AGREEMENT OF COOPERATION

**between the**

### UNIVERSITY OF XXX

represented by XXX, address, country

# DEPARTMENT/FACULTY OF

**and**

### TECHNISCHE UNIVERSITÄT DORTMUND (TU Dortmund University)

represented by the President Prof. Dr. Manfred Bayer,

August-Schmidt-Strasse 4, 44227 Dortmund, GERMANY

# DEPARTMENT OF xxx

In furtherance of their mutual interests in the fields of education and research, the UNIVERSITY OF XXX represented by the XXX and TU DORTMUND UNIVERSITY, represented by the President agree to enter into the following terms of agreement for the purpose of promoting academic and educational cooperation exchanges.

The main focus of cooperation will be especially in the field of higher education and academic staff exchange. In addition to the already existing contacts, other disciplines shall be included in the cooperation. The areas, the conditions, and the means of cooperation shall be determined through mutual agreement.

The two institutions will further their scientific and cultural cooperation within the respective legal, financial, and administrative constraints by

1. **exchange of information and publications of mutual interest,**
2. **exchange of teaching and research staff,**
3. **exchange of students,**
4. **cooperation in research,**
5. **organisation of common seminars, workshops, conferences, and exhibitions,**
6. **cooperation in curriculum development.**

A joint annual program will cover details of implementation of the cooperation; it will be jointly formulated and approved in advance.

Both institutions will nominate a member of their permanent department staff as the representative for the agreement on cooperation. This person will be responsible, above all, for the formulation and implementation of the program. The representatives will report annually to the XXX of the University of XXX and to the dean of the Department of XXX at TU Dortmund University, on the achievements and the progress of the cooperation.

Both institutions will endeavour to secure financial support and other assistance necessary for the implementation of the program from national and international institutions.

Any exchange of students and staff members must be approved by the host institution in advance. The parties understand that all financial arrangements shall have to be negotiated in advance.

Tuitions and other fees, where applicable, shall be paid directly to the student’s home institution. At TU Dortmund University all students will be responsible for the “Semesterbeitrag”, a mandatory contribution including exclusively social services for the benefit of the students and a ticket for public transport in the region. This contribution is managed by the “Studierendenschaft” (student body) and the “Studierendenwerk” (student services organisation).

Both parties shall assist visiting students and members of staff in all practical and academic matters, particularly with respect to accommodation and academic integration.

This agreement is valid for XXX (in words) years. A termination prior to the agreed expiry date can occur if either of the parties gives notice in writing at least 6 (six) months before the end of the year.

The institutions shall discuss and determine renewal of this agreement at least 6 (six) months prior to its date of termination. The extension of the cooperation has to be declared by means of a written declaration from both institutions.

This agreement, after having received the formal approval of the responsible bodies, comes into force on the day of its signing.

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| --- | --- | --- |
| Place, date |  | Place, date |
| For the University of XXX |  | For TU Dortmund University |
|  |  |  |
| Title  Name  Dean of |  | On behalf of the President (Prof. Dr. Manfred Bayer)  Professor Dr. Tessa Flatten  Vice President International Affairs |
|  |  |  |
|  |  | Title  Name  Dean of |
|  |  |  |
| Responsible Person for the agreement /  Coordinator of student and staff exchange:  **Faculty/Department of**  **Name:**  **E-Mail:** |  | Responsible Person for the agreement /  Coordinator of student and staff exchange:  **Department of**  **Name:**  **E-Mail:** |