

Dated **MARCH 2013**

**AN EXCHANGE PROGRAMME  
FOR UNDERGRADUATE AND GRADUATE STUDENTS**

THIS AGREEMENT is made on March 2013 (Effective Date)

Between

BETWEEN:

- (1) UNIVERSITY OF DELHI, being an registered address at 110007 Delhi (IN), and
- (2) **FREIE UNIVERSITÄT BERLIN**, having its registered address at Konigsplatz  
10585 Berlin (GERMANY).

**1. INTRODUCTION**

The purpose of this Agreement is to establish a student exchange programme for undergraduate and graduate students (hereinafter "Programme") between the two parties.

And

**2. NUMBER OF EXCHANGE STUDENTS**

- 2.1 A maximum of 2 students will be exchanged between the universities in each academic year (exchange programme). The number of exchange students may be increased by mutual written agreement before the end of January each year. Two exchange students (one from each university) will be selected by each university to be exchanged with the other university.

**FREIE UNIVERSITÄT BERLIN**

- 2.2 The Exchange Programme shall be limited to the number of students exchanged under the terms of this Agreement. If either university is unable to send the maximum number of exchange students for any semester of study in any year during the term of the Agreement, then that university will be obliged to send additional exchange students equal to the deficit in the following year during the term of the Agreement. This is subject to the fact that each university must maintain an equal number of student vacancies and be able to accept such students.

**3. AGREEMENT FOR  
AN EXCHANGE PROGRAMME  
FOR UNDERGRADUATE AND GRADUATE STUDENTS**

**3.1 ACADEMIC YEAR**

- 3.1.1 An exchange student may participate in the Exchange Programme for a maximum of one academic year or two semesters of study at the host university.

- 3.1.2 The agreement of both universities must be obtained by the exchange student to extend the duration of study at the host university for the following semester, subject to an academic year + 2 Extension, during the maximum duration of study at the host university.

**AGREEMENT FOR  
AN EXCHANGE PROGRAMME  
FOR UNDERGRADUATE AND GRADUATE STUDENTS**

**THIS AGREEMENT** is made on March 2013 ("**Effective Date**")

**BETWEEN:**

- (1) **UNIVERSITY OF DELHI**, having its registered address at **110007**, Delhi ("**DU**"); and
- (2) **FREIE UNIVERSITY OF BERLIN**, having its principal address at Kaiserswerther Straße 16-18, 14195 Berlin, Germany ("**FUB**").

**1. INTRODUCTION**

The objective of this Agreement is to establish a student exchange programme for undergraduate and graduate students ("**Exchange Programme**") between DU and FUB.

**2. NUMBER OF EXCHANGE STUDENTS**

- 2.1 A maximum of 2 students will be exchanged between the universities in each academic year ("**exchange students**"). The number of exchange students may be amended by mutual written agreement before the end of January each year. Two exchange students enrolling for one semester of study is equivalent to one exchange student enrolling for one academic year of study.
- 2.2 The Exchange Programme aims for a balance in the number of students exchanged over the term of the Agreement. If either university is unable to send the maximum number of exchange students for one semester of study in any year during the Term of the Agreement, then that university will be eligible to send additional exchange students, equal to the deficit, in the following year during the Term of the Agreement. The intention is that over time, an equal number of student-semesters will be undertaken in each direction.

**3. ACADEMIC YEAR**

- 3.1 The structure of the academic year for FUB and DU is at **Annex 1A**.
- 3.2 An exchange student may participate in the Exchange Programme for one semester or academic year of study at the host university.
- 3.3 The agreement of both universities must be obtained by the exchange student to extend the duration of study at the host university into the following semester, subject to an academic year ( 2 Semesters) being the maximum duration of study at the host university.



