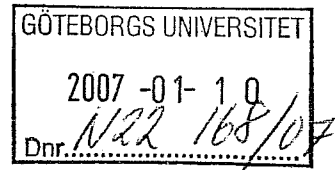




THE UNIVERSITY OF QUEENSLAND
AUSTRALIA



**MEMORANDUM OF AGREEMENT
FOR ACADEMIC COOPERATION**

BETWEEN

GÖTEBORG UNIVERSITY

AND

THE UNIVERSITY OF QUEENSLAND

1. Parties.

The parties to this Agreement are

- The University of Queensland, Australia, hereafter referred to as "UQ"
- Göteborg University, Sweden, hereafter referred to as "GU"

2. Purpose.

- 2.1 The broad objectives of this Agreement are to promote cooperation in teaching, research and service to the community through an international exchange of students, staff and knowledge.
- 2.2 Upon the mutual consent of the parties, including the relevant academic management units within the universities, and subject to the availability of funds, collaboration may be carried out in, but not necessarily limited to, any of the following activities:
 - Balanced student exchange
 - Articulation of students between awards at the two universities
 - Visits between universities by academic staff (faculty).
 - Visits between universities by technical and administrative staff.
 - Sharing of academic materials.
 - Collaborative research and publication.
 - Joint organisation of conferences, seminars or other academic meetings.
 - Joint organisation of special technical or administrative programs.
 - Joint production and delivery of courses and programs.
- 2.3 Addenda to this document identify specific projects, which will be undertaken within this overall Agreement, and the details of their management. Further addenda may be developed at any time, but require the signatures of both Chief Executive Officers in order to be implemented as part of this Agreement.
- 2.4 Whilst the purpose of this Agreement is to outline an academic and management framework between the two parties, designed to promote internationalisation in both institutions, the parties do not intend to be legally bound to each other, and this Agreement does not impose legal obligations on either party.
- 2.5 Both universities subscribe to the policy of equal opportunity and do not discriminate on the basis of race, sex, age, ethnicity, religion, national origin or physical disability.

3. Joint Managers, Administrative Officers and Working Parties.

- 3.1 The CEO of each party to this Agreement will each appoint one person to act as the Joint Managers of this Agreement.
- 3.2 Pursuant to clause 3.1, the Vice-Chancellor of UQ has appointed the Director of the International Education Directorate to act as the Joint Manager for UQ (refer attached Schedule 1 for details).
- 3.3 Pursuant to clause 3.1, the Vice-Chancellor of GU has appointed the Deputy Director of the International Office to act as the Joint Manager for GU (refer attached Schedule 1 for details).
- 3.4 The Joint Managers may appoint Administrative Officers or Working Parties to manage the details of particular activities or programs, as specified in the addenda to this agreement.



4. Publicity and Advertising.

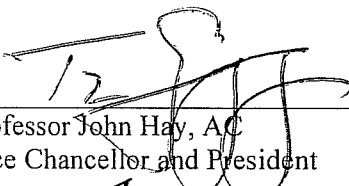
- 4.1 The parties agree that each may publish or advertise the existence and nature of activity under this Agreement, provided that the partner does not indicate in writing that a specific matter should remain confidential.
- 4.2 All marketing or publicity material produced by UQ, which refers to GU, will be submitted to the Joint Manager at GU, for approval before public distribution.
- 4.3 All marketing or publicity material produced by GU, which refers to UQ, will be submitted to the Joint Manager at UQ, for approval before public distribution.

5. Duration of Agreement.

- 5.1 This Agreement will be effective upon signature by the Chief Executive Officers or their delegates for a period of five years, at which time it will be reviewed for possible renewal for further five year periods.
- 5.2 The Joint Managers may, by mutual agreement at any time, and subject to written ratification by the Chief Executive Officers, modify the activities or arrangements undertaken under this Agreement.
- 5.3 Either party may, on six months notice in writing, terminate the Agreement in advance of its normal expiration or request the renegotiation of its conditions. Under such circumstances, staff or students who have commenced an activity under the Agreement should be allowed to complete the activity, under the conditions applying when notice was given.


