

## **MEMORANDUM OF BILATERAL AGREEMENT**

BETWEEN

**UNIVERZITET ZA POSLOVNI INŽENJERING I MENADŽMENT**

AND

**FACULTY OF BUSINESS AND MANAGEMENT SCIENCES NOVO MESTO,  
SLOVENIA**

Recognizing the mutual benefits to be gained through a cooperative programme promoting scholarly activities and international understanding, the Univerzitet za poslovni inženjering i menadžment and the Faculty of Business and Management Sciences Novo mesto, Novo mesto, Slovenia, enter into this Memorandum of Agreement and agree to the following:

### **1. ACTIVITIES**

Within the framework of the regulations applying in each of the institutions and subject to the availability of resources, the following activities will be implemented in the field of management:

- a. Exchange of students at bachelor and masters level.
- b. Professors and staff exchange programmes.
- c. Joint research activities.
- d. Organization of joint academic and scientific activities, such as courses, conferences, seminars, symposia or lectures.
- e. Exchange of academic materials and other information.
- f. Joint degree programmes.

If necessary, specific details of any activity shall be set forth in an Addendum which, upon signing by both parties, shall become an integral part of this Memorandum of Agreement.

### **2. PROGRAMME COORDINATION**

Each institution will nominate a programme coordinator to ensure that the research and study proceed according to a reasonable schematic plan and to ensure that the terms of this exchange programme are carried out. Each institution may name a successor to, or replacement of, its coordinator. Each programme coordinator will ensure that the partner institutions has available to it all information appropriate to the promotion of the programme.

Both institutions agree to keep in regular contact through their respective international offices and to report progress or other specific information as requested.

### **3. STUDENT, PROFESSOR AND STAFF EXCHANGE**

- a. Each institution will select candidates for the exchange from its own institution according to published criteria and procedures.

- b. Each institution reserves the right to approve the candidates proposed for the exchange by other institution.
- c. The sending institution will provide information on academic performance and ensure that visiting students have sufficient language proficiency for successful academic and social adjustment.
- d. It is anticipated that on average an approximately equal number of candidates from each institution will participate in each exchange.
- e. Candidates from both institutions will register in their institution of origin, but will enjoy all the privileges accorded to candidates at the host institution.
- f. Candidates from both institutions must have their subject selection approved by their home institution and appropriate academic authority in order to obtain transfer of credit towards their degrees.
- g. All arrangements shall be negotiated in each case between the individual candidate and the exchange programme coordinator at the home institution.
- h. Candidates will be responsible for their own travel, books, and subsistence expenses.
- i. Visiting students will not be charged tuition fees by the host institution.
- j. Each institution will require that its candidates have adequate health insurance coverage according to requirements of the host country.

#### 4. DURATION AND AMENDMENT OF AGREEMENT

This agreement shall remain in force for a period of three years from the date of the last signature with the understanding that either party giving six months' prior notice to the other party in writing may terminate it. In the event of such termination all activities and exchanges approved earlier shall be allowed to proceed to their natural conclusion.

The terms of this agreement may be renewed and/or extended upon request of one of the parties upon mutual agreement by elaborating an addendum, which shall be signed by representatives of both parties. Such amendments, once approved by both institutions, will become part of this General Memorandum of Agreement.

In witness thereof, the parties hereto have offered their signatures:

#### UNIVERZITET ZA POSLOVNI INŽENJERING I MENADŽMENT

Signature \_\_\_\_\_

Prof. Ilija Džombić, PhD, Director



Date 26.04.2016.  
1.66/16

#### FACULTY OF BUSINESS AND MANAGEMENT SCIENCES NOVO MESTO

Signature \_\_\_\_\_

Acad. Prof. Marjan Blažič, PhD, Director



Date 22-04-2016