

**Memorandum of Understanding  
Between Helwan University - Cairo  
Arab Republic of Egypt  
and**

.....

In order to strengthen the ties of cooperation and relations in the fields of science, education and culture, it was agreed to sign a Memorandum of Understanding including the following articles:

**Article (1): Aims**

The MoU aims at achieving the following:

- Transfer of knowledge between both institutions.
- Reinforcing academic, scientific, and cultural exchange opportunities between both institutions
- Collaboration in scientific research activities between both institutions.

**Article (2): Cooperation Activities**

The cooperation between the two undersigned universities will take the form of -but not limited to- the following:

1. Organization of conferences, exhibitions, seminars, workshops, symposia, and short courses in common areas of interest.
2. Exchange of publications and scientific information.
3. Joint publications in scientific journals.
4. Design of joint programs, courses, and curricula
5. Collaboration in joint research projects.
6. Organization of joint teaching activities
7. Organization of joint cultural programs and activities.
8. Organization of joint training programs for students, academic and administrative staff.
9. Holding regular meetings - if necessary – to review and evaluate previous activities and to discuss new areas of future cooperation.

**مذكرة تفاهم  
بين جامعة حلوان - القاهرة  
جمهورية مصر العربية  
و**

.....

رغبة من الطرفين في توثيق روابط التعاون والعلاقات في مجال العلوم والتعليم والثقافة، فقد تم الاتفاق على توقيع مذكرة تفاهم تتضمن المواد الآتية:

**(مادة 1): الأهداف**

- تهدف مذكرة التفاهم إلى ما يلي:
- نقل المعرفة بين المؤسسات.
  - تعزيز فرص التبادل العلمي والثقافي والأكاديمي بين المؤسسات.
  - التعاون في أنشطة البحث العلمي بين المؤسسات.

**(مادة ٢): أنشطة التعاون**

- يتضمن التعاون بين الجامعتين الموقعيتين أدناه - على سبيل المثال لا الحصر – الأنشطة الآتية:
- ١- تنظيم المؤتمرات والمعارض وورش العمل والندوات والدورات القصيرة في المجالات ذات الاهتمام المشترك.
  - ٢- تبادل المعلومات والنشرات العلمية.
  - ٣- النشر الدولي المشترك بالمجلات العلمية.
  - ٤- تصميم برامج ومقررات ومناهج مشتركة.
  - ٥- التعاون في المشروعات البحثية المشتركة.
  - ٦- تنظيم أنشطة تعليمية مشتركة.
  - ٧- تنظيم البرامج والأنشطة الثقافية المشتركة.
  - ٨- تنظيم برامج تدريب مشتركة للطلاب وأعضاء هيئة التدريس والإداريين.
  - ٩- عقد اجتماعات بصفة منتظمة - إذا لزم الأمر - لمراجعة وتقييم الأنشطة السابقة ومناقشة المجالات الجديدة للتعاون المستقبلي.

10. Exchange of both academic and administrative staff.
11. Exchange of undergraduate students, postgraduate students and researchers.
12. Collaboration in joint supervision at the master's and PhD levels.

### Article (3): Coordination

- Each party shall nominate a coordinator to follow up the implementation of the activities mentioned in this MoU.
- The coordinators of the MoU in both parties shall be in contact on regular basis in order to ensure the proper execution of the articles of the MoU.

### Article (4): Implementation

#### *All mutual activities and exchanges conducted between the two institutions are subject to:*

- The activities shall be carried out according to the needs and priorities of each institution.
- The implementation of any activity requires obtaining the necessary approvals as well as the approvals of the needed authorities and following the procedures and regulations governing this matter.
- To implement the activities, the sending party shall be responsible for its delegates while the receiving party shall cover the cost of stay and lodging at the university dormitories.
- Both Parties may seek further means of cooperation in specific areas through signing annexes to the current MoU which are subject to the required approvals as well as the approvals of the needed authorities according to the rules and regulations in this regard.
- Prior invitations for exchanges are required.
- Each institution can access the research infrastructure of the other institution.

- ١٠- تبادل أعضاء هيئة التدريس والإداريين.
- ١١- تبادل طلاب المرحلة الجامعية الأولى (البكالوريوس) وطلاب الدراسات العليا والباحثين.
- ١٢- التعاون في الإشراف المشترك على رسائل الماجستير والدكتوراه.

### (مادة 3): التنسيق

- يقوم كل طرف بترشيح منسق لمتابعة تنفيذ الأنشطة المذكورة في مذكرة التفاهم الحالية.
- يقوم منسقا مذكرة التفاهم بالتواصل بشكل منتظم لضمان التنفيذ السليم لبنودها.

