



**MEMORANDUM OF UNDERSTANDING
FOR ACADEMIC COOPERATION
BETWEEN
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
AND
SAITAMA UNIVERSITY**

Indian Institute of Technology Roorkee (IITR), Uttarakhand, India and Saitama University (SU), Saitama, Japan recognize their strengths in research and education in one or more disciplines of science and engineering and their mutual interest in engaging themselves in academic cooperation.

Therefore, IITR and SU agree to establish a programme for academic cooperation in areas of mutual interest, and in accordance with terms and conditions set forth in this memorandum of understanding (MoU).

A. OBJECTIVES

The goal of this cooperation is to foster collaboration, provide opportunity for global experience, and to facilitate advancement of knowledge on the basis of reciprocity, best effort, mutual benefit, and frequent interactions. In particular, IITR and SU agree:

- a) to exchange information on research and educational programmes,
- b) to exchange information on teaching, learning material and other literature relevant to their educational and research programmes,
- c) to jointly organize short-term continuing education programmes on topics of mutual interest to invite each other's faculty to participate therein,
- d) to jointly organize seminars, conferences, or workshops on topics of mutual interest and to invite each other's faculty members to participate therein,
- e) to jointly propose and engage in research or training programmes sponsored by funding agencies, and to invite each other's faculty members to participate therein,
- f) to exchange, on a reciprocal basis, students at Undergraduate, Graduate and Doctoral levels for limited periods of time for purpose of education and/or research.

IITR and SU agree that detailed terms and conditions that guide each activity identified above will be separately determined and agreed upon by the two institutions. These terms shall include a technical description of proposed activity, financial arrangements, and person(s) responsible for its implementation, etc.

B. JOINT SPONSORED RESEARCH, DEVELOPMENT AND CONSULTING

IITR and SU agree to help identify and invite faculty members from the other institution to participate in research or development programmes already sponsored by external funding agencies. The terms and conditions for such participation will be worked out by mutual agreement between the faculty member(s) and the institution extending such an invitation.

When a faculty member visits the other institution on invitation or as part of such joint research project, then such a visit will be classified as such, and handled as per rules of the individual institution.

C. EXCHANGE OF FACULTY, SCIENTISTS AND STAFF

IITR and SU agree to encourage collaboration between faculty members and scientists from the two institutions. Specifically, the institutions will encourage members of their faculty to undertake short visits to, or take up fixed-term visiting assignments at, each other's institution during vacation periods or sabbatical leave. The terms and conditions for each visit or an assignment, including those concerning stipend, travel, and housing, will be worked out between the concerned faculty member and the institution extending an invitation.

Notwithstanding the above, IITR and SU will examine ways to identify financial resources to fund international travel by their faculty/scientists/students.

D. STUDENT EXCHANGE

IITR and SU agree that student exchange will be guided by principles listed below. A home institution refers to the institution where a student is a full-time student, and from where he/she is expected to graduate. A host institution refers to an institution that receives a student for a brief period of time to undertake a pre-determined programme of study or research.

- a) The period of study of the exchange students shall be a maximum of one (1) year in principle.
- b) The number of exchange students shall be a maximum of five (5) per institution per year. The institutions shall endeavor to ensure that an equal number of students are exchanged.
- c) Exchange students will be selected by mutual agreement between the home institution and the host institution.

- d) An exchange student will continue to be treated as full-time degree-seeking student at his/her home institution.
- e) An exchange student will be considered as full-time "exchange" student at IITR and as "special audit student" or "special research student" at SU
- f) His/her program of study at the host institution will be determined by mutual consultation between his/her academic advisor at the home institution and his/her "interim" academic advisor identified by the host institution.
- g) The host institution will evaluate an exchange student's performance in each course or module, award a letter grade or marks, and issue a letter to that effect.
- h) The home institution may award to the exchange student, credits earned at a host institution, but only after the home institution has established correspondence between courses taken at the host institution vis-a-vis those offered at the home institution.
- i) If an exchange student has undertaken research, then the host institution will evaluate the exchange student's performance in the research, and issue a letter to that effect, together with a technical "report" of the research carried out.
- j) If an exchange student has undertaken research, then the home institution will take note of the performance evaluation and the technical report, and take steps in accordance with its own procedures.
- k) The host institution shall extend every possible effort to help the exchange student in arranging for subsidized housing or finding adequate housing facilities.
- l) Travel expenses shall be the responsibility of the exchange students or the home institute.
- m) The exchange students will pay tuition and other fees at their home institution and will be exempted from paying fees at the host institution except for social services.
- n) All expenses including costs of living, medical costs and insurance fees shall be the responsibility of the exchange student or the home institution.
- o) The exchange students shall be subject to the rules and regulations for students at the host institution.

E. EXCHANGE OF SCIENTIFIC AND TECHNICAL MATERIAL

IITR and SU will exchange information on research and educational programmes and teaching/learning material and other literature relevant to their educational and research programmes. Further, IITR and SU agree to explore ways to share teaching/learning material, and other relevant literature, while respecting each other's intellectual property and other rights.

F. JOINT CONFERENCES, WORKSHOPS AND SHORT-TERM COURSES

IITR and SU agree to help identify and invite faculty members from the other institution to participate in conferences, workshops and short-term courses. The terms and conditions for such participation will be worked out by mutual agreement between the invited faculty member(s) and the institution extending such an invitation.

When a faculty member visits the other institution on invitation or as part of such joint activity, then such a visit will be classified as such, and handled as per rules of the individual institution.

G. INTELLECTUAL PROPERTY

IITR and SU agree to respect each other's rights to intellectual property. Further, the intellectual property rights that arises as a result of any collaborative research or activity under this MoU, will be worked out on a case-to-case basis, and will be consistent with officially laid down IPR policies of the two institutions.

H. CO-ORDINATION

Each institution shall appoint one member of its teaching/research faculty to coordinate the programme on its behalf. Further, a coordination committee, consisting of (a) Director, IIT Roorkee, or his/her nominee, (b) President, SU or his/her nominee, (c) Program coordinator from the side of IITR, and (d) Programme Coordinator from the side of SU will periodically review and identify ways to strengthen cooperation between the two institutions.

I. TENURE AND TERMINATION

This MoU will take effect from the date it is signed by representatives of the two institutions. It will remain valid for five years, and may be continued thereafter after suitable review and agreement.

Either institution may terminate the MoU by giving written notice to the other institution six months in advance. Once terminated, neither IITR nor SU will be responsible for any losses, financial or otherwise, which the other institutions may suffer. However, IITR and SU will ensure that all activities in progress are allowed to complete successfully.

J. ARBITRATION CLAUSE

Should there be a dispute relating to any aspect of academic cooperation, Director, IITR and President, SU will jointly resolve the dispute in a spirit of independence, mutual respect, and shared responsibility.

This MoU is prepared in two identical copies in English. Each party holds one original copy duly signed by the Director of IITR and the President of SU.

Signed for

Indian Institute of Technology
Roorkee

PROF. AJIT K. CHATURVEDI

Director

Indian Institute of Technology Roorkee

Signed for

Saitama University

DR. HIROKI YAMAGUCHI

President

Saitama University

Witness:

P. Anjan



Date: 08-May-2019

Witness:

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Date: June 6, 2019