#### **4. PREREQUISITES FOR SELECTION**

- 4.1 Both universities will select students for the Exchange Programme on the basis of merit and other non-discriminatory eligibility criteria as listed in **Annex 2A**. The required supporting documents are listed in **Annex 2B**.
- 4.2 The exchange student must meet the admission requirements of the host university and may have to fulfill other conditions, prerequisites and documentation for the host university. The exchange student will be nominated by the home university for admission as an exchange student of the host university in the following academic year.

#### **5. SELECTION & NOMINATION**

- 5.1 Each home university should complete its selection of exchange students and nominate its exchange students for the Exchange Programme in the following academic year to the host university within a reasonable time frame to be mutually agreed between the universities. The exchange student's nomination should be accompanied by a:
- (a) curriculum vitae;
  - (b) statement of academic aptitude from a member of the student's faculty; and
  - (c) specific outline of the programme of study at the host university.
- 5.2 FUB as host university should evaluate the nominated exchange students and determine their acceptability for admission as exchange students by the April 30 for the winter semester and by October 31 for the summer semester. The host university reserves the right to reject the home university's nominated exchange students. The home university may appeal the rejection.
- DU as host university should evaluate the nominated exchange students and determine their acceptability for admission as exchange students by the end of May for the summer semester and by the end of November for the winter semester. The host university reserves the right to reject the home university's nominated exchange students. The home university may appeal the rejection.

#### **6. PROGRAMME OF STUDY**

- 6.1 The exchange students must propose a programme of study at the host university. The modules or courses proposed must fulfil the exchange student's degree requirements at his home university.
- 6.2 Both universities should, therefore, provide each other with material on the details of modules or courses available in the following academic year. The material of the host university should be regularly updated and accessible to the exchange students of the home university. The material may be placed in the host university's reference library and/or on the Internet.
- 6.3 The modules or courses must be completed within the semester or term. Academic counselling is the responsibility of the exchange student's faculty coordinator at the home university. An alternative module or course that will fulfill the degree requirements of the exchange student should be proposed if the original module or

course is unavailable. Students with inferior language proficiency may be admitted to language courses offered (German or English/Hindi as a foreign language). Direct exchange students are exempt from a German Language test (DSH or TestDaF) however we expect proficiency according to level Test DaF 3 in all four categories if students wish to take subject classes in German.

## **7. FEES, EXPENSES & SCHOLARSHIPS**

- 7.1 The requirement to pay its tuition fees is waived by the host university and the exchange students shall continue to pay tuition fees to their home university. The home university has the discretion to impose certain non-academic or non-obligatory fees on their exchange students, which are to be paid before their departure for the host university.
- 7.2 The financial responsibility of exchange students participating in the Exchange Programme (under this Agreement and for the duration of their study abroad at the host university) is at **Annex 3A**.
- 7.3 The use of non-academic or non-obligatory facilities, services and functions at the host university may require the payment of fees by the exchange student.
- 7.4 The exchange student is responsible for all expenses of accompanying spouse and/or dependants.
- 7.5 Both universities will furnish up to two students with a scholarship for the maximum duration of 10 months per student and academic year. FUB offers free housing, mandatory health insurance as well as a monthly allowance towards living expenses for the DU exchange students. DU offers free housing as well as free access to DU facilities for the FUB exchange students.

## **8. STUDENTS' OBLIGATIONS**

Exchange students are subject to the rules and regulations of the host university in addition to those at their home university. Any breach of those rules and regulations will be dealt with in accordance with the established policies and procedures of the host university in consultation with the home university. The other obligations of the exchange students are listed at **Annex 3B**.

## **9. REGISTRATION & ADMINISTRATION**

- 9.1 The exchange student will be registered as a non-degree, non-graduating or not-for-degree student for the duration of study at the host university. This Agreement excludes any expectation of a transfer to the graduating programme of the host university.
- 9.2 The appropriate authority at the host university will arrange an orientation programme for the exchange students. The host university will make every reasonable effort to provide university-approved or suitable accommodation on or off-campus. Accommodation, although not guaranteed, will be provided at the standard rates and is restricted to the exchange student. Accommodation does not extend to dependants and/or spouses.