Signed for and on behalf of:

The University of Queensland



Professor John Hay, AC
Vice Chancellor and President
Date: 15/2/06

Göteborg University



Professor Pam Fredman
Vice-Chancellor
Date: 12/1/07

**Schedule 1
to the Memorandum of Agreement
between**

Goteborg University

and

The University of Queensland

Item 1: Address for notices

Göteborg University

Joint Manager: Ms Marlene Nordquist
Deputy Director

Address: International Office
Göteborg University
Box 100
SE-405 30 Göteborg
SWEDEN

Phone: +46 31 786 10 02
Facsimile +46 31 786 44 73
Email: marlene.nordquist@gu.se

The University of Queensland

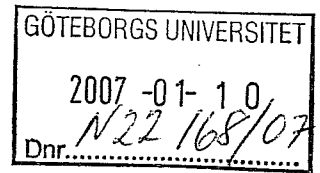
Joint Manager: Mr Andrew Everett
Director

Address: International Education Directorate
The University of Queensland
St Lucia
Brisbane, AUSTRALIA, 4072

Phone: +61 7 3365 1662
Facsimile +61 7 3365 1683
Email: a.everett@admin.uq.edu.au



THE UNIVERSITY OF QUEENSLAND
AUSTRALIA



ADDENDUM 1

TO THE MEMORANDUM OF AGREEMENT

FOR ACADEMIC COOPERATION

BETWEEN

GÖTEBORG UNIVERSITY

AND

THE UNIVERSITY OF QUEENSLAND

CONCERNING THE EXCHANGE OF STUDENTS

1. Purpose of this Addendum.

- 1.1 This document is an addendum to the Memorandum of Agreement between The University of Queensland and Göteborg University.
- 1.2 This Addendum sets out the agreed conditions and procedures governing the exchange of undergraduate and postgraduate students between the two universities. These conditions and procedures will be referred to hereafter as the Exchange Agreement.

2. Definitions.

Unless the context otherwise specifically states,

- "exchange student" shall mean a student who, while remaining enrolled in an academic program at one university, undertakes study at the other university for credit towards that academic program;
- "home institution" shall mean the university at which the student is normally enrolled and from which the student intends to graduate;
- "host institution" shall mean the university which has agreed to receive the exchange student from the home institution;
- "exchange program" shall mean the set of courses and/or other academic activity which an exchange student takes at the host institution;

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3. Exchange Liaison Officers.

- 3.1 The Joint Managers will appoint one person at each university to carry the prime responsibility for coordinating and managing this Exchange Agreement. These people will be referred to as the Exchange Liaison Officers in this document; though they may have other titles within their respective universities (refer Schedule 1 for Exchange Liaison Officer details).
- 3.2 Each Exchange Liaison Officer will consult with such departments, schools or faculties as necessary, to ensure that the exchange agreement is advertised in the university, that appropriate students are selected for an exchange and that the academic environment of visiting students is appropriate.
- 3.3 The Exchange Liaison Officers will submit an annual report to the Joint Managers, with a summary of the number of students applying for this particular exchange opportunity, the number actually undertaking an exchange and the academic areas (by faculty or school as convenient) from which the exchange students came. The report should also raise any issues arising in the administration of this Exchange Agreement.

4. Limitations on Academic Load and Balance of Numbers.

- 4.1 During the term, semester or year that a student is absent from the home institution and undertaking study at the host institution, the student must be enrolled in the equivalent of a standard full-time load at the home institution. The student is then liable for the tuition and other fees normally associated with that load at the home institution. This situation is independent of the number of courses or other form of study being taken at the host institution.
- 4.2 An exchange program may not occupy more than one year at the host institution; nor may it count in excess of one year of standard full-time credit to the student's degree program at the home institution.
- 4.3 Unless the Dean of the Faculty in which the student is enrolled so recommends, and unless both Exchange Liaison Officers so approve, an exchange student will undertake a full-time academic workload for each term/semester spent at the host institution.
- 4.4 For the purpose of ensuring that there is an equal flow of students in both directions, the unit of student participation will be the *student-year*. This is defined as the normal minimum full-time academic load undertaken by a student over one academic year at the home university, in the degree program in which the student is enrolled. Under the conditions of paragraph 4.1, each student on an exchange program generates that fraction of a *student year*, which the term or semester of absence represents as a fraction of a full academic year.
- 4.5 In each calendar year, each university acting as home institution should generate the same number of *student-years*. If an imbalance develops in one year, the flow of students in the following year should be adjusted to restore a balance.
- 4.6 The Joint Managers may set an upper limit to the number of *student-years* permitted annually under this Exchange Agreement.



