

INTER-INSTITUTIONAL AGREEMENT OF COOPERATION

BETWEEN

**LINGNAN UNIVERSITY
(HONG KONG, CHINA)**

AND

**UNIVERSITY OF RIJEKA
(RIJEKA, REPUBLIC OF CROATIA)****1. Preamble**

- 1.1 **Lingnan University**, Hong Kong SAR, China, and the **University of Rijeka**, Rijeka, Republic of Croatia, are willing to enter into and formally establish this “Inter-institutional Agreement of Cooperation” (hereinafter referred to as IAC).
- 1.2 The purpose of this IAC is to promote and enhance international understanding, development, and friendship. It will serve as a vehicle to stimulate and support educational, professional, and intercultural activities. These may include projects involving students and staff of the two institutions (University of Rijeka and Lingnan University) and their respective communities. Furthermore, this IAC sets forth and describes various general and specific aspects to form an understanding of activities that will be subject to regular review. This document, in both its general and specific content, may be revised with the mutual written consent of both institutions.
- 1.3 The identified activity areas of mutual interest and concern may include, but are not limited to the following:
 - student exchange programmes
 - faculty/staff exchange programmes
 - cultural exchange programmes
 - visiting scholars/tutors
 - cooperative/collaborative research projects
 - cooperative degree programmes
 - short-term training programmes/projects/service-learning programmes
 - cooperate and exchange lectures, conferences, and seminars
- 1.4 Both institutions acknowledge that the primary language of instruction at Lingnan University is English and/or Chinese, while the primary language of instruction at the University of Rijeka is Croatian, with only a few study programmes conducted in English.
- 1.5 The term “host institution” refers to the institution that students or faculty/staff members plan to visit. The term “home institution” refers to the institution where the

students are full-time and degree-seeking students or, in the case of faculty/staff members, the institution where they are regularly employed.

- 1.6 Both institutions understand that this IAC is not exclusive, and each institution is allowed to enter into agreements with other institutions.

2. Term and Termination of the IAC

The term of this IAC shall be **five (5) academic years** (2025-2026 through 2029-2030). Each academic year shall commence with the Fall Semester and shall consist of the Fall (First), Spring (Second), and the Summer Session, if available. The IAC may be renewed for additional periods by written agreement signed by the President/Rector or his/her delegate(s) from each institution, before the end of the initial five-year term (or any subsequent extension of the IAC). During the initial five-year term (and subsequent extensions, if any), the institutions shall consult at least annually to review the programmes, address any issues that have arisen, and explore opportunities for improvement. Either institution may terminate this IAC by providing a written notice, signed by the President/Rector or his/her delegate(s) of the cooperating institution, prior to 31 January of any year during the initial five-year period or any extension period. Termination will take effect at the end of the Spring Semester or Summer Session of that year, as specified in the notice. The termination of the IAC shall not affect any ongoing activities involving faculty/staff members or individual students engaging in programmes under the IAC at the time of termination.

3. Contact Person

To facilitate the systematic implementation of IAC activities, the University of Rijeka and Lingnan University shall each designate a contact person responsible for the coordination of IAC activities in general terms.

4. Scope of Cooperation

While a wide range of projects may be identified within the IAC, educational experiences between students and faculty/staff members are likely to represent most of them. Therefore, the following two items (clauses 5 and 6) pertaining to students and faculty/staff members are addressed as specific items regarding procedures. Any other programmes will be addressed under separate written agreements between the two institutions and/or their constituencies.

5. Student Exchange

- 5.1 If/When possible, each institution will accept full-time students from the other institution on an approximate one-for-one basis for undergraduate study during the academic year, and, where feasible, during the summer period. Acceptance for participation in the exchange does not constitute admission into any academic degree programme at the host institution.
- 5.2 The selection procedure for reciprocal exchange students is the responsibility of the home institution. Undergraduate students must have completed at least two semesters of full-time study at the home institution prior to the beginning of the exchange period.
- 5.3 The number of exchange students per IAC shall be subject to agreement and/or

negotiation between the two institutions and/or their constituencies. Exchange students may study at the host institution for one or two semesters, depending on their needs and the policies of the home institution.

Each institution shall strive to exchange the same number of students each year. If either institution is unable to designate the full quota of qualified students during any given academic year, this will not affect the other institution's ability to send its exchange students. In case of an exchange imbalance (during the initial five-year term of this IAC or any extension period), the institution that has hosted the larger number of students shall be entitled to rectify the imbalance by sending the appropriate number of students to the other institution within two years after the academic year in which the imbalance occurs. If the IAC is terminated due to a lack of interest during the initial five-year term or any extension period, the imbalance shall be remedied within two years. If the IAC is terminated for any other reason, the institutions shall address the exchange imbalance by mutual written agreement.