9.3 The host university will issue a notification of results to the exchange student's home university upon completion of the duration of study. The home university should determine the academic credit to be granted to their exchange students for modules/courses completed after the duration of study at the host university.

9.4 Each university will appoint an Exchange Coordinator to administer the terms of this Agreement. The appropriate officials for both universities are listed in **Annex 1B**.

#### 10. TERM AND IMPLEMENTATION OF THE AGREEMENT

10.1 This Agreement will come into force upon the Effective Date and will remain in effect for three (3) years (the "Term"). Both universities may at any time review this Agreement and the actions taken under it. Modifications to this Agreement may be made only in writing by mutual consent. This Agreement may be extended upon its expiry with the written agreement of both universities.

10.2 Either of the universities may terminate this Agreement by written notification to the other university of its desire to terminate one (1) year prior to the desired date of termination.

10.3 The termination of this Agreement shall not affect the implementation of the exchanges approved under it prior to such termination.

Both universities welcome the establishment of the Exchange Programme and jointly agree to the terms of this Agreement as set out above.

Ms Alka Sharma  
Registrar  
University of Delhi

अलका शर्मा / ALKA SHARMA  
कुलसचिव / Registrar  
दिल्ली विश्वविद्यालय / University of Delhi  
दिल्ली-110007 / Delhi-110007

Univ.-Prof. Dr. Peter André Alt  
President  
Freie Universität Berlin

Freie Universität Berlin  
Abt. IV - Außenangelegenheiten -  
Kaiserswerther Str. 15-18  
14195 Berlin

18.04.13

## ANNEX 1A STRUCTURE OF ACADEMIC YEAR

**Freie Universität  
Berlin**

**SEMESTER/TERM**

**University  
of Delhi**

October to February

**Semester I:**

July to  
December

April to July

**Semester II:**

January  
to April

## ANNEX 1B OFFICIALS AT UNIVERSITIES

<b>Freie Universität Berlin</b>	<b>ACTIVITY</b>	<b>University of Delhi</b>
Director Exchange Programs International Student Mobility Office (ISMO)	Administration of SEP	Dean, International Relations
For Exchange Students: Director Exchange Programs, ISMO For Degree Seeking Students Administrator, Registrar's Office	Application & Registration	
Director Exchange Programs ISMO	Academic Counselling	
Accommodation Service FU Berlin accommodation@fu-berlin.de	Halls & Other Accommodation	
Director Exchange Programs International Student Mobility Office and Welcome Services	Orientation & Welfare	
Head International Office	Official Visits & Academic Links	

## **ANNEX 2A      SELECTION CRITERIA**

The home university must ensure that the exchange student should:

- (a) be registered as a full-time undergraduate or postgraduate student of the home university and preferably be an eligible national (citizen or permanent resident) of the country;
- (b) have successfully completed at least:
  - (i) one (1) semester of study at the home university upon application for the Exchange Programme; and
  - (ii) two (2) semesters of study upon admission to the host university;
- (c) be a student of good standing at the home university ranking in the top one-third of the class;
- (d) propose an appropriate programme of study at the host university;
- (e) show the aptitude, motivation and maturity, to thrive in the environment at the host university; and
- (f) have sufficient funds for all fees, personal and living expenses for the duration of the study abroad at the host university.

## **ANNEX 2B      SUPPORTING DOCUMENTS AND OTHER PREREQUISITES**

- (a) DU students applying for admission as an exchange student must submit to FUB:
  - (i) the application form;
  - (ii) documentary proof of nationality;
  - (iii) transcript of academic record; and
  - (iv) documentary proof that they are nominated by DU for the Exchange Programme.

There are no prerequisites for DU students applying to FUB.