5. Selection of Participants.

- 5.1 The home institution will screen its applicants for an exchange program, to ensure that they are of sound academic standing and appropriately prepared for the targeted program, and have the necessary language proficiency to pursue study at the host institution.

Students from GU will be required to provide evidence of their proficiency in English for the purpose of admission to UQ. Acceptable minimum qualifications include the following, provided they have been obtained within 2 years prior to commencement at UQ:

- an IELTS score of 6.5 overall with an Individual Writing Band score of 6.0;
- a TOEFL score of 570 overall with a Test of Written English score of 5;
- a computerised TOEFL score of 237 with an essay rating of 4.5.
- TOEFL (Internet-based Test) Minimum Total Score 90; Writing 21

Admission to some programs at UQ may require higher scores, as notified by individual UQ faculties. UQ agrees to give at least 6 months warning to KU of any intention to increase these minimum requirements.

- 5.2 An exchange student must have completed at least one year of tertiary study at the home institution before commencing studies at the host institution.
- 5.3 At least 3 months before the start of the semester/term in which a student's proposed exchange program is due to start, the home institution will send the application to the host institution. The application will include:
- the student's academic record; and
 - a proposed study plan, approved by the dean of the faculty in which the student is enrolled (or appropriate delegate), with a provisional statement of the credit that will be granted on successful completion of each course or study activity in the study plan.
- 5.4 The host institution has the right to refuse a particular applicant without explanation.
- 5.5 The host institution reserves the right to exclude students from programs or courses with restricted enrolment provisions, and to impose prerequisite conditions on enrolment in particular courses.
- 5.6 Acceptance of a student into an exchange program involving a research project is conditional on the availability of a suitable supervisor at the host institution.

6. Management of Exchange Students.

- 6.1 Exchange students will be enrolled as non-award students at the host institution. They are not required to pay tuition or associated compulsory fees to the host institution, but may be eligible for charges for non-academic or non-obligatory facilities, services or activities. In this respect, laboratory fees and fees associated with field trips are to be regarded as non-obligatory, and must be paid by the student unless explicitly waived by the host institution.
- 6.2 Exchange students must carry medical and personal insurance as instructed by the host institution.

- 6.3 An exchange student may be allocated to a particular faculty in the host institution, for the purpose of obtaining academic advice and for the management of academic progression and examination in individual courses.
- 6.4 An exchange student must abide by all the rules and regulations of the host institution.
- 6.5 Unless other arrangements were made before the exchange student was accepted by the host institution, the student is required to take examinations and other forms of assessment in a course at the times they are scheduled.
- 6.6 At the completion of the exchange program, the host institution will send a statement of academic performance to the home institution. This statement will contain the grades achieved in all courses or activities in which the student was enrolled, an explanation of the grading system and an indication of the credit points (or other measure of academic contribution to a degree) attributed to each course or other activity.
- 6.7 Responsibility for deciding the credit to be awarded for the exchange program rests with the home institution. The credit ultimately awarded may vary from that indicated in the original application. The parties agree that, as host institutions, they will supply all reasonable information requested about the conduct and content of courses and other academic activities, to enable the home institution to calculate credit accurately and fairly.
- 6.8 Unless the deans of the relevant faculties and the Exchange Liaison Officers agree otherwise, an exchange student must return to the home university on completion of the approved exchange program, in time to start the next standard semester or term. In the event that an extension of time spent at the host institution is approved, it may not result in additional credit to the student's degree, beyond that indicated in the original application. The parties agree that any student, who has been accepted for an exchange program, will not thereafter be accepted for admission with credit to a degree program at the host institution until the student has completed the degree at the home institution.

