

**Student Exchange Agreement
between
Instituto Superior Técnico ,
Universidade de Lisboa, Lisboa, Portugal
And
The Graduate School of Science and Technology
at Ryukoku University, Kyoto, Japan**

Instituto Superior Técnico , Universidade de Lisboa (hereafter referred to as IST) and The Graduate School of Science and Technology at Ryukoku University (hereafter referred to as GSST Ryukoku), recognizing the benefits to be gained by both parties through Student Exchange, and wishing to promote scholarly activities and further international understanding, hereby agree on the following:

1. Eligible Participants

1.1 This is a program to exchange graduate students between IST and GSST Ryukoku.

2. Duration of Study at Host Institution

2.1 Exchange students will stay at the host institution for either six months or one academic year.

3. Number of Exchange Students

3.1 Both institutions will accept the equivalent of two (2) students per academic year from 2015. (Two students for six months shall be equivalent to one full-year student).

4. Application and Admission

4.1 The host institution should be informed by the home institution of the total number of students no later than four (4) months prior to the start of the host institution's academic year.

4.2 Each home institution, conforming to the admission requirements of the host institution, shall assume full responsibility in the assessment and selection of qualified candidates. The host institution shall then respect the home institution's selection. The selection process shall consist of stringent evaluation of the student's previous academic record, motivation, and overall potential to succeed in an international environment.

5. Documentation to be submitted to the Host University

The following documents must be submitted to the host institution by the students' home institution:

5.1 For students who will study abroad at IST:

- i. Submit the application at the following link:
<https://fenix.ist.utl.pt/applications/erasmus/preregistration>
- ii. Passport size photo (JPEG format)
- iii. Scan of your passport (only personal information)
- iv. CV/Resume
- v. Study Plan
- vi. Academic transcripts

5.2 For students who will study abroad at GSST Ryukoku:

- i. Application form
- ii. Official Transcript of Student's Grades (in English or Japanese)
- iii. Plan for coursework and research activities written by the exchange student
Official Transcripts (in English or Japanese)
- iv. Certificate of Health
- v. Application for Certificate of Eligibility
- vi. 6 Passport size photos
- vii. A photocopy of passport (the pages with the passport holder's photo and passport number)
- viii. A letter of recommendation signed by the Dean and an academic advisor of IST
- ix. Document(s) which show the students' ability to support themselves financially for the duration of the program
- x. Application for Admission to Ryukoku University student dormitories

6. Credits

- 6.1 The academic record of each student's academic performance shall be sent to the home institution at the conclusion of the study period. It is the responsibility of the home institution to decide the number of credits each student may actually receive for courses taken at the host institution.

7. Conditions

- 7.1 IST accepts students from GSST Ryukoku granting the following conditions:
- i. Participants are full-time graduate students from GSST Ryukoku.
 - ii. Regular tuition fees for IST are waived.
 - iii. Exchange students will pay normal tuition fees to their home university in accordance with the policies of that university.
 - iv. IST shall assist the students in finding adequate housing on or near the campus. However, the room cost and all other living expenses, including food, will be borne by the exchange student.
 - v. IST is not responsible for obtaining any scholarships or funds for the exchange student.
 - vi. The exchange student will be registered as a non-degree student. (Degrees will not be granted by IST.)

- 7.2 GSST Ryukoku accepts students from IST under the following conditions:
- i. Participants are full-time graduate students from IST.
 - ii. Regular tuition fees for GSST Ryukoku are waived.
 - iii. Exchange students will pay normal tuition fees to their home university in accordance with the policies of that university.
 - iv. Accommodation is offered. However, the room cost and all other living expenses, including food, will be borne by the exchange student.
 - v. GSST Ryukoku is not responsible for obtaining any scholarships or funds for the exchange student.
 - vi. The exchange student will be registered as a non-degree student. (Degrees will not be granted by GSST Ryukoku.)
- 7.3 Students from both institutions will be responsible for making their international travel arrangements, and must bear all associated costs, as well as the cost of study materials, local transportation, student health insurance and medical care, personal expenses and passport/visa application fees. Students will be responsible for securing their own medical/accident insurance.
- 7.4 The host university will make every effort to facilitate the integration of students into the student life of the university.
- 7.5 Students shall be subject to the rules and regulations of the host university. Each university reserves the right to disqualify a student at any time if he/she engages in any illegal activity or violates the university's established rules and regulations. However, the dismissal of an exchange student shall not abrogate the Agreement or the arrangements regarding other exchange students.
- 7.6 Upon completion of the program at the host university, students must return to the home university. No extension of stay will be authorized unless otherwise specifically agreed upon by both parties.

8. Joint Responsibilities

- 8.1 IST will appoint an exchange coordinator responsible for dealing with all academic matters related to the exchange of students. GSST Ryukoku will be notified of the exchange coordinator at the start of the Agreement. IST may change the exchange coordinator pending notification to GSST Ryukoku of any such changes.
- 8.2 GSST Ryukoku will appoint an exchange coordinator responsible for dealing with all academic matters related to the exchange of students. IST will be notified of the exchange coordinator at the start of the Agreement. GSST Ryukoku may change the exchange coordinator pending notification to IST of any such changes.

9. Entry Procedures

- 9.1 Both institutions will assist exchange students with the necessary entry procedures required by each country.

9.2 The host university will issue appropriate documents for visa purposes in accordance with their respective national laws. It is the responsibility of the individual exchange student to obtain a visa in a timely manner.

10. Expiration of this Agreement

10.1 This agreement is effective for a period of three years from the date of signing. The agreement will be re-examined by both universities every three years and unless either party wishes to alter the agreement, it will automatically remain in force. Either university may terminate the agreement at any time by giving six months notice in writing. Regardless of termination, both universities shall continue to fulfil their obligations until all participants involved in the programme have completed the term in session at the time of termination.

Signed on behalf of Instituto Superior Técnico, Universidade de Lisboa



Arlindo Oliveira
President
Instituto Superior Técnico, Universidade de Lisboa

Date 04 / 07 / 2014
Day Month Year



José Santos-Victor
Vice-President for International Relations
Instituto Superior Técnico, Universidade de Lisboa

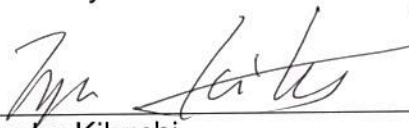
Date 25 / 06 / 2014

Signed on behalf of the Graduate School of Science and Technology, Ryukoku University



Manshi Ohyanagi
Dean
The Graduate School of Science and Technology, Ryukoku University

Date 18 / 6 / 2014
Day Month Year



Ryunosuke Kikuchi
Exchange Program Coordinator
The Graduate School of Science and Technology, Ryukoku University

Date 18 / 6 / 2014