

MEMORANDUM OF UNDERSTANDING

concerning

EDUCATIONAL, RESEARCH AND SERVICES COOPERATION AND EXCHANGE

between

College of Engineering Pune (COEP), Wellesley Road, Shivajinagar, Pune, India

and

École Supérieure des Technologies Industrielles Avancées (ESTIA), Biarritz, France

1- GENERAL STATEMENT OF PURPOSE

College of Engineering Pune (COEP), and École Supérieure des Technologies Industrielles Avancées (ESTIA) jointly agree to arrange for the development and orchestration of programs described below. The purpose of such endeavor is to enhance mutual exchange between ESTIA and COEP, to promote the advancement of education, research and services, and to strengthen friendly cooperation between institutions. The cooperation between the entities should be based on principles of mutual benefit and legality.

2- OBJECTIVES

In order to promote international cooperation and to foster mutual interests in education and research in the fields of engineering, COEP and ESTIA, collectively referred to as the "entities," agree to cooperate in the following activities as and when appropriate. Concrete operational cooperation in the given frame of this agreement will be directly organized between the two partners in the same or appropriate fields of research and/or education.



3- STUDENT EXCHANGE

3.1- Statement of Purpose

The entities will develop and conduct a student exchange program offering any combination of coursework and/or research and field experiences that are designed for the preparation of highly qualified and internationally aware graduates. All transportation and housing will be the responsibility of the incoming student, unless otherwise provided. The program shall be pursued in accordance with the conditions noted below.

3.2- Participant Eligibility

Students eligible to participate in the exchange must be enrolled at their home institution and must meet other academic standards as required by the hosting institution.

Towards ESTIA: Every year, ESTIA can welcome students from COEP to attend to the courses of the engineering Master program or of the Bachelor of Technology Program. The maximum number of students from COEP who may participate in the mobility program can be modified annually. The present agreement leads ESTIA to accept COEP student:

- In the Bachelor of Technology Program: 2 students per semester
- In the Engineering Master Program: 3 students per year

Students choose some courses in the program, at a maximum of 30 ECTS credits per semester and a minimum of 20 ECTS credits per semester. Any non-French speaking foreign student is implicitly enrolled by ESTIA in a French language learning program. All students must provide a French Language certification: minimum level is B1.

The lectures are presented in French or in English. Students have the responsibility to check the language used before starting the program.

Towards COEP: Every year, COEP can welcome students from ESTIA to attend to the courses of the Master program or of the Bachelor of Technology Program. The maximum number of students from ESTIA who may participate in the mobility program can be modified annually. The present agreement leads COEP according to accept ESTIA students:

- In the Bachelor of Technology Program: 2 students per semester
- In the Engineering Master Program: 3 students per year

Students choose the courses in the program, at a maximum of equivalence of 30 ECTS credits per semester.

3.3- Selection and Admission of Students

Application must be made by the home institution sending to the hosting institution the list of students having mobility. Notification of admission will be sent to students by the designated office of the hosting institution, with a copy of each notice being sent to the designated office of the home institution. Coordination of this exchange will be the joint responsibility of the respective designated offices of each institution.

3.4- Guidance Materials

Guidance materials containing programs of study, research opportunities, coursework, research, field experience and other pertinent information will be prepared by each institution and made available to prospective students through the other institution's designated office. Coursework offered by each institution will be identified by certification agencies and/or faculty, as meeting respective certification and/or degree requirements.

3.5- Benefits of the Exchange Program



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Incoming exchange students will be provided openings in on-campus or university-approved housing, full time enrollment in courses, orientation, academic and all other services provided to regularly enrolled students.

4- OBLIGATIONS OF COEP

4.1- Program Type and Period of Exchange

COEP can accept ESTIA students for three distinct types of programs:

- a) **Academic Exchange program:** To accept qualified students for one and/or two semester stays and to organize a regular study exchange program for these students. Ideally, academic exchange will be controlled to achieve an equal number of participants from both institutions averaged over a two-year period. COEP will provide beginning and ending dates of each term along with dates of orientation and registration.
- b) **Research Program:** To accept qualified students engaged solely in research activities with start and finish dates to be arranged as mutually agreeable.
- c) **Study Program:** To develop special programs, as mutually agreed by COEP and ESTIA, for short-term periods of intensive study in the summer or other times of year for groups of students.

4.2- Requirements and Offerings

The ESTIA students will be allowed to select any number of courses listed, up to an acceptable full-time load, and scheduled at COEP in the catalog on a space-available basis. The ESTIA students must meet prerequisite and other requirements for enrollment in courses that are applied to regular university students. There will be no obligation on COEP's part to offer courses especially for ESTIA students nor can space be assured in all courses, except in the case of mutually agreed special study programs for student groups.

4.3- Provision of Student Records

Written approval if needed from the ESTIA student, for the host institution to forward an official transcript with assigned grades of courses taken to the sending institution is a prerequisite for enrollment. The host institution will mail this official transcript to the sending institution within four (4) weeks after the close of the academic term.