- (b) FUB students applying for admission as an exchange student must submit to DU:
  - (i) application form;
  - (ii) documentary proof of nationality;
  - (iii) transcript of academic record; and
  - (iv) documentary proof that they are nominated by FUB for the Exchange Programme.

There are no prerequisites for FUB students applying to DU.



ANNEX 3A FINANCIAL RESPONSIBILITY OF EXCHANGE STUDENTS

- (a) tuition, academic and obligatory fees will be paid at the home university. Correspondingly, these fees will be waived at the host university;
- (b) medical/health insurance;
- (c) obligatory expenditure required in the country of the host university;
- (d) journey to and from the country of the host university;
- (e) personal and living expenses, including accommodation and food; and
- (f) any debts/costs of damages incurred for the duration of their study abroad.

ANNEX 3B OTHER OBLIGATIONS OF EXCHANGE STUDENTS

- (a) applying for accommodation at the host university;
- (b) their travel arrangements;
- (i) (c). satisfying the immigration requirements for their journey to and from the country of the host university;
- (c) registering with the diplomatic mission of the home country upon arrival in the country of the host university (if applicable);
- (d) providing the appropriate authority at the home university with postal and other addresses, upon registration at the host university; and
- (e) registering with the home university for the next semester, upon completion of the duration of study at the host university.





# International Relations

## (UNIVERSITY OF DELHI)

Professor H. P. Singh  
Dean, International Relations  
(Science and Technology)

Room # 12, First Floor, Conference Centre  
University of Delhi, Delhi - 110007

Reference No. : JR/2018-19/Acceptance/5401

Date: October 15, 2018

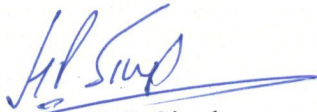
Dear Sir/Madam,

This is regarding the application of ~~Mr~~/Ms Nina Baum (Passport No. C3JVC4LY) under the existing Exchange Programme between the University of Delhi and the Freie University Berlin, Germany to affiliate with the University of Delhi for the academic session 2018 – 19.

I am glad to inform you that the affiliation of ~~Mr~~/Ms Nina Baum as a casual/exchange student to BA (Hons.) Political Science course at the Miranda House College, University of Delhi and B.Sc.(Hons.) Anthropology course at the Department of Anthropology, University of Delhi for the period one Semester (January 2019 – May 2019) has been recommended by the University Authorities.

Kindly advise the student to start making travel arrangements so as to enable ~~him~~/her to be in Delhi on December 26, 2018. The Exchange Students are required to report to the office of Dean, International Relations on arrival in India.

Yours' faithfully,

  
Professor H.P. Singh  
**DEAN**  
**INTERNATIONAL RELATIONS**  
(Sciences & Technology)  
University of Delhi  
DELHI-110007

Ms. Sabine Simon  
Outgoing Student Exchange Coordinator  
Student Exchange Office  
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Ilitisstrabe 4  
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# International Relations

## (UNIVERSITY OF DELHI)

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Professor Yamini Gupt  
Joint Dean, International Relations  
(Social Sciences and Humanities)

First Floor, Conference Centre  
University of Delhi  
Delhi – 110007

Reference No.: IR/2022/Affiliation/6122

Date: June 27, 2022

Dear Sir/Madam,

This is regarding the application of Mr/Ms Aruni Brack (Passport No. C1V5GY4CJ) under the existing Exchange Programme between the University of Delhi and the Freie Universität Berlin, Germany to affiliate with the University of Delhi for the academic session 2022-23.

I am glad to inform you that the affiliation of Mr/Ms Aruni Brack as a casual/exchange student to MA Music course at the Department of Music, University of Delhi for the period one Semester beginning in August 2022 has been recommended by the University Authorities.

The Exchange Students are required to report to the office of Dean, International Relations on arrival in India.

Yours sincerely,

Professor Yamini Gupt

Ms. Sabine Simon  
Student Exchange Coordinator (outgoing)  
Student Exchange Office (IVC)  
Freie Universitaet Berlin  
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