postgraduate programmes of the host institution, under the mentorship of staff from both institutions. Co-supervision of students will be encouraged


In witness whereof, the parties hereto have caused this agreement to be executed, as and of the day and year first written above.

**Vice President Research & International
Affairs, MSU**



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Date; 29.12.2011

**Chairmann Board of Trustees
SINAI UNIVERSITY (SU),**



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Date; 29.12.2011