



**Iran University of Medical Sciences**

## **FACULTY EXCHANGE AGREEMENT**

*between*

.....; *city, country*

*and*

*Iran University of Medical Sciences (IUMS); Tehran, Iran*

.....and Iran University of Medical Sciences (IUMS), hereby  
agree to promote Faculty Exchange between .....and IUMS  
on .....

### **PURPOSE**

The purpose of this agreement is to further mutual understanding between .....  
and Iran University of Medical Sciences (IUMS), and to enhance each institution's research,  
teaching, and internationalization objectives. This agreement provides for exchange  
opportunities for full-time faculty members, and the Parties agree to institute this exchange  
program under the following terms:

### **DURATION OF STAY**

The maximum duration of stay for faculty members participating in this exchange program is  
up to .....academic year.

### **APPLICATION PROCEDURES**

Faculty members interested in participating in the exchange program must receive approval  
from the applicable department at the host institution. Specific details of the exchange activity  
for the period of the exchange will be agreed by the home and host institutions at least  
.....months prior to the planned visit.

### **ACCOMMODATION AND FACILITIES**

The host institution shall use reasonable efforts to assist the exchange scholar in finding  
appropriate housing. The host institution will enable the exchange scholar to utilize campus  
facilities such as libraries, computer labs, and gymnasium at no cost. Additional items may be  
agreed upon by mutual consent and will be provided on a reciprocal basis.



### **FINANCIAL RESPONSIBILITIES**

The faculty member participating in the exchange is responsible for ..... arising out of the visit.

### **GOVERNMENT REQUIREMENTS**

Faculty members participating in this exchange program will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents.

### **COMMENCEMENT AND DURATION OF THE AGREEMENT**

This agreement may be modified solely through the mutual discussion and written consent of the two universities, and shall remain in effect from the date of signature for an initial period of .....years. Thereafter it shall be automatically renewed each year; however, after the initial period either university may terminate the agreement by giving six months prior written notice. In the event that either party terminates the agreement, the host institution shall honor the terms of the agreement for faculty members whose exchange has been approved prior to termination, as if the agreement remained in force for the period of exchange.



## **COORDINATORS**

Both parties will appoint a coordinator to facilitate the communication between them.

Name	School/ Department
Email	Telephone
Address	Fax

Name	School/ Department
Email	Telephone
Address	Fax

Institution Name..... Iran University of Medical Sciences

Name..... Name.....

Position..... Position.....

Date..... Date.....

**Signature**

**Signature**



**Iran University of Medical Sciences**

## **STUDENT EXCHANGE AGREEMENT**

*between*

.....; *city, country*

*and*

***Iran University of Medical Sciences (IUMS); Tehran, Iran***

.....*and Iran University of Medical Sciences (IUMS), hereby  
agree to promote Student Exchange between .....and IUMS  
on .....*

### **PURPOSE**

The purpose of this agreement is to further mutual understanding between .....and IUMS and to enhance each institution's teaching, learning, and internationalization objectives. This agreement provides for exchange opportunities for both undergraduate and graduate students, and the parties agree to institute this exchange program under the following terms:

### **DURATION OF STAY**

The duration of stay for exchange students at the host institution shall normally be a minimum of one semester or a maximum of 50% of the PhD duration subject to the agreement of the host institution.

### **NUMBERS OF EXCHANGE STUDENTS**

Each institution may send and accept under this program not more than .....students each year. The institutions undertake to balance the numbers of students from each institution over the term of the agreement. With the agreement of the host institution the number of student exchanges in a particular year may exceed ..... where it is necessary to "balance" the numbers of exchange students.

### **STATUS OF EXCHANGE STUDENTS**

Each institution shall normally accept incoming exchange students as non-regular students (i.e., students who do not aim at obtaining a degree or other formal qualification from the host institution).



## **ACCEPTANCE PROCEDURES**

The students participating in the exchange program under the terms of this agreement shall be selected initially by the home institution, and the host institution shall make the final admission decision in each case. The following selection criteria will generally apply but may be varied in appropriate cases:

Students will have completed at least one year of university work prior to participation in the exchange; Good academic standing in previous academic work at the home institution.

## **STUDY PROGRAM**

Each exchange student shall determine the study program at the host institution in consultation with academic advisors of both the home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed in accordance with the regulations of the host institution. Exchange students will normally be permitted to enter programs unless these programs are subject to limited enrollments.

## **ACADEMIC RECORD AND ACCREDITATION**

The host institution shall evaluate the academic performance of each exchange student according to its rules and shall send the home institution the academic record/transcript of each exchange student. The home institution may give credit to each student according to its regulations.

## **TUITION, FEES, AND EXPENSES**

Provided they have paid the appropriate tuition and fees to their home institution, exchange students shall not be required to pay tuition or standard student fees at the host institution. Other costs, including course-specific fees, international travel, books, supplies, meals, health insurance, and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student.



### **GOVERNMENT REQUIREMENTS**

Exchange students will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents. Exchange students shall ensure that they keep their host institution fully informed of their

movements and their contact details during the period of their exchange. The host institution will act as the point of contact with the student.

### **COMMENCEMENT AND DURATION OF THE AGREEMENT**

This agreement may be modified solely through the mutual discussion and written consent of the two universities, and shall remain in effect from the date of signature for an initial period of ..... years. Thereafter it shall be automatically renewed each year; however, after the initial period either institution may terminate the agreement by giving ..... months written notice of such intent. In the event that either party terminates the agreement, the host institution shall honor the terms of the agreement for students whose exchange has been approved prior to termination, as if the agreement remained in force for the period of exchange.



## **COORDINATORS**

Both parties will appoint a coordinator to facilitate the communication between them.

Name	School/ Department
Email	Telephone
Address	Fax

Name	School/ Department
Email	Telephone
Address	Fax

Institution Name..... Iran University of Medical Sciences

Name..... Name.....

Position..... Position.....

Date..... Date.....

**Signature**

**Signature**