



Centurion
UNIVERSITY

*Shaping Lives..
Empowering Communities..*

holmesglen

MEMORANDUM OF UNDERSTANDING

**Cooperation in the Field of
Technical Education and Training**

between

Centurion University (CU)

and

Holmesglen Institute (HI)

Introduction

1. The Centurion University (CU), and Holmesglen Institute (HI), in Victoria, Australia, sign a three year Memorandum of Understanding (MOU) for academic and student exchange programs in the areas of Arts and Design, Multimedia, Business and Management, Engineering and Technology and Hospitality and Tourism
2. This MOU sets out the scope, areas of interest and nature of cooperation between CU and HI. CU and HI agree that this MOU is not intended to create a legally-binding contractual relationship between them in so far as their respective roles and responsibilities are set out herein. Where necessary and subject to mutual consent, separate contracts may be signed between the two parties for consultancy services or other business projects.

Areas of Interest and Nature of Cooperation

3. The areas of cooperation shall encompass, but are not limited to the following:
 - 3.1 Student attachment for joint projects and/or student exchange for immersion and off-shore experience in India; and
 - 3.2 Staff capability development, exchange and attachment for joint projects;
4. The sharing of information, expertise and experience in technical education and training between CU and HI shall be accorded on a reciprocal basis. The duration and extent of such services shall be based on the needs of each request and subject to mutual agreement by the parties involved.

Staff Exchange Activities

5. To promote greater sharing and learning and to leverage on the unique strengths and expertise of the faculty, the Staff Exchange Programme may include a Staff Attachment Programme for up to three months, or,

any mutually-agreed period. The objective is to allow staff to experience the vocational and technical training system in the host institution in areas such as curriculum and programme development; academic and student services; facilitation of student learning and industry projects; as well as student development and enrichment programmes or activities. The programme for the attachment will be drawn up by the home institution, with the concurrence of the host institution. Other staff development programmes, such as Staff Secondment (for a mutually-agreed period), shall be developed based on mutual needs and agreement.

Student Exchange Activities

6. To provide Holmesglen and Centurion trade students with global education experience, selected students from the home institution may study for a defined period at the host institution and where appropriate, gain credit for their study.
7. The host institution shall design a relevant and appropriate exchange programme which may include, but is not limited to, all or a combination of the following activities:
 - 7.1 Study Programme, which may include, but is not limited to, lectures, tutorials and project work conducted to transfer knowledge and skills to the exchange students, enabling them to broaden their learning experience and develop global perspectives in the disciplines they are pursuing.
 - 7.2 Industrial Attachment, which aims to provide exchange students with real-life experience of the work environment, including undertaking project work in the host institution; and to enhance their understanding of workplace practices and culture in cross-cultural environment.
 - 7.3 Study Visit, where exchange students are given opportunities to visit industry and commercial organisations in the host country and/or cross-border area, as well as to interact and share information and experiences with students of the host institution.

The study visit provides exchange students with the opportunity to develop cross-cultural understanding and a global outlook.

Responsibilities of Home and Host Institutions

8. Both institutions shall undertake to fulfil its obligations and responsibilities for the exchange programme, which shall encompass, but are not limited to, the following:
 - 8.1 Annually, both parties will agree on the areas, duration, number and profile of staff and/or students and terms and conditions for the exchange programmes.
 - 8.2 Each institution will assist to source for accommodation for visiting staff and students on the exchange programme.
 - 8.3 Staff and students on the exchange programme must have appropriate medical and travel insurance and visas covered for the entire duration of the exchange programme. In this respect, both institutes agree to indemnify each other against any accident or incident met by the staff and students during the period of their stay in the respective institution.
 - 8.4 Both parties will provide an orientation programme for incoming visiting students, including orientation on studies on/off campus and a 'buddy' programme to facilitate the assimilation of visiting students. Other social and extra-curricular programmes may also be provided, to enable visiting students to gain a better understanding of the social and cultural norms and practices of the host country.
 - 8.5 The institution sending students for an exchange programme will ensure that their students and their parents/guardians are fully aware of the conditions and requirements of the programme, including all related information obtained from its counterpart, at least three months prior to the departure of the students.
 - 8.6 Each party will undertake an annual evaluation of the exchange programme and make recommendations for improvements and changes, where appropriate.

Financial Arrangements for Staff Exchange Programme

9. The home institution shall bear the cost of the Staff Exchange Programme, including the staff's salary and fringe benefits, as well as the accommodation during the period of attachment, related airfare and insurance coverage, where applicable.

Financial Arrangements for Student Exchange Programme

10. All exchange students must be registered with and pay tuition and other required fees, where relevant, at their respective home institution.
11. The host institution shall waive the tuition fee for the visiting students if they attend an existing programme conducted in the host institution.
12. The exchange students and/or their respective institutions shall be responsible for all costs associated with the exchange programme, such as airfare, accommodation, insurance, visa and other incidental expenses.

Duration

13. This MOU is valid for a period of three years, from 5 May, 2016 to 5 May, 2019. Thereafter, both parties shall review the status of this MOU at least six months before its expiry, and may vary or extend it on such terms as mutually agreed. Any additional cooperation between the parties, which is not provided for in this MOU, may be expressed as an addendum to this MOU.
14. If any question or situation should arise which is not expressly provided for in this MOU, the matter shall be resolved by joint consultation between CU and HI in a spirit of mutual cooperation and respect, and in the interest of all staff and students concerned.

Termination

15. In the event that any party wishes to terminate the MOU before the expiry date, a six-month prior notice in writing to the other party shall be

given, and both parties shall ensure that any remaining students in the programme shall continue to be facilitated till completion of their programme.

Regulatory Requirement and/or Law

16. Each party shall ensure that the exchange programme meets relevant prevailing regulatory requirements in their respective countries.

Signed on behalf of
Centurion University

Signed on behalf of
Holmesglen Institute
AUSTRALIA



Dr RON HARPER
Director
Centurion University
Australian Liaison Office



MS MARY FARAONE
Chief Executive
Holmesglen Institute

Witnessed by :

Witnessed by:



MR DAVID SAUNDERS
Executive Director,
Strategy and Business Development
Holmesglen Institute

Dated 5 May 2016