MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (herein after "MOU") is made and entered into on February 1, 2021.

BY AND BETWEEN

ALL INDIA ASSOCIATION FOR CHRISTIAN HIGHER EDUCATION, ECUMENICAL CENTRE, 39, INSTITUTIONAL AREA, D-BLOCK, JANAKPURI, NEW DELHI – 110 058, INDIA, represented by Fr. Dr. Xavier Vedam SJ, General Secretary, herein after referred to **First Party**, which expression unless repugnant to the context shall mean and include its successors in office, administrators and assigns of the **one part**

The ASIANetwork Board of Directors - represented by Dr. Gary DeCoker, Executive Director,which expression unless repugnant to the context shall mean and include its successors in office, administrators and assigns of the **other part**

First Party and **ASIANetwork** shall hereinafter be also jointly referred to as the **"Parties"** and severally as the **"Party".**

Whereas:

1. **First Party, AIACHE,** is a professional association of 233 Life Member higher education colleges in India. It is founded in 1967, as a voluntary organization registered under the Societies Registration Act, 1860.
2. **Second Party, ASIANetwork,** is an association of approximately 160 North American liberal arts colleges and universities dedicated to promoting the study of Asia.It was founded in 1993 and its articles of incorporation were filed with the Department of the Secretary of State of the State of North Carolina, United States, on July 28, 1993.

In recognition of the mutual benefits to be derived from scholarly interaction, cultural exchange, and global partnership, the Parties agree to establish a collaborative arrangement, between themselves. The agreement is for the benefit and development of the students, faculty and administrative staff of all associated institutions of the Parties.

1.0. DEFINITIONS

For the purpose of this agreement,

1.1. "Home" institution shall mean the associated institution at which the student/faculty/administrative staff members studies/serves.

1.2. "Host" institution shall mean the associated institution which has agreed to accept the student/Faculty/administrative staff from the home institution.

1.3. Associated institution shall mean all associated institutions of ASIANetwork and AIACHE.

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

2.0. PURPOSE OF THE MEMORANDUM

The general purpose of this Agreement is to establish specific educational and cultural relations and cooperation between the institutions under the Parties, in order to promote academic linkages and to enrich the understanding of the cultures by coming together of the concerned institutions. Such an agreement will consist of the following collaboration:

2.1. Student/Faculty/Administrative Staff Exchange Programme - This will include visitorship for teaching and learning and subsequent placement, if conducive, according to the rules of both the associated institutions. Such placements shall be of temporary nature. The faculty, administrative staff and students at the undergraduate level can undergo such programmes which bring new insights and aid for substantial development. This will be available across all Disciplines.

2.2. Faculty Development Programme - Short term exchange programme or training programme on specific areas will be organised from time to time.

2.3. Educational and Cultural Tours - The modalities of any such tour for students, faculty or administrative staff, led by a faculty, shall be designed by the concerned institutions.

2.4. Academic Programmes - Transfer of credits can be undertaken as per the procedure followed by the concerned institutions.

2.5. E-resources and Online Courses - The creation and sharing of e-resources and conduct of on-line courses can be undertaken as per the procedure followed by the concerned institutions.

2.6. Conferences/Seminars/Workshops - Such activities will be conducted on location or virtually. ASIANetwork and AIACHE will collaboratively provide/seek funds, and separate sessions can be planned additionally in the ASIANetwork's annual conference.

2.7. Research Projects - The collaborative research projects can be undertaken by sending calls for proposals or letters of interest to the member institutions, the collaboration being mediated by the Parties. The Parties will explore the possibilities for research, and Joint Proposals of the Parties themselves or the member institutions can be sent for externally funded collaborative projects.

2.8. Publication - Journals, Books and E-publications can be collaboratively published by the concerned institutions within the framework of agreed policies for such undertaking. The faculty will be encouraged to submit articles to the peer reviewed journals published by both the Parties.

2.9. Ranking - Ranking by national/international agencies, has become mandatory for the upgradation of AIACHE institutions and a prerequisite for seeking grants. Hence, *both* the *parties will not rank their member institutions*, rather the parties may facilitate the ranking of the member institutions, by providing expertise and helping in the development of prescribed model for ranking by including criteria or parameters of international standards.

3.0. SCOPE

This agreement may extend to any recognized academic field at any of the associated institutions, subject to the prior approval of the administration of the host institution.

Policies governing qualifications, participation, financials, academics, records, and citizenship shall be arranged as appropriate and in accordance with the established rules and practices of the participating institutions, using the items below (4 - 10) as a starting point for negotiations. AIACHE and ASIANetwork will serve as intermediaries, making connections between members, but will not assume any role or responsibilities in the final arrangements made between the institutions. For programs organized by AIACHE and/or ASIANetwork, participating individuals and their institutions will assume all risks arising from participation.

