Cooperation Agreement

between

the INSTITUTO SUPERIOR TÉCNICO, PORTUGAL

and

the TONGJI UNIVERSITY, P.R. CHINA

Instituto Superior Técnico, hereafter IST, fiscal number 501 507 930, with registered office at Avenida Rovisco Pais, 1049-001 Lisbon, represented by its President, Professor António Serra

and

the Tongji University, hereafter TONGJI, with registered office at Siping Road 1239, Shanghai-200092, P.R. China, represented by its President, Professor Pei Gang,

wishing to strengthen the links for cooperation between the two institutions, in the areas of Science, Engineering and Technology, agree as follows:

Article 1

Based upon the principles of mutual respect and benefit, the cooperation between the two institutions will focus on:

1. Promoting the exchange of undergraduate and postgraduate students.
2. Joint supervision of Master and Doctoral theses.
3. Promoting double degree programs.
4. Exchange of faculty members and staff.
5. Collaboration in the curricular development and establishment of undergraduate and postgraduate educational programs.
6. Promoting joint research activities, summer/winter school, and other activities likewise.
7. Organizing and participating in joint research meetings and conferences.

Article 2

IST will act as "TONGJI’s Campus in Portugal" and TONGJI will act as "IST’s Campus in Shanghai".

Article 3

The actions referred in the previous article shall be of mutual interest to both institutions and subject to a specific accord under the framework of the current agreement.
Article 4

All issues emerging from the implementation of this agreement will be negotiated and resolved between the two institutions.

Article 5

The present agreement may be revised at any time by mutual consent of both parties.

Article 6

This agreement shall be valid for a period of five (5) years counted from the date of the final signature. It shall remain in effect until revised or terminated.

It may be terminated at any time by either party upon ninety (90) days of written notice to the other party. Termination of the agreement is subject to the completion of the activities in progress.

The parties sign this agreement in two (2) copies in English, both with equal juridical value. Each party will keep one (1) copy of each version.

For the Instituto Superior Técnico

Prof. António Cruz Serrra  
President  
Lisbon  
Date:

For the University of Tongji

Prof. Pei Gang  
President  
Shanghai  
Date:

Prof. José Santos-Victor  
Vice President International Affairs  
Lisbon  
Date:

Prof. Chen Yiyi  
Vice President  
Lisbon  
Date:
PART I
STUDENT EXCHANGE PROGRAMME

A. PURPOSE

The purpose of this programme is to make it possible the exchange of students between the two universities on a continuing basis within the laws, rules, and regulations of each respective institutions, their governing boards, state, and national governing bodies.

B. DEFINITION

In this agreement, unless the context otherwise implies, "exchange" shall mean an exchange of a special number or ratio of students (undergraduate or master's students) from each university as defined herein; "home institution" shall mean the university at which the student is enrolled full-time and intends to graduate; "host institution" shall mean the university that has agreed to receive the exchange students from the home institution; "academic year" shall mean a combination of autumn and spring semesters.

C. RECIPROCITY OF THE STUDENTS EXCHANGE

The basis for this exchange agreement will rest with the principle of reciprocity. A reciprocal exchange will be based on the number of full-time students participating in the exchange on a semester basis. Both parties agree to exchange up to 5 (five) students in each direction, for each academic year. This number of exchange students may be revised upon mutually agreement between both parties.

The maximum stay for exchange students at the host university shall be two consecutive semesters.

The IST academic year officially opens in September and ends in July. The academic year of TONGJI officially opens in September and ends in July.

D. SELECTION OF PARTICIPANTS

The host institution shall screen and select applicants from its university for the exchange programme. TONGJI shall send IST the applications from the exchange undergraduate and master's students for whom there are places, and IST shall send TONGJI the applications from exchange students for whom there are places. The host institution reserves the right to make the final decision on the admission of each student designated for the exchange or stay.
TONGJI shall send all undergraduate and official masters' applications before 1st May of each year. Applications (undergraduate and master) must be sent to:

International Mobility and Cooperation Office
Instituto Superior Técnico
Av. Rovisco Pais, 1
1049-001 Lisboa
PORTUGAL
Email: silvia.santos@ist.utl.pt

IST shall send all undergraduate and official masters' applications before 1st May of each year. Applications (undergraduate and master) must be sent to:

International Exchange and Cooperation Office
Tongji University
Room 702, Zonghe Building, Siping Road No.1239,
200092 Shanghai, (China)
Tel: +86 21 65983331
Fax: +86 21 65985216
E-mail: margarita0228@gmail.com

E. ON THE EXCHANGE STUDENTS

a) The exchange student must meet English requirement set forth by the host institution.

b) Exchange students may choose any official academic programme offered by the host institution, related to Architecture, Engineering, Mathematics, Physics or Chemistry. This choice is supervised by scientific mobility coordinators at the home institution. They shall have the status of full-time students, and shall have no academic effect on the host institution.

