



**MEMORANDUM OF UNDERSTANDING
ON ACADEMIC EXCHANGE**
between
**MASARYK INSTITUTE OF ADVANCED STUDIES,
CZECH TECHNICAL UNIVERSITY IN PRAGUE**
and

**VELTECH Dr. RR & Dr. SR UNIVERSITY (Vel Tech Rangarajan Dr.
Sagunthala R&D Institute of Science and Technology, University u/s 3 of UGC
Act, 1956), CHENNAI, INDIA**

The Memorandum of Understanding (MOU) connects the Masaryk Institute of Advanced Studies, Czech Technical University in Prague (CTU), Kolejní 2637/2a, 160 00 Praha 6, Czech Republic and Veltech Dr. RR & Dr. SR University, 400 Feet Outer Ring Road, Avadi, Chennai, 600062, India for the purpose of promoting academic exchange and further developing the mutual relationship between the two institutions.

In consideration of mutual obligations below, the parties agree as follows:

1. Exchange of Academic Faculty, Research Personnel and Administrative Personnel

Both parties agree to participate in academic exchange activities and to explore possibilities of mutual collaboration. The actual implementation of the academic exchange shall be agreed separately between both parties.

2. Exchange of Students

Both parties agree to explore the possibility of student exchange. Any arrangement of student exchange shall be governed by a separate agreement on student exchange specifically signed for the purpose. The student exchange agreement may constitute a part of this MOU or may be signed independently.

3. Exploration of Teaching Collaboration

Both parties agree to explore the possibility of cooperation in offering degree programs and/or training courses. The actual implementation of collaborative projects shall be negotiated separately pursuant to the needs of both parties.

4. Scientific Research Collaboration

Both parties encourage scientific research collaboration in mutually interested research projects of mutual interest. The actual implementation of collaborative projects shall be negotiated separately pursuant to the needs of both parties.

5. Sharing of Joint Research Results

Results of any research achieved during the collaboration period (such as research papers,

developed samples, physical products, etc.) and attributable profits shall be shared among the parties concerned according to their mutually agreed share of contribution.

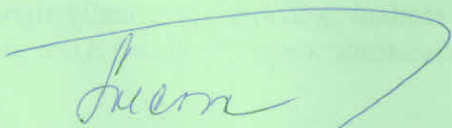
6. Exchange of Institutional Publications

Both parties will exchange institutional publications such as annual reports, research papers, conference proceedings, etc.

7. Validity and Renewal

The MOU is signed in two original copies. Each party will keep one copy. The MOU will take effect immediately once signed and is valid for FIVE (5) years. Both parties reserve the right to terminate this MOU by giving an advance written notice of no less than SIX (6) months. However such a termination will not affect the on-going programs, to protect the interest of the students and researchers. Both parties shall discuss and decide on the continuation or revision of the MOU SIX (6) months prior to its expiration.

Masaryk Institute of Advanced Studies,
Czech Technical University in Prague



Assoc. Prof. Lenka Švecová
Director

Date: 25-10-2017

Veltech Dr. RR & Dr. SR University,
Chennai, India



Prof. R. Rangarajan
Founder President

Date: 31 OCT 2017



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Czech Technical University in Prague, Czech Republic

Name of the Research Institute/University/ Organization	Country	Duration of the Agreement	Academic Year	Date of Signing	Date of Expiry	Purpose/Activities
Czech Technical University in Prague	Czech Republic	5 Years	2017-18	31.10.2017	30.10.2022	Exchange of Academic Faculty, Research Personnel and Administrative Personnel; Exchange of Students; Exploration of Teaching Collaboration; Scientific Research Collaboration; Sharing of Joint Research Results; Exchange of Institutional Publications

Actual Activities with Czech Technical University in Prague, Czech Republic

A.Y. 2018-19 Vel Tech Delegates visited CTU Prague - 2


MoU Coordinator



Dean - International Relations


Dr. P. Suresh
Dean -International Relations

Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)



**AGREEMENT ON STUDENT, ACADEMIC FACULTY, RESEARCH PERSONNEL AND
ADMINISTRATIVE PERSONNEL EXCHANGE**

BETWEEN

**MASARYK INSTITUTE OF ADVANCED STUDIES,
CZECH TECHNICAL UNIVERSITY IN PRAGUE, CZECH REPUBLIC**

and

**VELTECH Dr. RR & Dr. SR UNIVERSITY (Vel Tech Rangarajan Dr. Sagunthala R&D
Institute of Science and Technology, University u/s 3 of UGC Act, 1956),
CHENNAI, INDIA**

This Agreement applies to an Exchange of Students, Academic Faculty, Research Personnel and Administrative Personnel between the Masaryk Institute of Advanced Studies (MIAS School of Business), Czech Technical University in Prague (CTU), Kolejší 2637/2a, 160 00 Praha 6, Czech Republic and Veltech Dr. RR & Dr. SR University, 400 Feet Outer Ring Road, Avadi, Chennai, 600062, India. Both institutions shall, on the basis of reciprocity, support and promote the spirit of this Agreement to encourage academic collaboration and to facilitate the academic progress, physical relocation and cultural orientation of all exchange subjects.