- 5.4 Each institution reserves the right to require students to complete the admission documents required by each institution.
- 5.5 The host institution shall normally accept students selected by the home institution. However, each institution reserves the right to accept or reject any student to their institution based on their regular selection criteria at the time of admission. Written notification of acceptance or rejection shall be provided within 30 days of the host institution's receipt of the home institution's nomination.
- 5.6 Students whose native language is not English must demonstrate that they are able to perform successfully in university-level coursework where English is the language of instruction and assessment.
- 5.7 The acceptance of exchange is conditional upon obtaining the necessary immigration and travel clearance. The host institution shall endeavour to assist in obtaining the proper documents and guide each student through the respective immigration and admission procedures. However, immigration matters are the responsibility of the exchange student. Any permissible employment authorisation must be approved by the host institution's student advisor, who will also offer guidance on the types of permissible employment. Any resulting income tax obligations will be the responsibility of the exchange student.
- 5.8 All exchange students shall be assessed according to the same academic and disciplinary regulations and class performance standards as regularly enrolled students at the host institution. Exchange students will have the same privileges and access to campus facilities and amenities at the host institution.
- 5.9 Exchange students are expected to meet the minimum academic "good standing" requirements of the host institution prior to acceptance for study. Students accepted for a full academic year must continue to be in good standing upon completion of their first semester at the host institution. If this is not achieved, the host institution may require the student to return to their home institution.
- 5.10 Selected students, within reasonable limits, will attempt to represent their home institution and country in various organisations, service clubs, schools, churches, and other host community organisations where appropriate.

- 5.11 Exchange students will remit their current tuition and/or other mandatory fees to their respective home institutions, while paying accommodation and miscellaneous fees, if any, to the host institution.
- 5.12 Participating exchange students will be housed in the host institution's residence halls (double occupancy). Any students pursuing alternative housing arrangements on their own (e.g. guest houses, family/home stays, or apartments) shall do so at their own risk and expense and shall not be entitled to a refund of housing costs from the home or host institution. Where the institution does not have their own accommodation, arrangements will be made by the host institution to help identify private local accommodation at reasonable rental rates.
- 5.13 Exchange students will be responsible for all transportation, living expenses (housing arrangements as stated in 5.12), and costs associated with travel to and from the host institution. This includes travel and personal expenses (including vacation periods and between semesters), passport and immigration expenses, excess luggage, luggage storage, and independent travel.
- 5.14 Exchange students are responsible for all personal expenses, including telephone calls, books, etc.
- 5.15 Exchange students must carry adequate health and accident insurance and provide proof to the host institution before arrival, demonstrating coverage for medical and hospitalisation expenses during the exchange period.
- 5.16 The host institution will provide the home institution with an adequate record of the participant's academic performance (a transcript) within 2 months after the end of the relevant semester. Courses completed will be treated as equivalent by the home institution according to its policies. Grading will follow the system used by the host institution, and the conversion of grades will be determined by the home institution. It is the sole responsibility of the home institution to determine the credit units the student may receive for courses taken at the host institution.
- 5.17 Violation of host country laws by the exchange students may lead to withdrawal of immigration and academic sponsorship, resulting in expulsion from the host country. Exchange students must adhere to the laws of the host country and the rules and regulations of the host institution.
- 5.18 Each institution may, depending on its availability, arrange for exchange students to be met at the airport upon arrival and assist them with initial ground transport to the host institution.
- 5.19 Each institution will provide on-site orientation to exchange students and designate a contact person to address any questions or concerns regarding cultural or related issues.

6. Faculty/Staff Exchange

- 6.1 Faculty/staff members from either institution may participate in a variety of activities at the other institution under the terms of this IAC.
- 6.2 Such activities may include:

- faculty exchange for instructional and/or research activities for short-term or extended periods.
- conducting conferences, seminars, and/or lecture series.
- providing professional expertise as consultants on special projects.
- short-term exchange visits for observation and exploration of further development activities between the institutions.
- collaborating on initiatives with local businesses, industry, and educational communities.
- any other activities identified during the term of this IAC.

6.3 In general, faculty exchange activities shall be implemented through a written request and approval process involving both institutions.

7. Other Possible Contractual Agreements for International Study

7.1 This type of international education experience may be utilised when one institution anticipates a large number of participants or has highly specialised programmes, leading to a contract with the other institution for specific educational experiences outside the regular curricular offerings.

7.2 In general, the total cost per student and the overall programme cost will be clearly identified. These costs will minimally include course materials and associated expenses, food, and lodging. Transportation may or may not be included. Since this exchange arrangement is handled through a contract method, further details will be developed as needed and are not included in this document.



Prof. S. Joe Qin
President
Lingnan University



Prof. Davor Vašiček, Ph.D.
Interim Rector
University of Rijeka

Date: 14/7/2025

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