

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF

FOGGIA

AND

**UNIWERSYTET IGNATIANUM W KRAKOWIE
(University Ignatianum in Krakow, Poland)**

The University Ignatianum in Krakow, Poland, and the University of Foggia, Italy, believing the extension and strengthening of scientific exchange and cooperation to be of mutual value to their institutions and to the development of understanding between our peoples, hereby record their intentions to promote academic and educational exchanges between their institutions through the following activities.

1-STAFF EXCHANGE

1-1 Exchange of Academic Staff

University of Foggia and appropriate academic and research units within the University Ignatianum in Krakow may enter into agreements providing for the exchange and interaction of staff for academic purposes mutually beneficial to both institutions. Where appropriate the host institution will provide faculty appointment, library and research facilities and other assistance. However, the host University assists with obtaining visa.

1-2 Visiting Academic Staff

In addition to exchanges, University of Foggia and appropriate academic and research units within the University Ignatianum in Krakow may agree to provide for visiting academic staff. The terms and conditions for visiting academic staff will be determined by the units involved within the framework of institutional policy.

1-3 Visiting Research Fellows

University of Foggia and appropriate academic and research units within University Ignatianum in Krakow may enter agreements providing that either institution may nominate one or more of its faculty to visit the other University for the purpose of advanced study or research. When this occurs the host institution will provide institutional courtesies, libraries and research facilities and an appropriate appointment. Visiting research fellows will not receive compensation from the host institution except by express agreement.

1-4 Exchange of Administrative Staff

For the purpose of encouraging the exchange of administrative experience and knowledge in fields of common interests, the institutions may select members of their technical-administrative staff to take part in the exchange program.

All participants are responsible for covering their expenses and making all necessary arrangements. However, the host University assists with obtaining visa.

Health and accident insurance coverage must be arranged by the staff member in his/her country of origin. Salaries shall be paid by the institution of origin.

The activities conducted during the exchange period shall be consistent with the professional activities of the staff member at his/her institution of origin, and shall generate a report, to be submitted to the host institution and to the institution of origin.

2-STUDENT EXCHANGES

In the interests of expanding educational opportunities and furthering of international understanding, the University Ignatianum in Krakow and the University of Foggia agree to facilitate the educational exchange of students.

1) Duration of Exchanges

Each institution agrees to exchange individual students for a semester or an academic year, ideally on a one-for-one basis.

2) Number of Students to be Exchanged

Students can be exchanged annually and will be accepted by each host institution by dates mutually agreed.

3) Student Program Fees/Benefits at Host Institution

Each student will pay his/her regular tuition and fees to the home institution. The host institution agrees to make every effort to make a place available for the exchange student in its residence halls during the normal semester or term period on the understanding that the student will pay for all accommodation costs. If no accommodation is available the host university will assist the student in finding accommodation off campus subject to the student meeting the costs of such accommodation.

All travel costs will be the responsibility of the individual students. Miscellaneous fees such as special course fees, key deposits, books, etc., will be paid directly by each student participant.

4) Insurance

Each participant will pay for his/her own health and accident insurance. Both Institutions will require students to purchase the insurance policy to ensure adequate coverage. Proof of adequate insurance coverage must be provided to the international office of each institution.

5) Dependents

The obligations of each institution under this agreement are limited to the exchange of students and do not extend to spouses or dependents. Expenses of accompanying spouses and dependents are the responsibility of the exchange student.

6) Student Eligibility

It is understood that both institutions will strive to designate only well-qualified individuals for participation in the program and that academic backgrounds as well as letters of recommendation will be provided to the host institution. Students must meet language proficiency requirements as established by the host institution.

7) Balancing the Exchange

Parity in numbers of exchange students is the objective of the agreement. However, each party should be prepared to consider a disparity in any given semester or year during the period of the agreement.

8) Academic Status of Students

All students will remain enrolled as regular degree candidates at the home institution and will not be enrolled as candidates for degrees at the host institution. Credits toward the student's degree are to be awarded by the home institution. Students are expected to maintain the equivalent of a full course load at the host institution. Students enrolled in the host institution will be subject to the same rules and regulations as local students.

3-OTHER FORMS OF COOPERATION

In addition to the aforementioned forms of cooperation, the University of Foggia and the University Ignatianum in Krakow take part in:

- a) Organizing and developing joint plans of research in areas that will be specified as common for both Institutions.
- b) Exchanging research materials and publishing materials related to the cooperation areas between the two Institutions, with regard to legal and contractual limitations.
- c) Promoting and organizing joint study meetings, seminars, symposiums, conferences, and workshops delivered in one of the two Institutions signing this Agreement.

- d) Conducting reciprocal exchanges of students, faculty members, specialist staff members and researchers in order to develop academic and scientific integrated activities.

4-EXCHANGE COORDINATOR

Each party to the agreement will appoint an officer who will be responsible for the coordination and administration of the exchange, including counseling to assist exchange participants.

For the University of Foggia, the responsible persons are Prof. Caterina De Lucia and Prof. Pasquale Pazienza, Department of Social Sciences.

For the University Ignatianum in Krakow, Poland, the responsible person is Assistant Professor, Krzysztof Biel, PhD, Rector's Delegate for International Affairs and Assistant Professor, Agnieszka Knap-Stefaniuk, PhD., MBA, Vice-Director of the Institute of Political and Administrative Sciences for Didactic Affairs.

5-EFFECTIVE DATA AND TERMINATION OF AGREEMENT

This Memorandum of Understanding will come into effect on the date of its signing and will be valid for the duration of five (5) years from that date, and will be automatically renewed on an annual basis thereafter, unless terminated or replaced with a new Memorandum of Understanding.

Agreement

For University Ignatianum in Krakow

For the University of Foggia

Prof. Tomasz Homa

Prof. Lorenzo Lo Muzio

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Rector
Date

Rector
Date