



Guidelines for Concluding Exchange Agreements

An exchange agreement is concluded when the mobility of students or doctorates is intended. An exchange agreement is often accompanied by a Memorandum of Understanding, or builds on this. The steps to be followed at the UZH for creating and approving agreements are described in detail in the Procedure for Agreements. UZH provides a template agreement (see box) that contains the elements mentioned below.

- **Level of the party to the contract:** The contract should state at the beginning whether the party to the contract is the University of Zurich, one of the seven Faculties of the UZH, or an institute at the UZH. The parties to the contract and their main postal addresses must be listed.
- **Forms of cooperation:** Student exchange, faculty (instructor) exchange, etc.
- **Date the agreement comes into effect:** Effective date and termination date are relative to the date of the last signature.
- **Period of time the agreement is in effect:** The contract states how long the agreement will be in effect; a period of three or five years is customary. Further, the contract should state terms and conditions concerning possible termination or extension of the agreement.
- **Number of exchange students** per academic year
- **Students' level of study program:** BA, MA, doctoral students
- **Registration; semester tuition fees waiver:** Exchange students must be registered at the home university; exchange students will pay semester tuition fees at the home university; the host university will waive semester tuition fees for exchange students
- **Selection of candidates:** Procedure; host university has the right to decline to accept, or to withdraw exchange students from the program
- Stipulations regarding the **language of instruction**
- **Financial aspects:** Who pays what costs (cost of living, travel costs, health insurance).
- Regulations on issuing **Transcripts of Records**
- Assistance provided to exchange students in finding appropriate **accommodation**
- Regulations concerning **health- and other insurances**

Signature Authority Policy

(Reglement über die Unterzeichnung von nicht-finanzwirksamen Verträgen an der UZH, 23.05.2013):

- **University-level agreements:** University-level agreements must be signed by two members of the Executive Board of the University or one member of the Executive Board of the University and the Secretary General.
- **Faculty-level agreements:** Faculty-level agreements must be signed on behalf of the Faculty by one member of the Executive Board of the University and the Dean or Assistant Dean.
- **Institute-level agreements:** Institute-level agreements must be signed by the Dean or the Assistant Dean and the Head of the Institute or a professor at the institute.