I. EXCHANGE OF STUDENTS

1. Principles

- 1.1 Student exchange shall be on a one-to-one academic exchange basis with up to TWO(2) semester-long places each year.
- 1.2 For the avoidance of doubt, the absence of exchange during any particular academic year does not nullify the Agreement.
- 1.3 Exchange students shall enrol as full-time, "not-for-degree" students and are exempt from application and tuition fees at the host institution.
- 1.4 If there are more students interested in participating in the exchange program than there are places available in any year, these students may apply for enrolment as "not-for-degree" visiting students and pay the full standard fees applicable to visiting students.

2. Selection

- 2.1 The exchange program shall be open to undergraduate and graduate students of both institutions who have completed at least one year of undergraduate / graduate study.
- 2.2 Participating students shall be selected by the home institution, usually on the basis of academic merit and suitability, to undertake a period of study abroad, subject to acceptance by the host institution under normal admission procedures.
- 2.3 If the host institution rejects any proposed candidates, the home institution may nominate suitable substitutes for consideration.
- 2.4 Both institutions shall respectively reserve the right to determine dates by which exchange student candidates must be selected in order to guarantee efficient processing of their documents.

3. Exchange Students' Rights and Obligations

- 3.1 Exchange students shall pay tuition and any other study-related fees to their home institution.
- 3.2 Exchange students shall be responsible for their own expenses including international transportation, accommodation, living expenses and insurance. The host institution shall bear no responsibility for providing funds to any exchange student for any purpose. However each Institution will provide exchange students with information and guidance on possible scholarship schemes available.
- 3.3 Exchange students shall be responsible for securing their own accommodation. Assistance will be provided by the host institution to locate appropriate accommodation. On-campus accommodation shall be provided subject to availability but is not guaranteed.
- 3.4 Exchange students shall abide by the laws of the country or territory of the host institution and the rules and regulations of the host institution.
- 3.5 It is the responsibility of the exchange students to obtain confirmation from their home institution that upon successful completion of study at the host institution, full credit will be granted towards the degree at their home institution.
- 3.6 Each exchange student is responsible for ensuring that he or she obtains his or her official academic records covering the subjects taken during the period of the exchange.
- 3.7 It is not anticipated that spouses and dependents will accompany an exchange student. Such an arrangement is subject to the approval of the host institution on the understanding that the exchange student will be responsible for all additional expenses. Facility access, student services and other privileges of a full-time student will not apply to the exchange student's spouse or dependents.
- 3.8 Exchange students attending CTU are required to purchase their own insurance policy (which shall include but not limited to travel and health/medical insurance with worldwide protection) before they arrive at Prague. CTU students attending the host institution will follow the instructions of the host institution and purchase insurance as required. It is the responsibility of

the students to obtain and maintain insurance coverage throughout the entire period of their study at the host institution.

- 3.9 Each exchange student is responsible for obtaining the correct visa, passport, and other necessary personal travel documents for study in the other country or territory.
- 3.10 Participation in an exchange under this Agreement does not give rise to any rights of subsequent transfer to the regular degree programs of the host institution.

4. The Host Institution's Obligations

- 4.1 The host institution shall provide exchange students with an identifiable contact who is responsible for assisting students with enrolment and welfare issues.
- 4.2 The host institution shall send a pre-departure package to each of the incoming exchange students, and organize an orientation program for the students upon their arrival.
- 4.3 The host institution shall provide information to exchange students on local transportation from the airport to the campus.
- 4.4 The host institution shall maintain records of exchange students with the same personal and academic information tracking as for regularly enrolled students. On completion of the exchange, the host institution shall mail an official transcript to the responsible officer of the home institution.
- 4.5 Each institution shall assist participating exchange students in obtaining the appropriate visa for the period of the exchange. Notwithstanding, each student shall be responsible for obtaining his or her visa, passport or other required documents and for any necessary charges. The institutions shall not be liable for the failure on the part of the students to obtain the required documents.
- 4.6 While the host institution is not obliged to arrange housing for the participating students, it should assist participating students in locating the appropriate housing for the period of the exchange to the extent possible.

II. EXCHANGE OF ACADEMIC FACULTY, RESEARCH PERSONNEL AND ADMINISTRATIVE PERSONNEL

1. Principles

- 1.1 The exchange shall be on a one-to-one basis with up to TWO(2) places each year, each place being 5-day long at a minimum.
- 1.2 For the avoidance of doubt, the absence of exchange during any particular academic year does not nullify the Agreement.