c) Any academic credits earned at the host institution may be transferred to the home institution, in accordance with the procedures set out by the home institution.

d) The host institution reserves the right to exclude exchange students from programmes with numerus clausus (restricted entry) policies or restricted enrolment.

e) All participants must be degree-seeking students registered in their home institution in order to participate in the exchange programme. All academic credit earned at the host institutions must be credited to the home institution as determined by policies of the home institution. Furthermore, the home institution shall notify the host institution in writing of any and all coursework taken (regardless of grade, withdrawals, or other factors) for any particular student.

f) In order to participate in this exchange programme, students must meet the criteria of their home institutions. Exchange undergraduate students must have completed at least two years of continuous study at their home institution before participating in the exchange. IST students can only enrol in mobility at the M.Sc level.
g) All exchange students must comply with all the regulations of the host institution.

h) All exchange students must prove that they have sufficient personal funds to cover the costs of their stay at the host university (mainly accommodation and food).

i) All exchange students must return to their home institution once they have completed the period of academic study at the host institution. Any extension to a student's stay must be approved by both parties.

j) Upon enrolling in this exchange programme, IST and TONGJI students must grant permission to their host institutions to send a transcript of subjects, credits, and grades to the home institutions at the end of each semester.

F. RESPONSIBILITIES OF IST

IST agrees to accept the prescribed maximum number of exchange students from TONGJI and shall enrol them as full-time students, even though the exchange students will never receive an official academic qualification from IST. IST shall also provide them tuition fee exemption as agreed. IST shall offer assistance in locating housing, and other programme-related assistance as normally available to IST students. If IST becomes aware of any emergency situation involving any TONGJI exchange student, IST further agrees to notify TONGJI. At the end of each academic period, IST shall send TONGJI an academic certificate for the exchange or stay completed by the student who has studied at IST.

G. RESPONSIBILITIES OF TONGJI

TONGJI agrees to accept the prescribed maximum number of exchange students from IST and shall enrol them as full-time students, even though the exchange students will never receive an official academic qualification from TONGJI. TONGJI shall also provide them tuition fee exemption as agreed. TONGJI shall offer assistance in locating housing, and other programme-related assistance as normally available to TONGJI students. If TONGJI becomes aware of any emergency situation involving any IST exchange student, TONGJI further agrees to notify IST. At the end of each academic period, TONGJI shall send IST an academic certificate for the exchange or stay completed by the student who has studied at TONGJI.

H. FUNDING AND SERVICES

Students participating in the exchange must register and pay fees and any other costs to their home institution before undertaking the exchange. All exchange students must take out health and accident insurance. Each host institution shall provide the necessary documents for obtaining a visa.
1. The cooperating institutions will exchange information regarding visa eligibility and application procedures for entry into the respective countries.

2. Health and accident insurance requirements: Each host institution will provide appropriate information about national or local health or health insurance requirements. All participants will be required to comply with host institution health insurance requirements.

3. All exchange students will be responsible for the following:
   a) Transportation to and from the host institution.
   b) Health insurance, health costs and any other costs not specifically mentioned in PART I, sections D, E and F.
   c) Textbooks and personal costs.
   d) Any debts accumulated during the academic year.
   e) Accommodation and food.

4. Each institution will exchange student budget and academic year information on an annual basis. Students at each cooperating institution must provide documentation showing adequate financial support for the relevant period of study.

5. Both institutions shall assist and support students with applications for grants from national and international organisations that may collaborate with the funding of this exchange.

PART II
FINANCIAL SUPPORT FOR THE AGREEMENT REALIZATION

Resources for implementation of Agreements may come from either party, depending upon budgetary availability. Neither party is obligated to expend any resources in connection with this agreement unless specifically stated otherwise in a specific agreement. Both Institutions will undertake all the necessary common actions with the respective national and international authorities to seek a financial support for the joint activities under the present agreement.

PART III
RENEWAL, COMPLETION AND AMENDMENTS

This agreement will remain for a period of five (5) years from the date of the final signature. It may be terminated by either party giving 6 months’ notice in writing to the other party; However, students already admitted to and participating in the exchange programme must be allowed to complete the programme. The agreement may be extended by mutual agreement, in writing, between the two parties. This agreement may be amended through the exchange of letters between the two institutions. Once such amendments have been approved by both parties, they shall be annexed to this Specific Agreement and shall become a part thereof.
If this agreement is terminated, both parties shall take the necessary measures to guarantee that any activities and projects already initiated continue until they are completed.

IN WITNESS WHEREOF, the parties to this agreement sign two copies, both in English, at the place and on the date indicated below.

TONGJI UNIVERSITY

Pei Gang
Rector

Date: Shanghai, 16/11/2010

INSTITUTO SUPERIOR TECNICO

António Serra
President

Date: Lisbon, 16/11/2010