### (مادة 4): التنفيذ

- جميع الأنشطة وعمليات التبادل الأكاديمي بين المؤسساتين الواردة في المادة (2) تخضع للآتي:**
- تنفذ الأنشطة وفقا لاحتياجات وأولويات كل مؤسسة.
  - يتطلب تنفيذ أي نشاط استصدار الموافقات اللازمة و كذلك موافقات الجهات المختصة واتباع الإجراءات واللوائح المنظمة في هذا الشأن.
  - يتطلب تنفيذ الأنشطة أن يتحمل الطرف المرسل نفقات سفر أعضائه، ويتحمل الجانب المستقبل نفقات السكن والإعاشة بالجامعة.
  - يمكن لكلا الطرفين التعاون في المزيد من المجالات في تخصصات محددة من خلال توقيع ملاحق لمذكرة التفاهم الحالية ويتعين الحصول على الموافقات اللازمة و كذلك موافقات الجهات المختصة و على كل منها اتباع الإجراءات واللوائح المنظمة في هذا الشأن.
  - تتطلب أنشطة التبادل الأكاديمي خطابات دعوة مسبقة.
  - يمكن لكلا من المؤسساتين الاستفادة من الإمكانيات المتاحة بالمؤسسة الأخرى في مجال البحث العلمي المشترك.
  - تكون كافة المعلومات الناتجة عن الأنشطة المشتركة التي تنفذ بموجب مذكرة التفاهم الحالية متاحة للمؤسساتين

-All information generated from the joint activities carried out under this MoU will be at the disposal of the two institutions and are subject to protection of the intellectual property rights applied in each country.

#### **Article (5) Legal and Financial Obligations**

-This MoU does not create any legally binding obligations between the parties, nor does it place any financial obligations or supplementary funding commitments on either party. However, each party has the right to find either an internal or external source of funding in order to carry out the activities mentioned in the MoU

-According to the regulatory policies of the two institutions, academic exchange students pay the tuition fees to their home university, while the tuition fees of the host university shall be waived.

-In case of emergency, the host university shall incur the medical costs.

#### **Article (6) Duration, Amendments and Termination**

- The MoU shall be effective for a period of three years from the date it is signed by both Parties, and to be renewed for the same period upon the approval of the two parties, unless written notice is given six months prior to its termination. In this case, the termination does not alter the responsibilities of the parties concerning the programs being executed during the time of termination.

- In case of amendment of one or more of the MoU articles, with the consent of both parties, the amendment will follow the same procedures needed for this MoU to enter into force.

Any disputes between the Parties arising from the interpretation and implementation of this MoU shall be resolved through negotiations between the Parties, and in case of failure, either party has the right to

وتخضع لحماية حقوق الملكية الفكرية طبقاً للقوانين السائدة في كل بلد.

#### **(مادة 5) الالتزامات القانونية والمالية**

- لا ينتج عن مذكرة التفاهم الحالية أي التزامات قانونية أو مالية بين الطرفين، ولا تلزم هذه الاتفاقية أي منهما بالتزامات تمويل إضافية. وعلى الرغم من ذلك، يكون لكل طرف منهما الحق في العثور على مصدر تمويل داخلي أو خارجي لتنفيذ الأنشطة المذكورة بالاتفاقية.

- وفقاً للوائح المنظمة في الجامعتين، يلتزم طلاب التبادل الأكاديمي بدفع الرسوم الدراسية لجامعتهم الأم، ويتم إعفائهم من دفع الرسوم الدراسية في الجامعة المضيفة.

- في حالة الطوارئ، تتحمل الجامعة المضيفة التكاليف الطبية.

#### **(مادة 6) المدة والتعديل والإنهاء**

- تدخل مذكرة التفاهم حيز النفاذ من تاريخ التوقيع عليها وتظل سارية لمدة ثلاث سنوات من تاريخ التوقيع وتجدد تلقائياً لمدة مماثلة ما لم يبد أحد الطرفين الرغبة في إنهاء العمل بها، وذلك من خلال إخطار كتابي بمدة لا تقل عن ستة أشهر من تاريخ إنهاء العمل وتظل الأعمال والأنشطة المشتركة التي بدأ العمل بها سارية حتى الانتهاء منها.

- في حالة إجراء تعديل على مادة أو أكثر من مواد مذكرة التفاهم بموافقة الطرفين، يدخل هذا التعديل حيز النفاذ بذات الإجراءات التي أتبعته لدخول هذه المذكرة حيز النفاذ.

- في حالة وجود خلاف أو نزاع بين الطرفين، يتم تسويته بالطرق الودية وعبر القنوات الدبلوماسية بين البلدين، وفي حال فشل المفاوضات يحق لأي من الطرفين إنهاء مذكرة التفاهم من خلال تقديم إشعار مسبق للطرف الآخر قبل ثلاثين يوماً من الإنهاء.

terminate the MoU by giving a prior notice to the other party 30 days prior to the termination.

Signed on .... /..... /..... in ..... copies in Arabic and English languages, all the texts being authentic. In case of any divergence in the interpretation of the provisions, the English text shall prevail.

<b>MoU Coordinator</b>
<b>Name in full:</b>
<b>Faculty:</b>
<b>Position:</b>
<b>Tel. No.</b>
<b>E-mail:</b>
<b>University Rector:</b>
<b>Signature:</b>
<b>Date: ..... /..... / .....</b>

اعتمد بتاريخ ..... /.... /..... من ..... أصول بلغات العربية والإنجليزية، ولكل منهما نفس الحجية، وفي حالة الاختلاف في تفسير أحد بنود المذكرة يتم الرجوع إلى النص باللغة الإنجليزية.

