**Agreement of ACADEMIC cooperation and STaff exchange**

**between (the Faculty/Department of … of) the University of …**

**and**

**(the Faculty/Department of … of)[[1]](#footnote-1) the University of Münster**

The (Faculty/Department of… of the) University of … and (the Faculty/Department of… of) **[[2]](#footnote-2)** the University of Münster, respectively, wishing to strengthen their academic and scholarly links and fruitful cooperation between members of staff of both institutions, agree as follows:

**Purpose of the Agreement and Scope of the cooperation**

1. The purpose of this agreement is to establish cooperative relations between the two universities in areas discussed below.
2. The parties agree to establish academic and scholarly cooperative projects that are of mutual interest to faculties, departments and institutes of each university. These projects may be continued and renewed by mutual consent.

**General areas of cooperation**

1. Subject to availability of funds both institutions agree to, and shall endeavour to develop the following areas of cooperation:
* The exchange of (academic and/or non-academic) members of staff for a short, medium, or long period of time, which will guarantee and further scientific and scholarly cooperation;
* the organisation of joint research activities, which may be supported by the exchange of scientists, scholars, and other staff members;
* the organisation of joint meetings of researchers, graduate and PhD students from both institutions in the framework of these joint research activities;
* the organisation of joint conferences, seminars, symposia, summer courses, etc.;
* the exchange of publications for scientific, scholarly, teaching and information purposes, in order to strengthen the relationship between the two institutions;
* the exchange of information about congresses, colloquia, conferences and seminars held at either university.

**Implementation**

1. All activities according to this Memorandum shall be implemented on the basis of annual work programmes. Each Annual Work Programme shall be negotiated and agreed upon mutually prior to the initiation of the particular activities. The annual work programme shall cover all details, including financial provisions, for the development of each collaborative activity. Both institutions agree that the Annual Work Program shall be approved and formalized through mere exchange of correspondence.
2. Both institutions nominate a coordinator to develop and coordinate the implementation of the Annual Work Programmes and other specific activities as follows:
* for (the Faculty/Department of… of)**[[3]](#footnote-3)** the University of Münster: N.N.
* for (the Faculty/Department of… of) the University of … : N.N.
1. The annual exchange quota for members of staff is fixed at a total of … days/months per year.
2. Each institution will provide appropriate counselling and other assistance to the exchange staff.
3. Upon completion of their exchange period at the host university, exchange staff return to the home institution. Any extension of stay must be approved by both institutions.
4. Members of staff taking part in the exchange shall remain employees of their home institutions.
5. Staff members taking part in the exchange are responsible individually to care for a visa and health insurance valid for the country of destination.

**Financial arrangements**

1. Both institutions agree that all specific arrangements are to be negotiated and are dependent on the availability of funds.
2. Both institutions agree to seek financial support from national and international organisations for the cooperative activities to be undertaken as stated under the terms of this agreement.
3. The coverage of travel costs, living expenses, salaries, health insurance, visa costs and other financial benefits must be negotiated in each individual case. However, it shall generally be the responsibility of the home institution, unless other arrangements are made, to provide financial support for their members of staff taking part in the exchange.

**Duration, amendment and termination of this agreement**

1. This agreement will be effective from the date of signature for an initial period of five years. Thereafter, it shall be automatically extended indefinitely, subject to revision or modification by mutual consent.
2. This agreement may be amended based upon mutual consent. Amendments need to be agreed upon in writing to become effective.
3. Either party may terminate this agreement by written notification at least six months in advance of the effective date of termination. Any exchanges of students taking place at the time of termination will not be affected; exchange students who already stay at the host institution will be allowed to complete the exchange programme.
4. This agreement is to be executed in English in duplicate, both copies being considered original.

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| For THE University of ... |  | For THE University of Münster**[[4]](#footnote-4)**: |
| Place/Date:  |  | Place/Date: |
| …President/Rector |  | Prof. Dr. Johannes WesselsRector |
| (Address University) |  | University of MünsterSchlossplatz 248149 MünsterGermany |
| For THE faculty/Department of ... |  | For THE faculty/Department of ... |
| Place/Date:  |  | Place/Date: |
| …Dean/Director |  | …Dean/Director |
| (Address Faculty/Department) |  | (Address Faculty/Department) |

1. Nichtzutreffendes streichen [↑](#footnote-ref-1)
2. Nichtzutreffendes streichen [↑](#footnote-ref-2)
3. Nichtzutreffendes streichen [↑](#footnote-ref-3)
4. Zeichnung durch den Rektor nur bei universitätsweiten Agreements [↑](#footnote-ref-4)