4.4-Cultural Activities

COEP. and ESTIA will provide Cultural and other activities to maximize exposure of in-coming students in India and France. Students will be encouraged to participate and attend a wide variety of educational, Cultural, and sporting activities.

4.5- Academic Related Activities

COEP and ESTIA will make every effort to provide out-of-class activities that relate to the academic courses or field of study.

4.7- Advisor and Student Host

ESTIA students will be assigned an advisor from the COEP faculty and also, whenever possible, An Indian student to serve as a student host or mentor.

4.8- Immigration Assistance

COEP through the Office of International Affairs will issue, based upon required documentation being provided, immigration documentation if it is required to allow ESTIA students to request visas from the Indian embassy or consulate.



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4.9- Deadline for Participant Lists

To notify ESTIA by 15th of May as to how many COEP students intend to study at ESTIA in the fall and by 15th of October how many COEP students intend to study in the spring.

4.10- Faculty Monitor

If needed, to allow ESTIA to monitor their students at COEP by receiving a faculty member for up to a 1 week stay per semester at COEP for any time convenient to COEP and ESTIA during the stay of ESTIA students at Pune.

4.11- Visitor Presentations to ESTIA

If mutually agreed, to commit a visiting COEP Faculty member to deliver a seminar free of charge to ESTIA during his or her visit if requested.

International Office Support

The Office of International Affairs at COEP will provide support and services to the parties involved in carrying out the obligations of COEP to ESTIA.

4.12- General Support

To assist ESTIA with academic information and materials about Pune as needed.

5- OBLIGATIONS OF ESTIA

5.1- Program Type and Period of Exchange

ESTIA can accept COEP students for three distinct types of programs:

- a) **Academic Exchange Program:** To accept qualified students for one and/or two semester stays and to organize a regular study exchange program for these students. Academic exchange will be controlled to achieve an equal number of participants from both institutions averaged over a two-year period. ESTIA will provide beginning and ending dates of each term along with dates of orientation and registration.
- b) **Research Program:** To accept qualified students engaged solely in research activities with start and finish dates to be arranged as mutually agreeable.
- c) **Study Program:** To develop special programs, as mutually agreed by ESTIA and COEP, for short-term periods of intensive study in the summer or other times of year for groups of students.

5.2- Requirement and Offerings

COEP students will be allowed to select any number of courses listed, up to an acceptable full time load, and scheduled at ESTIA in the catalog on a space-available basis. COEP students must meet prerequisite and other requirements for enrollment in courses that are applied to regular university students. There will be no obligation on ESTIA's part to offer courses especially for students nor can space be assured in all courses, except in the case of mutually agreed special study programs for student groups.

5.3- Provision of Student Records

Written approval if needed from the COEP student, for the host institution to forward an official transcript with assigned grades of courses taken to the sending institution, is a prerequisite for enrollment. The host institution will mail this official transcript to ESTIA within four (4) weeks after the close of the



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academic term.

5.5- Housing

To reserve space, if available, in the ESTIA dormitories for COEP students in residence every effort will be made to provide an ESTIA roommate to enrich the Cultural experience. If ESTIA housing is unavailable, ESTIA agrees to assist in securing off-campus housing for COEP students.

5.6- Cultural Activities

ESTIA will provide Cultural and other activities to maximize exposure of COEP students to the ESTIA way of life. Students will be encouraged to participate and attend a wide variety of educational, Cultural and sporting activities.

5.7- Academic Related Activities

ESTIA will make every effort to provide out-of-class activities that relate to the academic courses or field of study.

5.8- Advisor and Student Host

COEP students will be assigned an advisor from the ESTIA faculty and also, whenever possible, a student to serve as a student host or mentor.

5.9- Immigration Assistance

ESTIA, through its student exchange office, will assist, based upon required documentation being provided, with requesting immigration documentation to allow COEP students to request visas from the French embassy or consulate.

5.10- Deadline for Participant Lists

To notify COEP by April 1 as to how many ESTIA students intend to study at COEP in the Autumn and by November 1 how many ESTIA students intend to study in the spring.

5.11- Faculty Monitor

To allow COEP to monitor their students at ESTIA by receiving a faculty member for up to a 1 week stay per semester at ESTIA for any time convenient to COEP and ESTIA during the stay of COEP students at ESTIA. All room and board expenses will be borne by COEP unless other arrangements are made.

5.12- Visitor Presentations to COEP

To commit an ESTIA Faculty member visiting Pune to deliver a free seminar to COEP during his or her visit, if requested.

5.13- International Office Support

The student exchange Office at ESTIA will provide support and services to the parties involved in carrying out the obligations of COEP to ESTIA.

5.14- General Support

To assist COEP with academic information and materials as needed.

