



MEMORANDUM OF COOPERATION ON ACADEMIC EXCHANGE

Federal State Budgetary Educational Institution of Higher Education «Lomonosov Moscow State University» (MSU), GSP-1, Leninskie Gory, Moscow, 119991, and Higher Education Institute, University of Isfahan (UI), Hezar Jarib Street, Isfahan 8174673441, Iran establish this Memorandum of Cooperation (MOC) to encourage international educational cooperation and to facilitate academic exchanges between our institutions.

In recognition of the principle of the equal volume of educational services provided to students, both Institutions agree to enter into an Academic MOC upon the following terms and conditions.

I. Undergraduate and graduate exchange Program

1. The objective of this Exchange Program is to expand the opportunities for global academic mobility, which is provided to undergraduate and postgraduate students.
2. In the event that any of the Institutions have campuses in more than one country, the Exchange Program will only apply in the country where the main campus is located.
3. Students participating in the Exchange Program should be enrolled in the Host Institution for no longer than 1 (one) academic year, except for situations agreed by the Parties in advance.
4. The parties agree to provide an equal amount of educational services and to ensure equivalence of the Exchange Program throughout the term of the MOC.
5. The parties acknowledge that 2 (two) exchange students enrolled in the Host Institution for 1 (one) semester are equivalent to 1 (one) exchange student enrolled for 1 (one) academic year.
6. The parties will annually, in written form, agree on the amount of students willing to participate in the Exchange Program for the following year, before the 20th of February.
7. The parties will annually document the number of students exchanged to ensure the number of students is equal.

II. Principles of Exchange Program Implementation

- 2.1. The main objective of this MOC is to provide exchange students with an agreed level of educational services and equivalence of the Exchange Program. The number of the educational services will be measured in Credit Units (credits) /



total number of academic hours (including in class trainings) (the system of the credits should be mentioned: ECTS, CATS, UCTS, USCS, etc.) where every credit Unit (credit) is equivalent to total number of academic hours of general study load (including contact hours).

2.2. The volume of educational services provided by the Parties under the terms of the MOC will be documented annually throughout the duration of the Exchange Program. The main aim is to provide an equal volume of educational services by the Parties within a 3 (three) year period, as well as throughout the duration of the MOC.

2.3. The parties agree to annually fix the actual number of sent and accepted students in order to maintain a balance in their number. The parties agree to sign a report on the number of educational services provided at the end of each academic year.

2.4. Where there is unequal provision of educational services within a year, the parties agree to modify the number of students participating in the Exchange Program the following year to rectify the imbalance.

2.5. In case of termination of the MOC, the party that provided a smaller number of educational services is required to rectify the imbalance within 1 (one) year.

2.6. An imbalance of educational services would be rectified by student exchange only. No financial recompense and no reimbursement would be required.

2.7. Every student participating in the Exchange Program will be required to sign the Learning Agreement which contains the terms of participation in the Exchange Program. The duration of studying, a list of prospective subjects with an indication/ detailing the amount of cumulative hours, the amount of class hours and the amount of credits (in accordance with both the system of the university and the ECTS system) will be outlined.

III. Selection of Students for Participating in the Exchange Program

3.1. The Home University will provide a student's letter of motivation, academic transcript, applications, CV and passport copy.

3.2. The parties agree that students selected by the home university for participating in the Exchange Program should:

- (a) Satisfy the language and other requirements of the Host University;
- (b) Be classified as full-time (Non-award) students who are not eligible for a degree status at the Host University and be enrolled in the year as determined by the Host Institution;



3.3. The Host University reserves the right to reject candidates in accordance with the rules of their admission. The Host University should notify the Home University of its final admission decision within agreed timeframes.

3.4. The following categories of undergraduate and graduate students are not allowed to participate in studies at the partner university within the framework of the Exchange Program:

- being on academic leave, maternity leave, child-care leave;
- having academic debts;
- students (who have a contract for the provision of paid educational services) with outstanding tuition fee debt, including a payment for the period of participation in the Exchange Program.

3.5. It is agreed by both institutions that the Host University may not let the exchange student enroll in subjects with prerequisites or may provide the student with alternative requirements that should be met to be enrolled in these subjects.

IV. Obligations of the Host University

4.1. The host university agrees to the list of courses, disciplines, or modules for the Exchange Program participants and confirms to the sending university the acceptance of the participant in the Exchange Program by sending an official letter indicating the period of study and the list of subjects studied.

The Host University assumes the following obligations:

- (a) Enroll the exchange student as a full-time non-award student for an arranged period of time;
- (b) Exempt exchange students from paying the tuition fee. All Exchange students must be officially registered as full-time students at the Home University and pay tuition and other required fees at their home institution in accordance with the policies of that university;
- (c) Provide Exchange students with orientation programs, immigration advice, language support services, and housing assistance in university dorms;
- (d) Provide exchange students with documents required for obtaining an entrance visa;
- (e) Provide the participant of the Exchange Program with a certificate (academic transcript) of the form approved and adopted by the partner institution, containing information about the studied disciplines (indicating the work intensity) and the results of certification for each participant of the Exchange Program upon completion their period of study.



