



UNIVERSIDAD DE CÓRDOBA

**SPECIFIC EXCHANGE AGREEMENT**

**BETWEEN**

**THE UNIVERSITY OF CÓRDOBA  
(CÓRDOBA, SPAIN)**

**AND**

**THE UNIVERSITY OF DARUSSALAM GONTOR  
(PONOROGO, INDONESIA)**

Mr. Manuel TORRALBO RODRÍGUEZ, Chancellor of the University of Córdoba, Tax Identification Number Q1418001B, appointed by Decree 107/2022 of 5 July (Andalusia Regional Government Gazette N° 130 of 8 July), and acting in accordance with the powers assigned to him under Article 140.1 of the Statutes of the University of Córdoba (henceforth UCO), as approved by Decree 212/2017 of 26 December (Andalusia Regional Government Gazette N° 4, of 5 January 2018), resident at Avda. Medina Azahara s/n, Córdoba (Spain),

AND

Mr. Hamid FAHMY ZARKASYI, Chancellor of the University of Darussalam Gontor resident in Jl. Raya Siman, Dusun I, Demangan, Kec. Siman, Kabupaten Ponorogo, Jawa Timur 63471, Indonesia

Agree to enter into the present cooperation agreement, with the aim of carrying out academic and cultural exchanges through mutual assistance in the areas of training, research and institutional development. The agreement will be governed by the following clauses, in the spirit of these

**JOINT DECLARATIONS**

1. That UCO, as established in the article 3.2.q of the “Ley del Sistema Universitario” and in the article 3.j of its Statutes, has among its competences establishing academic, cultural or scientific relations with Spanish and foreign Universities.

2. That University of Darussalam Gontor, has the same competences established in its Statutes.



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3. That by virtue of their nature and aims, the two institutions are called upon to play a major role in bringing peoples closer together.
4. That the exchange of experience, scientific knowledge and technical know-how between students at the two institutions makes a valuable contribution to the progress of academic and institutional life.
5. That the two institutions share areas of common interest and common academic, scientific, cultural and institutional-development aims.
6. That the two institutions are interested in forging closer academic, scientific, cultural and institutional links.
7. That the two institutions signed a framework agreement on July 2, 2024, which governs the present specific Agreement.

In view of the foregoing, the parties, recognising the benefits of academic and cultural cooperation between the two institutions, agree to sign this Agreement.

## CLAUSES

### ONE. Definitions

1. For the purposes of this Agreement, the “originating institution” is held to be the institution from which the students in question intend to graduate. The “host institution” is the institution which has agreed to receive a student from the originating institution.
2. The terms “semester” and “academic year” shall normally refer to those periods in the host institution.

### TWO. Aims of the Agreement

1. The overall aim of this Agreement is to establish educational relationships and cooperation between the two institutions concerned, with a view to forging academic links and furthering mutual understanding of the cultures of the countries involved.
2. More particularly, the present Specific Exchange Agreement sets out the terms and conditions that will govern academic exchanges between the Universities of Córdoba (Spain) and the University of Darussalam Gontor (Indonesia), with a view to enabling students from the originating institution to study subjects at the host institution, and thereby to receive credits towards their degree at the originating institution. Validation by the originating institution of credits obtained by exchange students at the host institution will be in accordance with the internal regulations of each University.



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3. Similarly, the present Agreement seeks to encourage exchanges between teaching and research staff at the two institutions, with a view to promoting collaborative research and other educational developments, and to enhancing mutual understanding.

### **THREE. Characteristics and number of exchange students**

1. The terms and conditions of this Agreement apply to undergraduate students at the University of Córdoba (Spain) and the University of Darussalam Gontor (Indonesia).

- a) For the University of Darussalam Gontor, all academic fields
- b) For the University of Córdoba, all academic fields, with the exception of subjects that include participation in rotating practices in the Veterinary Faculty and Medicine and Nursing.

