



HËNA E PLOTË BEDËR  
UNIVERSITY



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**MEMORANDUM OF UNDERSTANDING ON  
INTERNATIONAL EDUCATIONAL COOPERATION**

**between**

**HËNA E PLOTË (BEDËR)  
Tirana, Republic of Albania**

**and**

**QAFQAZ UNIVERSITY  
Baku, Republic of Azerbaijan**

In order to expand the existing cultural and educational cooperation, Hëna e Plotë (BEDËR) University and Qafqaz University join in the following protocol on educational and scientific cooperation.

The two universities will endeavor to cooperate in education and research in areas of mutual interest. To the extent feasible, both universities will encourage direct contact and cooperation between faculty members, departments, research institutions and students.

**I. AREAS OF COOPERATION**

Specific areas of cooperation between the two universities may include, but are not limited to, the following:

1. Exchange of faculty;
2. Exchange of students;
3. Joint research activities, lectures and e-lectures;
4. Participation in seminars and academic meetings;
5. Exchange of published academic materials and other information;
6. Special short-term academic programs.

## II. EXCHANGE OF FACULTY

1. Although travel expenses and living costs of exchange faculty and research scholars are not compensated by the host institution, in case additional financial support is needed it will be evaluated on an individual basis.
2. The host institution shall provide office space and give access to libraries and other facilities to exchange faculty and research scholars.
3. Unless otherwise agreed upon, all exchanges are on the basis of reciprocity within the same academic year.
4. Faculty/scholar exchanges will normally be for a duration of one or two semesters, shorter stays are possible, subject to mutual agreement.
5. Faculty/Scholar exchanges remain subject to the approval of the host institution.
6. Each professor remains on salary with the home institution during the exchange, and remuneration for special projects is subject to special negotiation.
7. Visiting professor/scholars must carry medical health insurance in accordance with the rules and regulations of the host institutions and/or the host government.
8. Teaching course loads and working hours and conditions shall normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
9. The Protocol between Hëna e Plotë (BEDËR) University and Qafqaz University may be in any appropriate academic field at either institution, subject to the prior approval of the administration of the host institution.

## III. EXCHANGE OF STUDENTS

1. Such applications are honored by Hëna e Plotë (BEDËR) University and Qafqaz University on the principle of reciprocity during the same academic year.
2. Exchange students shall be admitted as non-degree students for a period of one or two semesters (fall or/and spring), and for a maximum of one academic year.
3. Exchange students may take courses for credit, and the host institution shall issue a transcript and grades for exchange students under the same rules and regulations as for its degree-seeking students.
4. So long as the principle of reciprocity is maintained, tuition and fees shall be waived for exchange students by the host institution.
5. Exchange students shall be recommended by the sending institution and follow established rules and procedures set forth by the host institution.
6. Travel and living expenses for exchange students are borne by the students themselves, by a sponsor, or by the sending institution.
7. Exchange students are required to get the proper visas prior to going to the hosting country so that it will be possible to acquire the Long Term Residence Permit in the respective country.
8. An affidavit of Financial Support (AFS) for living expenses must be submitted in advance to the host institution by the exchange student(s).

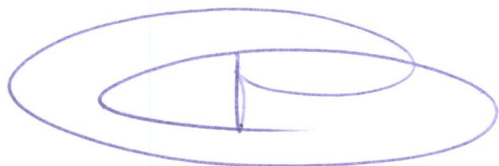
## IV. RENEWAL, TERMINATION, AND AMENDMENT

1. These regulations are to be authorized by the official representative of both universities in two copies, and each party will retain one.
2. Except where specified and agreed upon, this Protocol will impose no financial obligation on



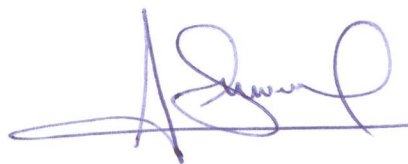
- the host institution.
3. The two institutions will evaluate each application in accordance with items pertaining to the implementation of the exchange programs based on this protocol.
  4. The period of validity of this Protocol is for five (5) years. Thereafter, it may be renewed, unless either side provides a six-month notice of intent to terminate. This Protocol will, after the approval of the Council of Higher Education, become effective at the time it is signed by the authorized representatives of both institutions.
  5. Items not covered by the Protocol may be determined and negotiated separately by both institutions without abrogating this Protocol; the Protocol may be amended with the consent of both parties and after the approval of the Council of Higher Education.

This Protocol is signed in 2 copies in English language. Each party holds one original signed Protocols.



**Dr. Ferdinand GJANA**  
President  
Hëna e Plotë (BEDËR) University  
Tirana, Albania

Date: 01.06.2013



**Prof. Dr. Ahmet SANIC**  
Rector  
Qafqaz University  
Baku, Azerbaijan

Date: 01.06.2013