

**MEMORANDUM ON STUDENT EXCHANGE
BETWEEN
UNIVERSITA IUAU DI VENEZIA
AND
KYOTO INSTITUTE OF TECHNOLOGY**

PREAMBLE

Based on the Agreement for Academic Exchange between the Università Iuav di Venezia, Italy (hereafter referred to as IUAV) and Kyoto Institute of Technology, Japan (hereafter referred to as KIT), both institutions further agree to conclude this Memorandum on Student Exchange.

NUMBER OF EXCHANGE STUDENTS

1. Each institution shall accept students from the other party on the basis of the home institution's recommendation and according to the following guidelines:
 - a. IUAV shall accept two (2) full-time KIT undergraduate or graduate students for 1 academic year, or four (4) students in 1 academic year if these students enroll for a single semester.
 - b. KIT shall accept two (2) full-time IUAV undergraduate or graduate students for 1 academic year, or four (4) students in 1 academic year if these students enroll for a single semester.
2. While each institution shall try to send the same number of students in a given year, neither party is required to do so. If/when either party does not designate any qualified students it will not affect the sending of the other party's students, since both institutions agree to operate the exchange on the basis of overall reciprocity.

ACADEMIC YEAR

3. The structure of the academic year in each institution is as follows:
 - a. IUAV: 1st Semester: October to February
2nd Semester: March to July
 - b. KIT: Spring Semester: April to September
Fall Semester: Late September to March

SHORT TERM RESEARCH

4. An exchange student may be accepted for short-term research for periods, which do not align with the semester calendar of the host institution. This must be negotiated and agreed upon by both institutions in advance and adhere to the following guidelines:
 - a. IUAV does not accept short-term research students
 - b. KIT accepts non-credit short-term research students, who are equivalent to 4th year undergraduate students or graduate students. Such students may enroll on the first day of any month, for not less than one month or more than one year.
5. The number of short-term research students must be included in the numbers stipulated in Article 1. For example, four research students staying at the host institution for 3 months each, are the equivalent of one student staying for one year.

SELECTION AND NOMINATION

6. Each home institution, conforming to the admission requirements of the host institution, shall assume full responsibility for the assessment and selection of qualified candidates. The selection process shall consist of stringent evaluation of the student's previous academic record, motivation, and overall potential to succeed in an international academic environment.

7. Each institution, respecting the minimum language proficiency admission level established by the other, shall, as part of the screening procedure, verify the language proficiency of all potential exchange candidates.
8. Each institution will provide the host institution with its selected exchange students' names, majors, applications and supporting documents by the deadline prescribed by each host institution. The host institution shall respect the selected student list of the home institution, but reserves the right to reject a nominated exchange student if there is reasonable cause to do so.

ACADEMIC REQUIREMENTS AND CONDITIONS

9. It is understood that an exchange student studying at IUAV is required to take a minimum of 30 credits per term and an exchange student studying at KIT is required to take a minimum of 10 classroom hours per week or to undertake a minimum of 20 hours research work per week.
10. Exchange students will be graded using the system of the host institution.
11. Each institution will fully honor the credits and grades awarded by the other, and those credits and grades can be counted toward graduation at the home institution according to its system.

FEES AND EXPENSES

12. Tuition and other fees shall be arranged as follows:
 - a. Each IUAV student shall pay tuition and other required fees to IUAV and will be exempted from payment of tuition and other required fees at KIT, excluding the fees for "*Personal Accident Insurance for Student Pursuing Education and Research*" and "*Liability Insurance*."
 - b. Each KIT student shall pay tuition and other required fees to KIT and will be exempted from payment of tuition and other required fees at IUAV, excluding the fees for Health and medical insurance and for personal costs (e.g. transports, housing, meals, etc.).
13. Each host institution will assist students in identifying on-campus or off-campus housing for the exchange period. On-campus housing is not guaranteed at either IUAV or KIT.
14. Each student participating in this exchange must provide for his/her own transportation to and from the host institution. Each student shall also be personally responsible for expenses including but not limited to personal and living expenses, and all other costs incurred due to participation in this exchange including housing, meals, insurance, books and school supplies.
15. All students will have access to the receiving institution's health services and/or local hospitals. However, all hospital and other medical expenses are the responsibility of the student.

STUDENT OBLIGATIONS

16. All exchange students shall be subject to the code of behavior and the academic regulations of the host institution.
17. If a student does not cooperate with the regulations and policies of the host institution, or in exceptional circumstances, the host institution may, after consultation with the student's home institution, ask said student to return to his/her home institution. All costs of an early departure from the program for any reason will be the responsibility of the student.
18. Each student must fulfill the medical insurance requirements of the host country.

CONFIDENTIALITY

- 19. Each host institution will, in accordance with its regulations on personal information protection, ensure that all student records and personal data relating to exchange students are held securely and confidentially and will further ensure that no data is used or disclosed for any purpose other than is necessary in connection with the administration of the student exchange program.

TERMS AND IMPLEMENTATION OF THE MEMORANDUM

- 20. To the extent possible, programs between the two institutions will be based upon the principle of reciprocity.
- 21. This Memorandum, as well as changes in the Memorandum, will be undertaken based on mutual written consent. Either partner may propose revision of this Memorandum. Any revision(s) must be mutually agreed upon in writing.
- 22. This Memorandum shall continue for a period of five (5) years from October 1, 2018 regardless of the date undersigned. Either party may terminate this Memorandum at any time during the five-year period, provided a six-month written notice of such intent has been given to the other party.
- 23. Any difficulties or problems that arise in administering this Memorandum will be settled by the Presidents, the Deans and/or the Coordinators of the respective institutions in mutual consultation.

We sign hereunder in witness of the terms of this Memorandum:



Università di Venezia

Ferrara

28 SET. 2018

Date:

Kyoto Institute of Technology

Kiyotaka Morisako
President

Yoshio Ono
Coordinator

Date:

19/9/2018