2. Selection

- 2.1 Participating persons shall be selected by the home institution, usually on the basis of academic merit and suitability, to undertake a period of visit abroad, subject to acceptance by the host institution.
- 2.2 Both institutions shall respectively reserve the right to determine dates by which exchange candidates must be selected in order to guarantee efficient processing of their exchange.

3. Exchange Persons' Rights and Obligations

- 3.1 Exchange persons shall be responsible for their own financial support including international transportation, accommodation, living expenses and insurance. The host institution shall bear no responsibility for providing funds to any exchange subject for any purpose. However each Institution will provide exchange persons with information and guidance on possible funding schemes available.
- 3.2 Exchange persons shall be responsible for securing their own accommodation. Assistance will be provided by the host institution to locate appropriate accommodation. On-campus accommodation shall be provided subject to availability but is not guaranteed.
- 3.3 Exchange persons shall abide by the laws of the country or territory of the host institution and the rules and regulations of the host institution.
- 3.4 Each exchange person is responsible for ensuring that he or she obtains his or her official academic confirmation covering the activity taken during the period of the exchange.
- 3.5 Exchange persons attending CTU are required to purchase their own insurance policy (which shall include but not limited to travel and health/medical insurance with worldwide protection) before they arrive at Prague. CTU academic exchanges persons attending the host institution will follow the instructions of the host institution and purchase insurance as required. It is the responsibility of the subjects to obtain and maintain insurance coverage throughout the entire period of their stay at the host institution.
- 3.6 Each exchange person is responsible for obtaining the correct visa, passport, and other necessary personal travel documents for the visit in the other country or territory.

4. The Host Institution's Obligations

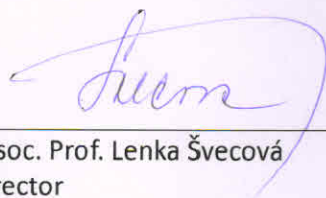
- 4.1 The host institution shall provide exchange persons with an identifiable contact who is responsible for assisting them with enrolment and welfare issues.
- 4.2 The host institution shall provide information to exchange persons on local transportation from the airport to the campus.
- 4.3 Each institution shall assist participating exchange persons in obtaining the appropriate visa for the period of the exchange. Notwithstanding, each person shall be responsible for obtaining his or her visa, passport or other required documents and for any necessary charges. The institutions shall not be liable for the failure on the part of the subjects to obtain the required documents.

- 4.4 While the host institution is not obliged to arrange housing for the participating persons, it should assist participating persons in locating the appropriate housing for the period of the exchange to the extent possible.

III. VALIDITY AND RENEWAL OF AGREEMENT

1. This Agreement is signed in two original copies. Each party will keep one copy.
2. This Agreement will take effect immediately once signed and is valid for FIVE (5) years from the date of signing unless and until terminated by either institution with SIX (6) months prior notice in writing.
3. This Agreement will be subject to revision or modification by mutual consent given in writing.
4. This Agreement will be automatically renewed on the same terms and conditions for another FIVE (5) years unless written notification is given by either party SIX (6) months prior to the expiry date.
5. Notwithstanding termination of the Agreement pursuant to Clause 5.2 or expiry of the Agreement, the termination or expiry of the Agreement shall allow for any participating exchange students who have commenced study at either institution by the date of the termination or expiry to complete their approved course of study, or the completion of any exchange persons' terms as agreed.

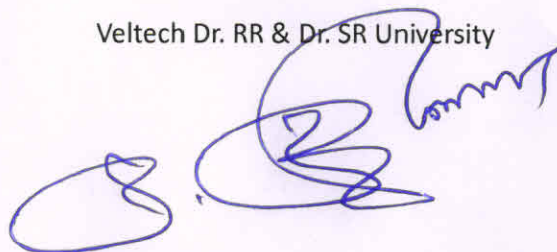
MIAS School of Business, Czech Technical
University in Prague



Assoc. Prof. Lenka Švecová
Director

Date: 25-10-2017

Veltech Dr. RR & Dr. SR University



Prof. R. Rangarajan
Founder President

Date: 31 OCT 2017

Vel Tech Delegates Visited :

1. Mr. K.V.D. Kishore Kumar (Vice President)
2. Dr. S. Sivaperumal (Director – International Relations)

University & Country : Czech Technical University in Prague, Czech Republic

Date Visited : 11.04.2019

Purpose: Mr. K.V.D. Kishore Kumar, Vice-President and Dr. S. Sivaperumal, Director for International Relations visited Universities in France, Belgium, Germany and Czech Republic towards exploring the possible academic & research cooperation and strengthening the existing relationships. As part of the visit, the delegation visited 10 universities during 01st to 12th April, 2019. A total of 4 MoU's have been already signed.

