**STUDENT EXCHANGE ANNEX**

**to**

**MEMORANDUM OF UNDERSTANDING**

**between**

**Università Politecnica delle Marche,**

**Italian Republic**

**and**

**University/Institute of xxx**

**Country**

In accordance with SectionⅡof the Memorandum of Understanding signed by these two parties, the following mechanisms designed to encourage and facilitate exchange of students are hereby established:

1. Students may be exchanged for the period within one academic year.

2. Up to … exchange students will be admitted to each institution per year. The Institutes achieve full reciprocity, that is, to exchange an equal number of students by the end of this Agreement period.

3. Initial selection of students will take place at the home institution. Students must be enrolled at the home institution at the time of application and throughout the exchange.

4. The host institution reserves the right to deny admission to any student who does not meet its admission criteria for exchange students.

5. Student applications should be received at the host institution by the appointed time.

6. Exchange students must be enrolled in a full-time course load at the host institution for the duration of the program, unless otherwise specified.

7. Students who participate in the exchange program will not receive a degree from the host institution, unless otherwise specified (i.e. exchange of students in the framework of double degree agreements)

8. For UNIVPM the European Credit Transfer and Accumulation System (ECTS) credits represent the workload and defined learning outcomes of a given course or programme. Each ECTS is equal to 25 working hours (lessons, seminars, individual study). The number of credits corresponding to the workload of a full-time study year is 30 for a semester. One academic year corresponds to 60 credits.

For ………………..

………………………………………………………………………………………………………………….

9. For UNIVPM this is the description of the institutional grading system:

Each subject is graded on a numerical scale from 1 to 30, with 18 and 30 e lode (30 cum laude) as a minimum and maximum pass grade, respectively.

At the end of the period abroad UNIVPM will send the grading scale in order to translate the numerical grades into alphabetical grade systems.

For ……….. this is the description of the institutional grading system:

………………………………………………………………………………………………………………….

10. At the end of the student's exchange program, each host institution will send the home institution an official record of coursework or education activity completed at the host institution.

11. Each institution will assess academic work completed at the partner institution and will award credit to its exchange students in accordance with its own academic policies and regulations

12. Exchange students interested in living in university housing will be provided assistance and information as far as possible in regard to accommodation. Exchange students, however, will be responsible for their own housing costs.

13. The host institution will waive entrance examination, enrollment and tuition fees for the incoming exchange students and will inform them in a timely fashion concerning fees and expenses for which the exchange student will be responsible.

14. This Annex shall be effective for the same period as the Memorandum of Understanding and may be amended in writing upon mutual agreement of the two parties.

**For the ………. Faculty,**

**Università Politecnica delle Marche**

**Ancona (Italy), Date:**

**Prof. …………,**

**Dean of the ………….. Faculty, Università Politecnica delle Marche**

**For Università Politecnica delle Marche**

**Ancona (Italy), Date:**

**Prof. Gian Luca Gregori,**

**Rector and Legal Representative of the**

**Università Politecnica delle Marche**

**For the XXX Institute,**

**University of XXX**

**Place, Country, Date:**

**Legal Representative of the**

**University of XXX**