<b>منسق الاتفاقية</b>
<b>الاسم بالكامل:</b>
<b>Name in full:</b>
<b>الكلية:</b>
<b>Faculty:</b>
<b>الدرجة الوظيفية:</b>
<b>Position:</b>
<b>رقم التليفون:</b>
<b>Tel. No.:</b>
<b>Email:</b>
<b>جامعة حلوان</b> <b>Helwan University</b>
<b>رئيس الجامعة: أ.د. السيد قنديل</b> <b>University President: Prof. Elsayed Kandil</b>
<b>التوقيع:</b>
<b>التاريخ: ... /.... / .....</b>







**P.K. UNIVERSITY**  
**SHIVPURI (M.P.)**

University Established Under section 2f of UGC ACT 1956 Vide MP Government Act No 17 of 2015

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### AN MOU TIE-UP

Sir/ Madam,

I hope this email finds you in good health and spirits. I drop this email to you on behalf of PK University, located in Madhya Pradesh, India. I want to bring to your kind attention that our University has erected to serve the remote village areas and urban areas pupils, to educate them and place them in top-notch companies in every part of the region in the world. Above all, we donate free education for have-not pupils to upgrade their careers with handsome remuneration in elite companies.

Overall, we are in a position to tie up [MOU] with foreign universities through which our university students could foster their academic excellence and research experience from academic experts' concerns.

To initiate an MOU sign with your Sterling University concern on behalf of PK University after taking dispensation from the towering personalities I communicate with you.

#### Note-

1. If we sign an MOU, our outstanding Faculty members will enhance and maintain their research paths elegantly. Here, we concretely believe that soon our MOU will be signed once we receive your consent.
2. Upon receiving acknowledgement from your esteemed university, we will offer you precise information about our university.

Thank you,  
Dr. R. BAKYARAJ,  
An Associate Professor in English cum the Dean of International affairs,  
PK University,  
Madhya Pradesh, India.



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Sir/ Madam,

We hope this email finds you in good health and high spirits. We are pleased to receive an acknowledgement from your elite University for MOU collaboration with our university. Therefore, we listed below for your kind perusal and consideration activities that we expect to collaborate with your university,

1. Exchange of faculty and staff members
2. Exchange of students
3. Joint research activities and publications
4. Participation in seminars and academic meetings
5. Exchange of academic materials and other information
6. Special short-term academic programs
7. Funding project collaboration etc,

#### **1. Faculty/staff members exchange**

1. The two universities will actively seek to promote mutual faculty exchange for mutually agreed periods.
2. Faculty exchange may assume various forms, such as individual short-time and long-term Visit of faculty and joint research and development projects.
3. Both universities will try to seek external funding sources to facilitate these exchanges.
4. Encouragement of the academic faculty to co-author publications, joint research activities.
5. Joint project possibilities are subject to applicable copyright and other laws of each country, as well as the rules and regulations of the prospective universities.





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6. The two universities acknowledge that in the absence of an external funding agency, all expenses for travel, living and allied costs will be responsible to the discretion and responsibility of the home university.
7. The host university will Endeavour to, as much as possible, make available such facilities that will enable the faculty to obtain experience and training in its departments and Institutes, including the use of its laboratories and libraries.
8. Any Intellectual Property developed during the joint activity will be jointly owned by the two universities.

## **2. EXCHANGE OF INFORMATION**

Information will be actively exchanged, including information for students, information on research and study provided at the university, relevant information about faculty members' research excellence and university publications specifics.

## **3. STUDENT EXCHANGE**

1. Student exchange program aims to provide international cooperation and exchange and a better understanding of Thailand and India through education.
2. The term of study for exchange students participating in this program shall be one academic year but may be extended with the consent of both universities.





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3. The number of students exchanged under this MOU shall be no more than three pupils at each university. The total number of mutual exchange students will be about the same from each university during the term of five years.
4. The host university has the right to decide the acceptance of exchange pupils, by taking account of recommendations issued from the home university for exchange students based on their academic record.
5. The host university will waive application fees, entrance fees, and tuition fees for exchange students. However, exchange students shall be responsible for their transportation, accommodation, food, clothing, and other personal expenses, including medical insurance and healthcare. The host university may charge fees for access to a laboratory, library, internet facilities, and other resources, and this information shall be provided when the offer is made.
6. The exchange students will be subject to the student rules at the host university while on exchange. Exchange students will be offered the same facilities as local students.
7. Exchange students will study subjects or conduct research relevant to their field of study offered by the host university.
8. The acceptance of coursework (lectures, seminars) taken at the host university and the measure of achievement attained there will be communicated to the home university.
9. Any Intellectual Property developed during the joint activity will be jointly owned by the two universities.

Note-



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1. If you have any valuable points to add to our MOU tie- please inform us those points will be incorporated with the approval of the relevant authority.

2. Now, I want to conclude by stating that if our MOU collaboration happens, our students, research scholars and faculty/ staff members can dig their paths to reach great success with flying colors.

Thank you,

Dr. R. Bakyaraj,

The Dean of international Affairs,

PK University,

Madhya Pradesh, India.