
Memorandum of Understanding

BETWEEN
OTAGO POLYTECHNIC
Dunedin, New Zealand
AND
HOCHSCHULE COBURG
Coburg, Germany

Otago Polytechnic, Dunedin, New Zealand, and Hochschule Coburg, Coburg, Germany, have expressed an interest in exchanging scholars and students, academic information and materials, in the belief that educational processes and international institutional relationships would be enhanced, while mutual understanding and cross-cultural awareness between their respective academic staff, scholars and students would be facilitated and increased by the establishment of such internationalised programmes.

Therefore, both parties agree to co-operate within the following fields:

- a) Scholar exchange programmes (professors, lecturers and researchers);
- b) Student tuition based study abroad programmes, in the Faculty of Design, with Design specialities being: Architecture at Hochschule Coburg, Coburg; Architecture and Interior Design at Otago Polytechnic;
- c) Exchange of curricula and instructional materials;
- d) Exchange of publications and other literature;
- e) Other academic related exchanges, to which both institutions agree

The parties recognise that the implementations of any of the aforementioned activities will depend upon the academic interests and expertise of individual faculty members, the availability of adequate financial resources and the disposition of the respective institutions. Accordingly, the implementation of each programme based upon this agreement will be separately negotiated and determined by both institutions, and listed as an addition, or schedule, to this original agreement.

1. The Signatories:

- a) The Otago Polytechnic of Dunedin, New Zealand, established under the Otago Polytechnic Council, in 1966.
- b) Hochschule Coburg, Coburg, Germany, founded in Coburg in 1814.

2. Interpretation:

- a) "Study period," is defined as either one (being half an academic year), or two consecutive academic semesters (being a full academic year), or equivalent, but no longer than two academic semesters (being a full academic year) or equivalent.
- b) "Student" is a qualified student who participates in the international study abroad programme.
- c) "Home Institution" is the institution in which the student is originally enrolled.
- d) "Host Institution" is the institution to which the study abroad student is attached, for the duration of their study abroad period.

3. The Programme:

- a) The International Study Abroad Programme for students from Hochschule Coburg is founded on an agreed tuition fee paying basis.
- b) However, if Otago Polytechnic student/s are accepted to study at Hochschule Coburg for one semester or up to one year as tuition fee free candidates, similarly Hochschule Coburg student/s will be equally eligible for a tuition fee free (exchange) placement at Otago Polytechnic, on a one-to-one reciprocity basis.
- c) There is no obligation on either institution to nominate students, or to accept any students nominated.
- d) Students will continue as candidates for degrees at their home institution and will not be candidates for degrees of the host institution.
- e) Students will be subject to the academic rules and disciplines of the Host Institution.
- f) The Home Institution will be responsible for screening and selecting students for this International Study Abroad Programme, subject to acceptance by the Host Institution. Students must be proficient in the language of instruction at the Host Institution to qualify for nomination.
- g) The Host Institution will assist in finding suitable housing, and assist with other matters of hospitality, including the provision of student support services, but such assurances and assistance, will not include financial assistance of any kind.

- h) Students will be responsible for obtaining their own visas and completing the required immigration formalities, and for obtaining the travel and other related documents needed to pursue studies at the Host Institution.
- i) Students will be responsible, while at the Host Institution, for all ancillary fees (i.e. Student Levy fees) and applicable programme costs (i.e. material costs) and will be responsible for programme tuition fees (unless accepted as a tuition fee free candidate).

4. Transfer and Recognition of Academic Credits, Fees and Other Expenses:

- a) The Host Institution will determine eligibility for admission and length of stay; the sending institution will determine the recognition of academic credit(s). Students are responsible for paying their international travel costs, the costs of room and board, travel and medical insurance, miscellaneous institutional fees, tuition fees and other living expenses.
- b) Students will obtain academic credits for the courses in accordance with the regulations of the Home Institution. Official transcripts (Transcript of Records) for each student will be sent directly to the Home Institution, at the end of the study abroad period.
- c) Students will pay for all personal expenses incurred at the Host Institution, including all visa(s), housing, travel, meals, health, books, stationary, and other materials required; student services and student union or association fees as applicable at the Host Institution; and any fee or charge in connection with practical work directly associated with their course(s) of study.

5. Administration of this Agreement

This Agreement will be jointly administered at Otago Polytechnic by the International Office in accordance with the policies for international study abroad students and agreements. Otago Polytechnic is a signatory to, and complies with the New Zealand Ministry of Education's Code of Practice for the Pastoral Care of International Students. The International Office at Hochschule Coburg will reciprocally administer this agreement.

6. Term, Variation and Termination

This agreement is subject to revision and modification by mutual agreement. It is generally agreed that this agreement will be reviewed on a three yearly basis. It is understood that either institution may terminate the agreement with 6 months advance notice, although it is assumed that such action would only be taken after mutual consultation in order to avoid any possible inconvenience to the other institution. Each party will ensure that adequate arrangements are made to complete all commitments before the International Study Abroad Programme is terminated.

7. Proper Law

If there is any dispute regarding the terms of this Agreement, the terms will be construed according to the Laws of the country in which the study abroad student is attached for the study abroad period, i.e., the host institution, unless otherwise agreed in writing by the parties.

This agreement shall become effective on the day when the authorized officers of both institutions affix their signatures to this agreement.

Signature

Marc Doesburg

Director: Internationalisation

Otago Polytechnic

Dunedin

New Zealand

Date



Signature

Annette Stegemann

Director: International Office

Hochschule Coburg

Coburg

Germany

28 June 2017

Date



COBURG UNIVERSITY
of applied sciences and arts