4.0. QUALIFICATIONS

As for any point mentioned under No. '**2**' above, each student should be in an undergraduate programme, and an employee should be a permanent employee of the home institution, and demonstrate his/her academic proficiency by a certified transcript, demonstrate English proficiency, and possess an excellent conduct record. Applicants for participation will be selected according to criteria established by the participating institutions. They will be selected by the home institution and subject to final acceptance by the host institution.

5.0. PARTICIPATION

5.1. Associated institutions shall agree to encourage students, faculty and administrative staff participation in the programme/activities mentioned under No. '**2**'. Applicants for participation in any of the programme mentioned under No. '**2**' will be selected by the home institution and will be subject to acceptance by the host institution.

5.2. The period of any such event as mentioned in No. '**2**' will be determined by the purpose of the specific event.

5.3. The home institution will assure that their faculty/administrative staff retain their positions of full-time employees for the period of exchange. The host institution will supply office space, library privileges, technology linkage, and other facilities appropriate to the position at the host institution as applicable.

5.4. Domestic travel and living expenses shall be the responsibility of the participants but arranged by the host institution at nominal

rates, unless associated institutions agree to alternative arrangements.

5.5. All students, faculty and staff shall be covered by health, emergency evacuation and repatriation insurance that is valid in the host nation. The cost of insurance will be paid by the participants.

5.6. Exchange personnel are subject to the laws of the host country, the cultural norms of the host nation and to the rules and regulations of the home and host institutions.

6.0. FINANCIALS

6.1. Tuition - Participants may pay their regular tuition and other fees to the home institution. 50% of the tuition costs may be charged by the host institution.

6.2. Boarding and Lodging Charges - Each participant will receive assistance from the host institution in arranging suitable accommodation and meals. Host institution is welcome to provide lodging and the daily expenses; otherwise it will be the responsibility of the exchange participant unless covered by any sponsorship scheme. The parties may look for suitable sponsorship to aid the participation of individuals from financially challenged colleges as well.

6.3. Medical Insurance - All exchange participants including accompanying faculty 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 participant.

Faculty members will be remunerated by the home/host institution as per arrangements made between individuals and institutions.

7.0. ACADEMIC GUIDELINES

7.1. Exchange will conform to the requirement of the home institution. Exchange students/faculty 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 enrol. The students will have the rights and privileges duties enjoyed by other students on the host campus.

7.2. Participants must have completed all requirements for any such programme mentioned in category No. '**2'** above.

7.3. Participants will participate in the normal academic courses offered by the host institution and complete all the credit formalities.

8.0. **EXCHANGE OF STUDENTS' RECORDS**

Prior to the final selection of participants, each institution will provide the other with information about the performance record and necessary academic background. It is understood that associate institutions will strive to select only individuals fulfilling the required criteria for participation in the programme.

9.0. CITIZENS OR PERMANENT RESIDENTS

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

10.0 ADMINISTRATION OF THE AGREEMENT

Exchange may take place for one semester or a part thereof. A student who leaves the programme early for any reason may not be entitled to a refund of tuition paid at the home/ host 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.

10.1. Approval of Programmes/Proposals - Opportunities for programmes and calls for project proposals between member institutions should be facilitated through the respective Parties.

First party being a registered society, the programmes and proposals of the member institutions of first party, are to be forwarded to Second Party only through first party.

10.2. Programme Review - 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 exchange and research.

10.3. Programme Renewal - Proposal for succeeding year's activity will be prepared jointly on the basis of the review done the previous year. Each institution desiring to participate will exchange information about their opportunities and specific needs for the period designated, with an identification of the resources that will be available to support the exchange at each institution.

10.4. Annual Review Meetings - The parties will review the overall outcome periodically and convene annual review meetings.

11.0. **DURATION, CONDITIONS AND MODIFICATIONS OF THIS AGREEMENT**

11.1. This agreement is effective upon the signature of the designated parties.

11.2. This agreement will be valid for five years from the date of signature.

11.3. Modifications may be made to the agreement, upon written acceptance by both parties.

11.4. Either party may terminate this agreement with six months' written notice. Activities planned or in progress when termination is instituted will be satisfactorily completed.

11.5. The agreement may be renewed by mutual consent of both parties, following an evaluation of all components of the program.

***In* witness whereof** both the Parties have signed this MOU on the date mentioned herein above.

SIGNED and DELIVERED by, for and on behalf of **First Party**	**SIGNED and DELIVERED** by, for and on behalf of **Second Party**
Name: Rev.Dr.Xavier Vedam SJ *Title: General Secretary, AIACHE*	*Name: Gary DeCoker, Ph.D.* *Title: Executive Director, ASIANetwork*
Witness	**Witness**
Name: Rev Dr George Thadathil SDB *Title: President, AIACHE*	*Name: Dan Choffnes, Ph.D.* *Title: Chairperson, Board of Directors, ASIANetwork*