



Student and Staff Exchange Agreement

between

University of Sarajevo, Bosnia and Herzegovina

and

University of Jyväskylä, Finland

The University of Sarajevo (hereafter UNSA), Bosnia and Herzegovina, and the University of Jyväskylä (hereafter JyU), Finland, enter into the following terms of agreement for the purpose of promoting academic and scientific cooperation and carrying out student and staff exchange between the two institutions.

1. Scope of Cooperation

Subject to mutual consent, the areas of cooperation may include any programme offered at either university that is felt desirable and feasible on either side and which both sides feel will contribute to the development of the cooperative relationship between the two universities. However, the student and staff exchanges will initially focus on the field of education.

2. Staff Exchange

2.1.

In cases agreed upon members of the teaching and/or administrative staff will be invited to the host institution to carry through a concrete academic programme or administrative task. The duration of the exchanges may vary from one week to ten weeks.

2.2.

The home university will maintain its staff member on full salary during the period of the exchange. The host institution will provide work space, access to library and other facilities, and reserve accommodation for the incoming staff member.

2.3.

The parties will endeavour to find external funding to support the staff mobility. However, in the absence of external funding travelling expenses from home institution to the host institution and back will be covered by the institution sending

out its member or members. Any other terms regarding necessary travel fees, accommodation and daily allowance inside the host country will be agreed upon in writing at least two months before the commencement of the respective exchange.

3. Student Exchange

3.1.

The universities agree to accept from the other university up to two (2) undergraduate / graduate or doctoral students for one or two terms yearly. The volume of student exchange may be changed by mutual consent of the two parties. The liaison officers of the two institutions will review the programme annually to determine any imbalance in the number of exchange students, and adjust the numbers the following year, if necessary, to maintain a reasonable balance in the exchange.

3.2.

The home institution will nominate the candidates for the exchange. It is recommended that exchange students will have completed at least two years of study at the home institution prior to participating in the exchange. Exchange candidates must make a formal application for admission to the host institution, providing application documents required by the host institution. All nominations will be made bearing in mind the normal requirements of the receiving institutions, which will decide on the acceptability of the students nominated. At JyU, the requirements include a good command of English.

3.3.

The period of enrolment for the exchange students at JyU will, as a rule, be during the September to December and January to May terms and at UNSA during the September to December and January to May terms.

3.4.

The host institution reserves the right to make final judgements on the admission of exchange students. Nominated exchange students shall have all the same rights and responsibilities at the host institution that the institution establishes for its own fulltime students. Exchange students will be permitted to choose courses at the host institution which correspond in terms of their type and level to courses which they are required to take in their home university, and which will thus be eligible for transfer. If possible, the exchange period can also include participation in a research project at the host faculty/department or practical training.

3.5.

At the host institution, the exchange students will have all fees waived which relate to registration and instruction.

3.6.

Both universities shall reserve accommodation for the incoming exchange students in local student apartments or dormitories? The parties to this agreement will endeavour to find sources of external funding to support student mobility. However,

in the absence of external funding, the exchange students must have sufficient funds to cover any expenses not covered by the home or host institution, such as transportation to and from the host institution, medical insurance, accommodation and meals.

3.7.

Upon completion of the exchange period the exchange students are expected to return to the home institution. Any extension of the stay must be approved in writing by the designated official of each department in question upon recommendation of the liaison officers.

3.8.

Both institutions will provide each other with a transcript of courses for each student who has participated in the exchange.

4. Other Forms of Cooperation

Both universities will encourage joint research activities, the organisation of joint intensive courses and workshops and other educational projects. If external funding, such as North-South-South programme funding, has been received for the implementation of a joint intensive course, both parties to this agreement shall follow the rules and regulations specified in the North-South-South grant agreement, including the recognition of studies completed during the joint intensive course and the institutional contribution, which may be in-kind.

The terms for cooperation activities other than student and staff mobility shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of the activity.

5. Liaison Officers

Each institution shall designate liaison officer/liaison officers for this agreement. The liaison officers will be responsible for coordinating the specific aspects of the cooperation. The designated liaison officers for this agreement are:

For the University of Sarajevo:
Doc. Snježana Šušnjara
Department for Pedagogy
Faculty of Philosophy

For the University of Jyväskylä
Tuija Koponen
Head of International Office

Elisa Heimovaara
Coordinator, Faculty of Education
(North-South-South project)

Notification of any change in liaison officers may be made in writing. Amendment of the agreement is not necessary in this case.

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6. Duration of the Agreement

This Agreement will come into effect with the appropriate signatures of each institution. It will remain in force for a period of five (5) years with the understanding that it may be terminated by the appropriate authorities of either party giving six months written notice to the other party. The Agreement is renewable and it may be amended by mutual written consent of the two parties. This Agreement is written and signed in two identical copies in English having equal force.

Signing the Student and Staff Exchange Agreement for the University of Sarajevo

Title of the authorised representative:

Rector

Name of the authorised representative:

Prof. Dr. Faruk Čaklovića

Date: 30 December, 2011

Signature:

Faruk Čaklović



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Signing the Student and Staff Exchange Agreement for the University of Jyväskylä

Title of the authorised representative:

Rector

Name of the authorised representative:

Prof. Aino Sallinen

Date: 21.3.2012

Signature:

Aino Sallinen

Annex: Bosnian translation of the Agreement