

Memorandum on Student Exchange
between
School of Philosophy, College of Foreign Language & Literatures
Fudan University
and
Department of Humanities
Freie Universität Berlin, Berlin

On the basis of the Agreement signed between the Fudan University (School of Philosophy, College of Foreign Language an Literatures) and the Freie University Berlin, Department of Humanities (Institut für Philosophie, Institut für Deutsche Philologie), stipulating a one-on-one exchange, the following are terms to implement the program of student exchange:

1. The exchange program shall be administered through the *Office of Foreign Academic Programs and Deans of the School of Philosophy and College of Foreign Language an Literatures (Department of German Language and Literatures)* at the Fudan University and the *Department of Humanities (Institut für Philosophie, Institut für Deutsche Philologie)* at the Freie Universität Berlin.
2. Each university may send 4 students (graduate or undergraduate students) for up to 2 semesters each year. This number may vary according to demand. The exchange is based on reciprocity, i.e. an equal number of students from each university will be exchanged during the term stipulated by the agreement.
3. The duration of the stay at the host university is limited to one academic year or one semester. Fudan University will accept students from the Freie Universität Berlin for one semester or one academic year starting in *September and/or January*. The Freie Universität Berlin will accept students from the Fudan University for one semester or one academic year starting in *October and/or April*.
4. The designated students must be Master-students or PhD-students (or qualified Bachelor-students as recommended by host university) at the home institution before beginning the exchange period and have demonstrated superior academic achievement and fluency in the language of instruction (English: IBT 90 or above; IELTS 6.5). While students nominated by the home university will generally be accepted by the host

university, the latter reserves itself the right of final decision concerning the admission of applicants.

5. The Freie Universität Berlin will forward a list of the students nominated for the exchange program including the documents required by the Fudan University each year by April 15 (for the winter term) or December 25 (for the summer term). The Fudan University will inform the Freie Universität Berlin of the final decision concerning the admission as soon as possible.
6. The Fudan University will forward a list of the students nominated for the exchange program including the documents required by the Freie Universität Berlin each year by April 30 (for the winter term) or October 30 (for the summer term). The Freie Universität Berlin will inform the Fudan University of the final decision concerning the admission as soon as possible.
7. Each host institution will ensure that students receive the necessary documents for visa purposes. It is the responsibility of the individual student to apply for a visa in time.
8. Students accepted by the Freie Universität Berlin will have the status of a “non-degree student” and will be enrolled at the master or Ph.D level. Students accepted by the Fudan University will have the status of a “non-degree student” at the graduate level.
9. Any academic credit that the student receives from the host institution is transferable to the home institution in accordance with procedures determined by the home institution.
10. Each exchange student will have to pay tuition fees at their home institution, thus exempting the exchange student from the payment of tuition fees at the host institution.
11. Exchange students shall provide personally for their living expenses, transportation, passport, visa, books and other personal expenses. Students enrolled at the Freie Universität Berlin have to pay the so-called social fees. These are non-university fees and pay for the student union as well as for a public transportation ticket for the whole area of Berlin for the entire semester.

12. Exchange students enrolled at Freie Universität must have comprehensive health insurance valid in Germany for enrolment as a full-time student at FUB and for obtaining a residence permit.
13. Both universities will assist exchange students in all practical and academic matters, especially those concerning accommodation and academic integration.
14. Each institution reserves the right to dismiss an exchange student at any time if academic or personal misconduct has become apparent. The dismissal of a student shall not abrogate the agreement regarding other participants.
15. Upon completion of their studies at the host university, the exchange students must return to their home university. No extension of the stay as exchange student will be authorised unless otherwise agreed upon by the home university.
16. This exchange agreement will remain in effect for an initial period of three years. Thereafter a renewal of the agreement will be negotiated. After the initial period of three years, either university may terminate the agreement by giving written notice ten months prior to the beginning of an academic year.

Fudan University

Dean:



Dean:

Date 15/04/2016

Freie Universität Berlin


Vice President for International Affairs


Dekan

Date 24.05.16