

**AGREEMENT ON STUDENT EXCHANGE BETWEEN  
RWTH AACHEN UNIVERSITY AND INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

RWTH Aachen University, Germany, represented by Rector Prof. Dr.-Ing. Ernst Schmachtenberg, and Indian Institute of Technology Kanpur, represented by Director Professor Indranil Manna, conclude this Agreement to promote student exchange between the two institutions based upon the Memorandum of Understanding between RWTH Aachen University and Indian Institute of Technology Kanpur.

**Article 1 Statement of Purpose**

This Agreement is meant to describe the implementation of the student exchange in terms of administrative conditions. The exchange of students shall be implemented in the following way:

**Article 2 Administration of the Exchange Programme**

The Exchange Programme shall be administered with regard to admission, registration and assistance in finding accommodation by the International Offices of both partner universities.

**Article 3 Academic Supervision**

The field of study for each student shall be such that the host university can appoint a qualified advisor and provide appropriate courses of study. Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed.

The host university appoints a tutor or a scientific advisor for the exchange student during her/his period of stay abroad depending on the goals and objectives of this stay. It is a prerequisite for the exchange that a scientific supervisor is appointed before the student's arrival at the partner university.

The task of a tutor or a scientific advisor is to conduct an overall organizational and/or scientific supervision during this period of the stay abroad.

**Article 4 Selection of Students**

Both institutions welcome exchange students from their partner university. The students participating in the exchange programme under the terms of this Agreement shall be selected initially by the home university, and the host university



shall make final admission decisions on a case by case basis. Both institutions will follow their own procedures for admission.

#### **Article 5 Number of Students**

Each year, up to 5 students may be enrolled at the partner university for a period of one academic year/one semester. However, the number of students may be modified by mutual consultation in advance.

When one of the parties to the Agreement is unable to select an appropriate candidate for the exchange program for a given academic semester, the other institution may send the usual number of students. The institution that is not able to send a student holds the right to send an additional exchange student in subsequent semesters so that a balance is reached over a five-year period.

#### **Article 6 Application**

The application of selected students will be sent to the host institution.

The application deadline at RWTH Aachen University for students doing course work is March 30th for the winter semester and October 30<sup>th</sup> for the summer semester.

For similar reasons, applications to the Indian Institute of Technology Kanpur must be received by the Office of Academic Affairs three months before the start of the semester. Exchange applicants must use the application/registration form of the host university.

#### **Article 7 Status of Exchange Students**

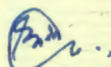
Exchange students will be enrolled as "non degree" students at the Bachelor's/ Master's level and/or as doctoral students. They will be permitted the same freedom of choice in course selection as regular enrolled students are. During the exchange period, all students shall abide by all policies and regulations in effect at the host institution.

As a rule, each student will be sent for either a semester-long stay abroad or a full academic year.

#### **Article 8 Tuition Fees**

Students will pay tuitions fees at their home university only.

All RWTH students - including exchange students - have to pay the student service fee (Sozialbeitrag) of approx 250 Euro per semester, which is not a tuition fee. The social service fee is compulsory for all students enrolled in any German University. The money is transferred to the Studentenwerk (German National Association for Student Affairs) which provides services like mensa (discounted lunch for students), cafeterias, cultural and sport program, counselling etc. and the Student Union





(ASTA). The fee includes the semester ticket (free travel in the federal state of North-Rhine Westphalia).

All exchange students at IITK have to pay the incidental charges of USD 250 per semester. The purpose of Sozialbeitrag (RWTH) and Incidental charges (IITK) is similar – to facilitate the availability of academic and recreational facilities at the respective institutions. The incidental charges include hostel accommodation for the entire semester. However, Mess charges are not covered within the Incidental charges.

Both, Sozialbeitrag (RWTH) and Incidental charges (IITK) are subject to revision.

#### **Article 9 Selection Fees**

Selection fees will be waived for students participating in the exchange programme on both sides.

#### **Article 10 Language Requirements**

To carry out her or his course of study, each student shall possess sufficient language proficiency, as specified by the host university. If exchange students at RWTH will choose a course with German as medium of instruction they need to show proof of B1 level (Common European Framework of Reference for Languages CEFR). Exchange students who only undertake project work or take courses in English medium are permitted without language certificates. Students should clarify the issue of language with their supervising professor at RWTH before their arrival in Aachen.

Both institutions realise that, in general, the language of instruction at RWTH Aachen University is German and the same at the Indian Institute of Technology Kanpur is English.

#### **Article 11 Organizational Aspects**

The International Office at both host institutions will provide all possible assistance concerning

- a) immigration documents
- b) finding accommodation
- c) general information about the university and the city

The student is responsible for gaining approval or recognition for her or his selected courses from the sending institution.

#### **Article 12 Documentation**

Each university agrees to provide documentation of course work completed by the students at the host university (in English language). The home institution may give credits to each student according to its regulations.



### Article 13 Financial Responsibility

Exchange students shall be responsible for their own expenses including international travel expenses, accommodation costs, food and health care fees. agree to seek financial support for exchange activities.

### Article 14 Duration and Termination

This Agreement shall be effective upon the date of last signature by the presidents of both universities and shall be in force for 5 years.

### Article 15 Amendment and Renewal

This Agreement may be amended by the exchange of letters between the two parties. Such amendments, once approved by both parties, will become part of this Agreement.

This Agreement may only be renewed if, after a review process between the parties, the parties agree in writing on a renewal. It shall enter into force upon signature by the rector and director of our institutions and shall remain effective for five years.

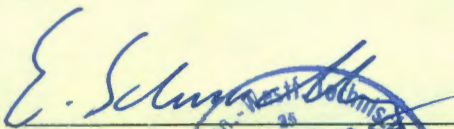
This Agreement has been duly signed by/on:

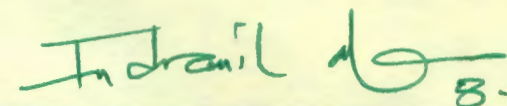
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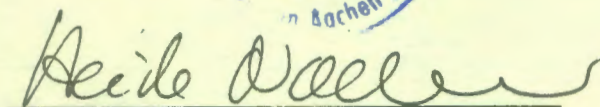
For RWTH Aachen University

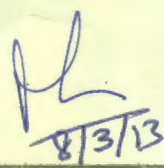
For Indian Institute of Technology Kanpur

  
Univ.-Prof. Dr.-Ing. E. Schmachtenberg  
Rector

  
Professor Indranil Manna  
Director

DIRECTOR  
Indian Institute of Technology  
KANPUR

  
Dr. Heide Naderer  
Director, International Office, Fundraising  
and Alumni

  
Professor Manindra Agrawal  
Dean, Resource Planning & Generation