2. The maximum number of exchange students per academic year will be 4 per semester or 2 per year. Four students per semester will be equal to two students per year. The exchange students must be enrolled in the originating institution and will not pay annual enrolment fees at the host institution.

3. The Institutions undertake to balance the number of students from each institution over the term of this Agreement.

### **FOUR. Selection and admission of students**

1. It is expected that only students with a high level of academic achievement will be selected to take part in the mobility programme.

2. Selection of students to take part in the programme will be the responsibility of the originating institution. In order to take part, students must meet the following requirements:

a) Be studying at undergraduate level and have completed at least 25% of the credits for the degree programme for which they are enrolled at their University of origin.

b) Be enrolled at the originating institution and at the host institution, the latter free of enrolment fee, for the whole exchange period.

c) Have previously agreed with each institution, prior to departure, the subjects to be studied; successful completion of the relevant studies will be recognised by the originating institution. Each institution will inform the relevant International Office regarding subject availability, and regarding any restrictions and conditions governing enrolment.

d) Meet all language requirements stipulated by the host institution.



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3. The host University reserves the right of admission.
4. Applications by students at the UCO to the University of Darussalam Gontor must be received by the 30 May of that year for students intending to start at the University of Darussalam Gontor in the first semester (September-February), and by the 30 October for those intending to start in the second semester (February-July).
5. Applications by students at the University of Darussalam Gontor should be received by 30 May of that year for students intending to start at the UCO in the first semester (September-February) and by 30 November of the previous year for those intending to start in the second semester (February-July).

### **FIVE. Obligations of the institutions taking part in the exchange programme**

1. Each institution will adopt all reasonable measures to ensure the success of the mobility programme. To this end, the institutions undertake to:

a) Provide foreign students with guidance regarding the requirements and documentation needed by students participating in the exchange programme in order to enter, remain in, and leave the country concerned.

b) Receive exchange students who have completed their enrolment in the originating institution and recognise them as full-time students for the duration of the exchange. These students will not, however, be entitled to receive awards or university degrees at the host institution.

c) Provide exchange students with credentials or documents proving their status as students.

d) Grant each student access to the same academic resources and the same support infrastructure available to all students at the host institution.

e) Send a formal report on the student's academic performance directly to the relevant office at the originating institution, once the student's stay has concluded, no later than 6 weeks after the final examinations period.

f) Recognise credits received for subjects studied at the host institution, as laid down in the Study Agreement between the two University institutions and the student.

2. Neither of the institutions will be held liable for any reciprocal damages arising from the stoppage of work by academic or administrative staff.





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## **SIX. Obligations of students taking part in the exchange programme**

1. Students taking part in the exchange programme established under the present Agreement must:

a) Complete, prior to the exchange, a Study Agreement detailing the subjects to be studied at the host institution, which are to be recognised by the originating institution. Students will also be responsible for completing the procedures at the originating institution for recognition of subjects studied and passed at the host institution.

b) Take out a health insurance policy if the host institution so requires, or should this be necessary for the issuing of visas or other formalities. Similarly, students must have taken out accident and illness insurance with international cover prior to their arrival at the institution. This insurance must also cover accidents produced by the student's action. This should be presented on arrival to the relevant person at the host institution, so that any claim for damages or compensation arising from the mobility programme will be covered by the relevant insurance company.

c) Pay enrolment fees and any others fees arising from the exchange, at the originating institution, to cover the whole academic period, so that the host institution will be exempt from those payments.

d) Be bound by the regulations of the host institution during the academic period for which the student is enrolled. Failure to comply with the rules, regulations and disciplinary requirements of the host institution will be treated in accordance with the disciplinary policy of that institution.

e) Obtain a copy of official academic results for the subjects studied in the course of the exchange period.

f) Assume liability for the payment of accommodation costs, living costs, transport costs, students' union membership fees, general service fees, international insurance policy premiums arising from the exchange and any fees incurred by the issuing of official documents and visas. Students may apply for funding for their stay, through special programmes run either by their own University or by other bodies.

g) Participation in an exchange within the framework of the present Agreement does not imply eligibility to be transferred to normal courses at the host institution.

