



## **Exchange of Letters between**

**Indian Institute of Technology, Kanpur, India and**

**Melbourne School of Engineering, The University of Melbourne, Parkville,  
Australia**

**for Summer Undergraduate Research Exchange Program –2012 - 2016**

The Melbourne School of Engineering at the University of Melbourne (hereinafter referred to as “Melbourne”) and Indian Institute of Technology Kanpur (hereinafter referred to as “IITK”) will establish an exchange relationship during the summers of 2012 - 2016 that will mutually benefit students from both universities (hereinafter referred to as Melbourne-IITK Undergraduate Research Exchange). Up to three (3) students from each university will participate in this exchange.

### **Purpose of the Exchange:**

The exchange program will give students from Melbourne and IITK the opportunity to carry out individual research projects with faculty mentors at the other university. The program was conceived to enhance and broaden students' undergraduate experiences, give them the chance to experience another culture, participate in research in a different academic/research environment and help them prepare for careers that will most certainly involve international cooperation and collaboration.

### **Eligibility:**

IIT Kanpur and Melbourne School of Engineering students who have completed at least 2 years of an undergraduate degree in Engineering/Software Engineering.

Students will apply to participate in the program at their home institution, with nominations being coordinated and submitted by the home institution. Selection into the program is based on academic merit and competency in research (as identified by the host institution).

The home institution will screen its applicants for the program, in accordance with the home institution's program regulations and the host institution's entry standards. The home institution will send nominations to the host institution. The host institution reserves the right to make final judgement on the admission of students nominated for the program.

***IITK students applying to Melbourne's summer program:***

- IITK will nominate up to three students to participate in the Melbourne-IITK Undergraduate Research Exchange.
- IITK deans and faculty will nominate three students who have completed their second year of study to Office of International Relations to route the application to participate in the Melbourne-IITK Undergraduate Research Exchange.
- Applicants must submit a letter of recommendation from a faculty member of IITK, official transcripts of studies completed, a CV and a personal statement listing their research interests. Documents should be sent electronically to the coordinator of the program at the Melbourne School of Engineering.
- Applications should be received by February 20<sup>th</sup> for the May - July program.
- The Melbourne School of Engineering will match the successful students to projects and mentors.
- IITK students will collaborate with Melbourne-identified mentors to define and develop their roles within the projects. The students must write project plans for their projects, which will be due on April 1.
- Students will conduct their projects over a 10 week period during the May – July period. Students will begin work in early May, with the exact date to be decided in consultation with the mentor, but they must complete their projects before July 31. At the conclusion of the summer, students will give an oral presentation at Melbourne. They also will submit a written technical report to be completed within 30 days of completing the exchange.
- Rights linked to ideas, inventions and patents generated during research by the exchange students, shall be subject to Melbourne's policies and procedures regarding ownership and licensing.
- Students will not disclose the confidential information received during their research at Melbourne (during their stay at Melbourne and after returning to India).

***Financial, housing and board arrangements:***

- Melbourne will provide return travel fare and accommodation for the selected students.
- Melbourne will also provide the students with a living allowance to cover meal costs, or provide an accommodation plan that includes meals, with a smaller stipend paid to cover other expenses. This allowance will be provided as a one-time award to each Melbourne-approved IITK participant for the ten-week period in Australian dollars at the beginning of the time the participant arrives at Melbourne (or through some other pre-arranged and mutually agreed upon process by Melbourne and IITK). The total amount awarded will be Australian \$200 per week or Australian \$50 per week where meals are included in the accommodation plan.
- IITK students must meet or satisfy the insurance requirements of Melbourne in addition to any insurance requirements of IITK. All exchange students shall be solely responsible for acquiring and maintaining any applicable health insurance (including, but not limited to, medical, accident, and repatriation insurance). Additionally, exchange students shall be solely responsible for paying any student



health service fees of Melbourne. Melbourne agrees to provide appropriate information regarding its insurance requirements.

- IITK students must apply for and satisfy the immigration requirements for their journey to and from Australia.
- IITK students must abide by the University of Melbourne's applicable policies, including, but not limited to, the University of Melbourne Code Of Student Conduct and the University of Melbourne Honor Code.
- IITK students will have access to facilities, services and activities offered to University of Melbourne students – such as access to libraries, internet etc.