6- PAYMENT and TUITION FEES

The students pay tuition fees at the home institution. Students do not pay any tuition fees at the host institution during his academic mobility, for his participation to any research program or for special study program.

The in-coming student must provide evidence of adequate health insurance or purchase the student



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health insurance at COEP.

The present agreement does not lead the institutions to any exchange of invoice. In case of any situation leading one institution to sell products or services to the other institution, a specific agreement will be made.

7- FACULTY EXCHANGES

The institutions agree to welcome visiting faculty members from the other party. In accordance with available resources, the host institution agrees to provide library privileges, office space, and other normal services provided to faculty in residence. The host institution will also assist in finding suitable housing accommodations and, if necessary, will help to comply with immigration regulations.

Faculty exchanges will be preceded by a work plan covering the period of the exchange that has been accepted by the institutions and by the exchange faculty. If an exchange faculty is invited to give lectures, seminars, other forms of teaching or to provide service in other ways to the host institution, that faculty member will be paid according to host institution's rules and procedures unless other arrangements have been made with prior agreement.

Short Term Exchanges

The institutions agree that arrangements can be made for short-term exchanges of faculty for periods ranging from a week or two up to a full academic semester. These exchanges can focus on a combination of teaching and/or research.

Long Term Exchanges

The institutions agree that long term exchanges of a full academic year (i.e. two academic semesters) or more can occur under mutually agreeable conditions. Planning for exchanges of one academic year or more will consider the ongoing instructional and research programs of the respective colleges and how the exchange would impact these programs. The work plan prerequisite for approval of such an exchange will necessarily address program continuity issues at both institutions.

8- RESEARCH

Collaborative Research

The institutions agree to encourage and promote collaborative research activities between the faculties of the two institutions when mutual interests are served by such activities. Furthermore, the institutions agree to actively seek sponsorship in support of collaborative research projects.

Colloquium

The institutions further agree, when conditions allow, considering the establishment of a colloquium when mutually agreed during which representatives of the faculty from each institution meet to exchange information on their teaching and research activities in fields of mutual interest and to agree upon a collaborative research agenda. The location will alternate between ESTIA and COEP.

9- FURTHER INTERESTS ACTIVITIES

ESTIA and COEP agree to implement joint activities in order to create, develop discuss and/or build:

- Double or dual degree Diploma
- ESTIA degree in India with COEP



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10- OTHER JOINT UNDERTAKINGS

The institutions reserve the right to establish joint undertakings as interest dictates. Details of such an agreement should be in writing, agreed to by both parties, and attached to this document as an addendum.

11- COORDINATION AND ADMINISTRATION

Both COEP and ESTIA will appoint a coordinator for this cooperative agreement and keep the other party informed of the contact's name, address, telephone, numbers, and internet and Web addresses. All appropriate government and university officials shall be kept apprised of the features of the program and any subsequent changes to this agreement.

The joint projects and collaborations between ESTIA and COEP are managed, surveyed and leaded in:

- College of Engineering Pune by:
Prof. B. B. Ahuja,
Director

- Ecole Supérieure des Technologie Industrielles Avancées by:
Dr. Xavier Fischer
Deputy Director in charge of International Affairs

The joint project and initiative between ESTIA and COEP will be coordinated:

- COEP by,
Prof. S. L. Patil
Dean Alumni and International Relations

- Ecole Supérieure des Technologie Industrielles Avancées by:
Dr. Xavier Fischer
Deputy Director in charge of International Affairs

12- DURATION OF AGREEMENT

This agreement will be effective immediately upon approval of representatives and will extend for a five-year period after which it shall be reviewed by appropriate representatives at COEP and ESTIA. Upon mutual consent of both institutions, it may be extended for additional five-year terms. Both parties reserve the right to cancel the agreement by providing 90 days written notice. Any pending obligations shall be resolved by consensus to meet issues related to the balance of exchange. If consensus is impossible, the institutions will agree to the selection of an independent arbitrator who will resolve the issue. The institutions agree to abide by the decision of such a process.

13- EFFECTIVE DATE

The agreement will take effect when signed by both parties. Two originals will be signed and the party signing second will return the original to the other. The intent of the institutions is for a beginning date of 1st February 2020.



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14-COMPLETE AGREEMENT

This document constitutes the whole of the agreement between COEP and ESTIA, and no amendments, modifications, or changes will be effective unless and until placed in writing and signed by both parties.

ÉCOLE SUPÉRIEURE DES TECHNOLOGIES
INDUSTRIELLES AVANCÉES

February 12, 2020
Date


Patxi Elissalde
General Director


Date February 12, 2020


Prof. Dr. Eng. Xavier Fischer
Deputy Director in charge of academic
Programs and international affairs

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January 25, 2020
Date


Prof. B. B. Ahuja,
Director
College of Engineering
Pune-411005.

January 25, 2020
Date


Prof. S. L. Patil
Dean Alumni and International Relations
Dean
Alumni & International Relations
College of Engineering, Pune