7. Duties of the Host Institution.

- 7.1 The parties agree that, in addition to matters of academic management of exchange students outlined above, they will, as host institutes, render the following advice and assistance to the students.
 - Supply instructions on procedures for obtaining the appropriate visa, together with any supporting documentation required from the university.
 - Supply information on potentially available accommodation for the duration of an exchange program, including contact agents and cost estimates.
 - Supply information on other living costs for students, and the availability and cost of transport in the local area.
 - Supply instruction on any compulsory health or personal insurance, and advice on other forms of insurance, which should be considered even if they are not compulsory.
 - Supply advice on how to manage transport and initial accommodation on arrival.
 - Give the name, university location and contact phone number of a liaison person.



- 7.2 The information listed above will be transmitted to the students through the Exchange Liaison Officers.
- 7.3 While the Parties agree to render this assistance, they wish to make explicit the fact that they are not in general offering financial support to visiting exchange students, beyond the waiving of tuition fees in paragraph 6.1. In particular, the students are responsible for all travel and living costs, for all forms of insurance, for textbooks and for charges arising from non-academic campus activity or from academic activity, which is not compulsory under the approved exchange program.

8. Other Visiting Students.

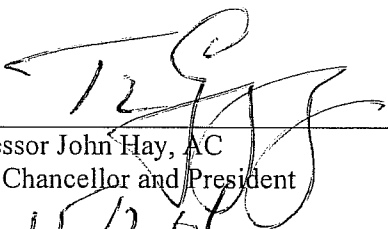
- 8.1 If more students wish to visit one of the host institutions than may be accommodated under the balancing provisions of Clauses 4.4 to 4.6, the host institution may accept those students as Study Abroad Students.
- 8.2 Study Abroad Students will be liable for the tuition fees advertised by the host institution.
- 8.3 The provisions of Section 4 will not apply to Study Abroad Students. The provisions of the other Sections in this Addendum will normally apply, except where the host institution has overriding provisions or procedures, which generally govern Study Abroad Students.
- 8.4 When there are more students seeking to visit a host institution than may be accommodated under the balancing provisions, the home institution will select the exchange students on the basis of academic merit.

9. Duration of this Addendum

- 9.1 Both parties may at any time review and assess this Agreement and the actions taken under it, where necessary. Either Party may recommend an amendment to the Agreement and such amendment shall take effect upon mutual written agreement.
- 9.2 This Memorandum will be effective upon signature by representatives of both institutions.
- 9.3 To terminate this Agreement, either party must give at least six months' advance written notice. Such termination shall not affect current students until completion of the academic program, unless agreed otherwise between the parties.

Signed for and on behalf of:

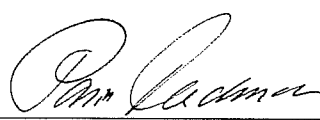
The University of Queensland



Professor John Hay, AC
Vice Chancellor and President

Date: 11/1/2006

Göteborg University



Professor Pam Fredman
Vice-Chancellor

Date: 12/1/07

Schedule 1
to Addendum 1 to the Memorandum of Agreement
between

Göteborg University

and

The University of Queensland

Item 1: Exchange Liaison Officer details

Göteborg University

Exchange Liaison Officer: Ms Kerstin Jönsson
International Coordinator

Address: Student Affairs
Göteborg University
Box 100
S-405 30 Göteborg
SWEDEN

Phone: +46 31 786 4642
Facsimile: +46 31 786 1039
Email: Kerstin.Jonsson@adm.gu.se

The University of Queensland

Exchange Liaison Officer: Ms Jan McCreary
Marketing Officer (Student Exchanges)

Address: International Education Directorate
The University of Queensland
St Lucia
Brisbane, AUSTRALIA, 4072

Phone: +61 7 3365 2852
Facsimile: +61 7 3365 3591
Email: j.mccreary@admin.uq.edu.au