***Melbourne students applying to IITK's summer program:***

- Melbourne will nominate up to three students to participate in the Melbourne-IITK Undergraduate Research Exchange. Preference will be given to those students who will be visiting India for the first time and those for whom participation in this program will result in a significant and unique international experience.
- Students will complete an application and write a detailed personal statement stating their research interests. They also will submit official transcripts and letters of recommendation by Melbourne faculty members with their applications. Documents may be transmitted electronically (by fax or pdf) by August 15<sup>th</sup> for the program to commence in the Australian Summer period (December-February).
- The office of the Dean RPG at IITK will match Melbourne students with IITK-appointed mentors whose research best matches the students' interests.
- Melbourne students will collaborate with the mentor to define and develop the project. Students will conduct their projects for ten weeks, during the period December – Feb 28, with the exact starting and end dates to be determined by the availability of campus housing at IITK and in consultation with each mentor.
- Students will write research plans for their projects and their role within them, have them approved by their mentors, and email them to the coordinator of the program at the Melbourne School of Engineering within two weeks of starting at IITK.
- At the conclusion of the summer, students will submit a written technical report to their mentor before leaving for home.
- Rights linked to ideas, inventions and patents generated during research by the exchange students, shall be subject to IITK's policies and procedures regarding ownership and licensing.
- Students will not disclose the confidential information received during their research at IITK, during their stay at IITK and after returning to Australia.

***Financial, housing and board arrangements:***

- IITK will pay a one-time award to each approved participant for the ten-week period for each Melbourne student selected to participate in the IITK summer program at the beginning of the time the participant arrives at IITK (or through some other pre-arranged and mutually agreed upon process by Melbourne and IITK). The total amount awarded will be – INR 3000 per week, three meals

included and accommodation. In addition IITK will pay return air fare (economy) up to a maximum of INR 1,00,000 per student.

- IITK will provide room and board for Melbourne students.
- Melbourne students must meet or satisfy the insurance requirements of IITK in addition to any insurance requirements of Melbourne. All exchange students shall be solely responsible for acquiring and maintaining any applicable health insurance (including, but not limited to, medical, accident, and repatriation insurance). Additionally, exchange students shall be solely responsible for paying any student health service fees of IITK. IITK agrees to provide appropriate information regarding its insurance requirements.
- Melbourne students must apply for and satisfy the immigration requirements for their journey to and from India. They must register with the diplomatic mission of Australia upon arrival in India. They are obliged to provide the appropriate authority at the home institution with their postal and other addresses, upon arrival at IITK.
- Melbourne students must abide by IITK's applicable policies, including, but not limited to, its student code of conduct.
- Melbourne students will have access to privileges, activities and facilities enjoyed by IITK students on the campus.

#### ***Period of the agreement***

This agreement will remain in effect through a period of three years from the date of signing of the agreement. It may be renewed for additional summer periods with the mutual written approval of Melbourne and IITK after both review the exchange in 2015.

#### ***Compliance of Law***

Melbourne and IITK shall comply with all laws, rules, regulations, and statutes applicable to either of them, as the case may be.

#### ***Non-exclusivity***

Nothing in this Agreement shall create an exclusive relationship between Melbourne and IITK. The parties hereto shall be free to enter into relationships with any other university or institution of their choosing without any accountability to the other party hereto.

#### ***Conflict Resolution***

Any dispute, controversy, or claim arising out of or in relation to this Exchange of Letters, including the validity, invalidity, breach or termination thereof, shall be settled by both institutes amicably by a mutual agreement between the two representatives of the institutes.

This exchange of letters constitutes the entire agreement of the parties with respect to the subject matter herein and supersedes all prior and contemporaneous agreements and understandings, oral or otherwise. No addition, modification, or amendment hereto shall be effective unless in writing and executed by the parties hereto.



*Prabhat Munshi*

Professor Manindra Agrawal  
Dean, Resource Planning and Generation  
Indian Institute of Technology, Kanpur, India

Date:

प्रभात मुंशी  
अधिष्ठाता  
संसाधन एवं पूर्व छात्र  
भा० प्रौ० संस्थान कानपुर  
**PRABHAT MUNSHI**  
Dean  
Resources & Alumni  
I. I. T. KANPUR



*Mareels*

Professor Iven Mareels  
Dean, Melbourne School of Engineering  
The University of Melbourne, Parkville, Australia

Date: 01-05-2013