- (f) Inform the Home Institution if the exchange student has stopped attending classes for any of the subjects in which she or he is enrolled, or if the student will not be eligible for certification at the Host University, as well as in case of emergencies and accidents;
- (g) Allow each exchange student the rights and privileges of students at the Host Institution.

4.2. The Parties acknowledge that the host university may not allow the Exchange Program participant to register for academic disciplines in addition to the Learning Agreement Compliance Protocol, signed by the dean of the relevant faculty of the sending university, for which certain restrictions exist; or the host university may introduce the additional criteria to the student for the registration.

V. Obligations of the Home University

5.1. The home university is required to:

- (a) Send the documents mentioned in 3.1. to the Host University;
- (b) Specify the number of credits that each exchange student should obtain in accordance with the academic policy and the requirement of an equal number of educational services provided to students;
- (c) Provide exchange students with all the necessary information as requested by the Host University;
- (d) Provide the Host University with all the information and documents concerning the participation of the student in the Exchange program;
- (e) Include the credits and the grades obtained by the exchange student according to the rules of the Home University so that they can be incorporated in their official supplement to diploma.

VI. Obligations of Exchange Students

6.1. To participate in the Exchange Program students must:

- (a) Obtain an appropriate visa and follow the visa rules of the country of stay;
- (b) Obtain medical insurance in compliance with the rules of the Host University or as required for obtaining an entry visa;
- (c) Follow all the laws, statutes, regulations, and academic performance standards of the Host University;
- (d) Meet the academic performance and discipline requirements imposed by the Host University;



- (e) Return to the Home University upon completion of the Exchange program unless the Exchange program was extended by consent of the parties;
- (f) Comply with the requirements of the host country, the articles of association, internal regulations, and other local regulations of the host university, and enjoy the rights and responsibilities of students during the whole period of education at the host university.

VII. Payments and Expenditures

7.1. The parties ensure that Exchange students are aware of all types of expenditures that are incurred by participation in the Exchange Program. These include:

- i. Food and accommodation;
- ii. Books and supplies;
- iii. Clothes and other living essentials;
- iv. Fees for obtaining or extending the visa, passport fees;
- v. Travel costs, such as flights, ground transport, etc.
- vi. Other expenses that may be incurred during the Exchange program not covered by the MOC.

VIII. Exchange Program Coordinator

8.1. Both Host and Home Universities will appoint an Exchange Program Coordinator who shall be responsible for all matters concerned with this MOC. Their role includes:

- (a) Regular communication;
- (b) Acquisition and coordination of information concerning academic programs;
- (c) Management and implementation of this MOC;

8.2. The Parties have the right to change the Coordinator upon written acceptance by both institutions.

IX. Use and Protection of Personal Data

9.1. The Parties agree that any personal data of Exchange students will be:

- (a) Collected, processed, stored, used and shared in accordance with current personal data laws;
- (b) Provided to another party where it is allowed by the law;

9.2. Each party agrees that information about the policies on personal data will be exchanged throughout the duration of the MOC.



X. Dispute Settlement

10.1. Where disputes arise the parties should agree to find a solution through negotiation. Exchange Program Coordinators from the Parties will seek to solve the problem within 30 days.

10.2. In case the dispute cannot be settled by the Exchange Program Coordinators, it will be referred to designated representatives of the Parties. These representatives will seek to settle the conflict within 30 days upon their appointment.

XI. Duration, Conditions and Modifications of This MOC

11.1. This MOC commences on the date of execution and will be in effect for 5 (five) years unless it is terminated earlier or extended as described in chapter 11.

11.2. One year prior to the date of expiry of the MOC the parties will analyze its effectiveness in order to decide whether it will be extended to the next term. The MOC will be extended upon written acceptance by the Parties.

11.3. The MOC may be terminated upon written notification from one of the institutions sent to the other institution 6 (six) months prior to the termination date.

11.4. The termination of the MOC according to Chapter 11.3. will not affect those Exchange students already enrolled and accepted by the Host University.

11.5 This MOC is signed in 2 copies in English, 2 copies in Russian and 2 copies in Persian.

XII. Interpretation

In this MOC unless the context otherwise admits:

MOC means this document including all the appendices.

Coordinator means a representative of any of the parties appointed as the main contact person responsible for all the questions connected with the Exchange student program.

Dispute means a conflict situation or a disagreement that occurs in connection with this MOC.

The date of execution means a date on which the other party signs the MOC.

Home University means a party of this MOC. This is an institution in which the Exchange student is enrolled in the award course. Home University will send its students to the Host University for the purpose of study.

Host University means a party of this MOC that hosts or is planning to host Exchange students who come with the purpose of studying.



Lomonosov
Moscow State
University



UNIVERSITY
OF ISFAHAN

Personal Data means any personal, medical, or identification data that is acquired under terms of the MOC.

Exchange Program is based on the principle of the equal amount of educational services provided to students and equality of exchanges. All the credits received will be acknowledged in the Diploma of the Home University that students will receive after graduation.

**Signed for and on behalf of
Lomonosov Moscow State University**

by Vice-Rector

Prof. Yuri A. Mazei

Date: February 19, 2025

**Signed for and on behalf of
University of Isfahan**

by President Consultant in International
Affairs and Director of International
Scientific Cooperation Office

Prof. Mohammad Amiryousefi

Date: February 19, 2025