

**MEMORANDUM ON
THE EXCHANGE OF STUDENTS
IN ACCORDANCE WITH THE EXCHANGE AGREEMENT BETWEEN
INDONESIA UNIVERSITY OF EDUCATION IN INDONESIA
AND
KANAZAWA UNIVERSITY IN JAPAN**

Indonesia University of Education in Indonesia and Kanazawa University in Japan shall engage in the mutual exchange of students (hereinafter referred to as the Exchange Program) in accordance with the Agreement executed on the 24th of May, 2010 in order to strengthen the bonds of good will and friendship between the two institutions.

1. Both institutions shall accept up to two exchange students per year. They shall exchange the same number of students in principle. However, the two institutions will accept more than two students on condition that there shall not be an imbalance in the number of students.
The enrollment period shall not exceed 12 months.
2. The home institution shall select candidates who are academically prepared to benefit from the Exchange Program, and recommend them to the host institution. The host institution shall decide on their eligibility to the Exchange Program.
3. The Exchange Program starts in either February or September at Indonesia University of Education and in April or October at Kanazawa University.
4. Indonesia University of Education shall accept exchange students as non-degree students. In the same manner, Kanazawa University shall accept undergraduate exchange students as special auditors and graduate exchange students as special research students.
5. The home institution shall acknowledge that exchange students enrolling in courses or conducting research shall abide by the enrollment requirements of the host institution.
6. Fees for tuition, enrollment, and the entrance examination at the host institution will be waived.
7. Both institutions shall provide, in advance, all necessary information under the Exchange Program and available scholarships. Both institutions shall notify the home institution, in advance, of expenses (e.g. costs for housing, board, health insurance, alien registration fees, and other personal expenses) to be covered by the exchange students.
8. Both institutions shall provide appropriate academic advice, orientation, counseling and guidance to exchange students during the duration of the exchange program.
9. Both institutions will assist exchange students in locating housing in a student dormitory or other affordable and safe accommodation.

10. Exchange students shall have appropriate insurance that covers health, injury and damage, and any other insurance as recommended by the host institution.
11. The host institution may terminate the official status of exchange students in the following situations;
 - (1) Students are unable to continue their studies due to financial or health reasons; or
 - (2) Students fail to maintain satisfactory academic performances; or
 - (3) Students violate the laws of the host country, or the regulations of the host institution.
12. The host institution shall evaluate academic performances of the exchange students and prepare their official transcript (or an evaluation of research results) with the approval of the faculty or graduate school. In addition, the host institution shall provide it to the home institution when it is requested.
13. Credits shall be awarded for courses or research work conducted by exchange students at the host institution according to the standard set by the home institution.
14. This memorandum shall remain in force for a period of three years, after which it shall continue unless either party expresses, in writing, its intention to amend it or terminate it.

The text of this memorandum is signed in two copies in English, and each party shall retain one copy.

Date: May 24, 2010



Sunaryo Kartadinata
Rector
Indonesia University of Education

Date: May 19, 2010



Shin-ichi Nakamura
President
Kanazawa University

APPENDIX
TO
MEMORANDUM ON THE EXCHANGE OF STUDENTS
IN ACCORDANCE WITH THE EXCHANGE AGREEMENT
BETWEEN
INDONESIA UNIVERSITY OF EDUCATION
AND
KANAZAWA UNIVERSITY

Indonesia University of Education and Kanazawa University wish to add this Appendix to the current Memorandum on the Exchange of Students in Accordance with the Exchange Agreement between the parties, which became effective on the 24th of May, 2010 for five years.

The purpose of this Appendix is to incorporate the following text into the overall current Memorandum: "Indonesia University of Education and Kanazawa University may utilize the UCTS (UMAP Credit Transfer Scheme) of the UMAP (University Mobility in Asia and the Pacific) in carrying out student exchanges."

This Appendix shall become effective with the last signing below between the parties, and shall run concurrent with the present Memorandum.

Date: *November 24, 2010*



Prof. Dr. Sunaryo Kartadinata
President
Indonesia University of Education

Date: *November 11, 2010*



Dr. Shin-ichi Nakamura
President
Kanazawa University