Universität Zürich[UZH]

Global Student Experience

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Guidelines for Establishing Exchange Agreements

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Exchange agreements should be concluded if there is a chance that students from both universities could be interested in an exchange at the prospective partner university. An exchange agreement is often accompanied by, or based on, a Memorandum of Understanding (MOU). If there is no plausible likelihood of reciprocal student mobility, an MOU may be concluded without an exchange agreement.

Establishing an Exchange Agreement

1. Expression of interest from the institute/faculty.
2. The institute/faculty contacts the Global Student Experience (GSE): GSE informs the institute/faculty of the next steps, in accordance with these *Guidelines*. If an agreement is to be signed by a specific date, this must be communicated as early as possible.
3. GSE or the institute/faculty sends UZH agreement templates to the partner institution.
4. GSE reviews changes requested by the partner institution; in the case of university-level agreements, GSE negotiates the administrative details directly with the partner institution's International Relations Office. Negotiations take place in consultation with the relevant institute/faculty at UZH.
5. In case significant deviations from the UZH templates are required (or the partner institution's templates are used), GSE requests a legal review and consults with Legal Services and Data Protection.
6. Once the text of the agreement has been agreed with the partner institution, GSE will obtain the signatures required on behalf of UZH. At the level of Vice Presidents, signatures must be obtained through GSE.
7. Once the agreement has been finalised, GSE sends a copy of the agreement to the institute/faculty, archives the original agreement and manages the exchange agreement in the mobility database.

Essential Elements of an Exchange Agreement

- **Level of the agreement**: the head of the agreement must show at which level the cooperation takes place (university-wide; faculty, department or subject area level). The parties must be listed in the title, together with their main addresses.
- **Cooperation details**: negotiated between the partner university and GSE or the institute/faculty, depending on the level of the agreement
  - Number of exchange students per academic year (or semester)
  - Exchange at which level of study: BA, MA, PhD
  - University-wide and faculty-level agreements: study programmes/courses excluded from the agreement
- **Tuition fee waiver/enrolment**: compulsory enrolment at the home university, payment of semester fees at the home university, waiver of semester fees at the host university
- Student selection: process, right of the host university to reject a nomination
- Language requirements
- **Transcript of Records**: how and to whom it is issued
- **Finances**: students are financially responsible for the costs of the exchange (cost of living, travel expenses, accommodation, insurances, etc.)
- The host university supports students in finding accommodation
- Insurance requirements (health, travel, potentially more)

- **Effective date**: agreement formally commences once all signatures are applied
- **Term of agreement**: duration of agreement, usually five years. Additionally, rules on the modality of terminating and extending the agreement.

Regulations on Signature Authority

(Reglement über die Unterzeichnung von nicht-finanzwirksamen Verträgen an der UZH, 23.05.2013)

- **University-level agreements**: University-level agreements must be signed by two members of the Executive Board of the University
- **Faculty-level agreements**: Faculty-level agreements must be signed on behalf of the faculty by one member of the Executive Board of the University and the Dean or Assistant Dean.
- **Institute-level agreement**: Institute-level agreements must be signed by the Dean or the Assistant Dean and the Head of the Institute or a professor at the institute.