

**MEMORANDUM OF UNDERSTANDING
FOR INTERNATIONAL EDUCATIONAL COOPERATION**

between



KHARKIV STATE ACADEMY OF CULTURE, UKRAINE

and

**LUCERNE UNIVERSITY OF APPLIED SCIENCES AND ARTS,
SCHOOL OF DESIGN, FILM AND ART, SWITZERLAND**

I. PURPOSE

In recognition of the proven value, both personal and educational, of the international exchange for staff and faculty, we herewith establish, at the institutional level, the principles, policy guidelines and procedures required to facilitate such exchange between our institutions for education, research, and governance.

II. OBJECTIVE

The objective of this Memorandum is to encourage international cooperation and exchange between the two institutions in the following area:

- a) **Unless otherwise agreed, cooperation is limited to visits by teachers and administrative staff of Kharkiv State Academy of Culture (referred to as KhSAC) to Lucerne University of Applied Sciences and Arts, School of Design, Film and Art (referred to as HSLU).**

III. SCOPE

This Memorandum covers the collaboration between KhSAC and HSLU.

Within the frame of this collaboration, the home university will mean the institution in which the faculty/staff is employed, and the host institution will mean the institution that has agreed to receive faculty/staff from the home university.

IV. VISITS OF TEACHING STAFF

A. Teaching staff

1. The host institution can accept one (1) lecturer each year for the purpose of teaching or research.
2. The participants are subject to approval by the host institution.
3. The period of visit and format of activity will be defined individually by both institutions according to the teaching assignment.
4. The visit lasts between 3 and 5 days.
5. Faculty on visit will remain on full salary and benefits with their respective institutions. The host institution does not compensate for travel and living expenses for faculty on teaching visits unless other arrangements have been made.
6. Teaching course loads and working hours and conditions will normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
7. Remuneration for special projects is subject to special negotiation and it will require a specific agreement.
8. Faculty on teaching visit must carry medical health insurance that meets the requirements of the host institution and/or host government.

V. VISITS OF ADMINISTRATION STAFF

1. The host institution can accept one (1) administration staff member each year.
2. The participants are subject to approval by the host institution.
3. The period of exchange and format of activity will be defined individually by both institutions.
4. The visit lasts between 3 and 5 days.
5. Staff members on visit will remain on full salary and benefits with their respective institutions. The host institution does not compensate for travel and living expenses for professors on teaching exchanges, unless other arrangements have been made.
6. Working hours and conditions will normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
7. Staff members on visit must carry medical health insurance that meets the requirements of the host institution and/or host government.

VI. DURATION, CONDITIONS AND MODIFICATIONS OF THE MEMORANDUM

- A. This Memorandum becomes effective upon the signature of the designated officials of both institutions. Its actual implementation will begin as soon as both institutions have identified qualified individuals in each institution ready to participate in the exchange.
- B. This Memorandum is valid for five years from the date of signature.
- C. The absence of visits during one academic year is possible and does not nullify the Memorandum.
- D. In accordance with the Equal Opportunity Policies of the institutions named above, there will be no discrimination against any person, for any reason, who is qualified as a participant in the program supported by this document.
- E. Either institution may terminate this Memorandum with a notice of twelve months. Visits in progress at the time remain unaffected and will be completed in the agreed period.
- F. Modifications may be proposed and implemented at any time, effective from the date of written notification signed by both institutions.

- G. At the end of the penultimate year of the five-year cycle, both institutions will conduct an evaluation of the program. Any amendments to be made should be achieved by mutual consent and the Memorandum changed accordingly for a further five-year cycle.

The liaison for this agreement at Kharkiv State Academy of Culture, and at Lucerne University of Applied Sciences and Arts, School of Art and Design, Switzerland:

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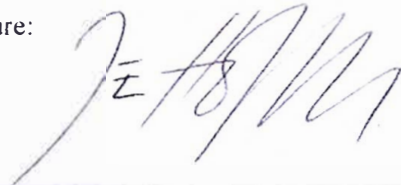
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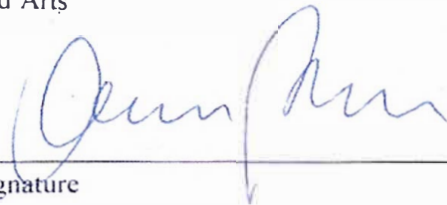
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