## **SEVEN. Accommodation**

Every attempt will be made to help students find lodgings at a reasonable distance from the University premises to be attended by the student.





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#### **EIGHT. Exchange students' families**

The obligations of the Universities involved in the present Agreement are limited solely to the exchange student, and do not extend to the student's spouse or dependants. Any proposal to include family members in the exchange must be expressly approved by the host institution, on condition that all additional expenditure incurred by the exchange student's spouse or dependants is entirely the student's responsibility.

#### **NINE. Exchange of teaching staff, PhD students and post-doctoral researchers**

1. The two institutions recognise the benefits associated with the exchange of PhD students and of academic and research staff, particularly post-doctoral researchers. Details of any such arrangements will be negotiated on an *ad hoc* basis. These arrangements will be governed by institutional regulations regarding staff matters, and the appropriate procedures will be followed.

2. Both institutions undertake to put the visiting researcher in contact with the University research group or area most appropriate to his/her research profile, with a view to his/her joining the research group on a temporary basis; the visiting researcher will be entitled to take part in seminars and other activities undertaken by the research group or area in question.

3. Similarly, the two institutions will facilitate the visiting researcher's access to its premises (library, laboratories, etc.) in accordance with the regulations applicable in each case, and with the approval of the relevant academic authorities.

4. The two institutions will promote and publicise the presence of visiting researchers under the present Agreement, through the organisation of seminars and talks in which the visiting researcher can describe the research undertaken during his/her post-doctoral stay and the results obtained.

#### **TEN. Staff responsible for the programme**

1. The operational units designated by the two Universities for drawing up and implementing the terms of the present Agreement are:

At the University of Córdoba: Office of the Deputy Vice-Chancellor of Internationalization; Mrs. Luna María Santos Roldán, Medina Azahara Avenue, 5.

At the University of Darussalam Gontor: Office of the Vice Rector III for Cooperation, Research, Community Service, and Alumni; Mr. Khoirul Umam, Jl. Raya Siman, Dusun I, Demangan, Kec. Siman, Kabupaten Ponorogo, 63471





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2. Either of the parties may change the member of staff designated, notifying the staff member at the other University in writing.

#### **ELEVEN. Monitoring of the mobility programme**

The two institutions will be responsible for monitoring the mobility programme, carrying out an assessment at least once every two years. Monitoring is essential in order to enable such relevant and agreed modifications as may be necessary, and to identify new opportunities for cooperation in academic and research matters.

#### **TWELVE. Duration of the Agreement**

This Agreement will come into effect on the date that it is signed by both parties, and will remain in effect for a period of 4 years; the Agreement could be renewed by mutual consent for up to 4 additional years. The Agreement may be terminated by either of the parties, provided that the other party is duly notified with at least six months' notice; in that event, both parties are obliged to guarantee that any students or staff taking part in the programme at that time can complete the exchange period. All this without prejudice to the validity of any relevant Framework Programme in force between the Parties.

#### **THIRTEEN. Dispute settlement**

The facts at issue consequence from the interpretation and execution of this Agreement will be solved by the mutual understanding between the parts. When it would not be possible, Institutions will select jointly a third part to act as a mediator.

#### **FOURTEEN. Signature**

This Agreement contains all the points agreed by the Parties. Any modification, additional clause or exception to the terms of the present Agreement will be considered valid only in written form and duly signed by both Parties.

In witness whereof, the present Agreement is signed in two (2) counterpart copies, one to remain in the possession of each Party.

Date: Córdoba, July 2, 2024



**Manuel Torralbo Rodríguez**  
Rector  
University of Córdoba, Spain

Date:



**Hamid Fahmy Zarkasyi**  
Rector  
University of Darussalam Gontor