



**Universiteit
Leiden**
The Netherlands

**Plan of Operation
EDUCATIONAL AGREEMENT
Between**



**Leiden Law School
Leiden University
Leiden**

And

**Faculty of Law
Universitas Diponegoro
Semarang**

In order to collaborate more closely in teaching, research and publishing, Leiden Law School, Leiden University and the Faculty of Law Universitas Diponegoro agree to establish the following exchange agreement:

Student exchange mobility

1. During each year of the term of this Agreement, each institution may send one student to be enrolled at the other institution for an entire academic year. Two students enrolled for one-semester/two blocks shall be deemed to be the equivalent of one student for one year. The number of students to be exchanged may be modified from time to time by mutual agreement. The parties will seek to achieve parity of participation over the three-year period of the Agreement.
2. While balance in the number of exchanges is the goal, the universities recognize that this may not be achievable in each year of the exchange. Reasonable efforts will be made to achieve parity over a period of three academic years. It is possible for either institution to send more students than the agreed number, or if a balance has not been maintained, if the students are sent on a non-exchange, fee-paying basis. In this case the students would pay all tuition and fees at the current rates for international students at the host institution.

Participating students under the terms of this Agreement shall be enrolled at the host institution for a period not exceeding twelve months with course credits to be transferred back to the home institution.

Students participating in this exchange shall pay tuition fees and other related fees at the home institution, and shall be exempted from paying such fees at the host institution. Each student will be responsible for arranging the necessary visa and for covering the

cost of accommodation, international travel, and travel in the host country, books, equipment, consumables, health insurance and other incidental expenses arising out of the exchange. No exchange of funds between the two institutions will occur.

3. Students must have completed at least two years of law studies at the home institution prior to participation in the exchange and have strong academic standing (GPA 3.2). Students must have suitable levels of language ability for attending classes at the host Law Faculty.

For Leiden Law School:

- 1) students must present a minimum TOEFL score of 90 (internet based, institutional tests are not accepted) or an IELTS score of 6.5 or above.
- 2) Leiden University students are to attend English courses offered by Universitas Diponegoro's website;
- 3) Students may enter program taught in the native language of the host university if their language meets certain requirements of that program.

For Universitas Diponegoro:

- 1) Selected students shall then be nominated for an exchange in accordance with the published procedures of the host university. UNDIP exchange students are to attend courses from the Leiden Law Courses programme: an extensive programme of Law courses taught in English.

For more information, please visit:

<https://studiegids.leidenuniv.nl/en/search/courses/09c48199e2c7f4c6d0057a03ed6cd544>

4. The host institution will evaluate the application of each selected student. It will normally approve the applicants nominated by the home institution. However, the host institution reserves the final admission decision for each exchange student. Students selected by the home institution will complete an application for the host institution, which shall be sent to the host institution together with a letter from an academic faculty member of the home institution nominating the student for the program and an official academic transcript.
5. Exchange students shall pursue an academic program developed in consultation with their home institution, and must also comply with prerequisites or other requirements governing admission to specific courses or seminars at the host institution. The host institution will use its best efforts to ensure that exchange students have access to the courses and seminars that are of interest to them.
6. Exchange students must take exams and other forms of evaluation normally required of students registered in a course at the host institution. Transcripts of results will be provided to the home institution as soon as possible after the completion of the exchange.

7. Each institution shall designate one individual to fulfil the responsibilities of liaison officer to facilitate student exchanges under the terms of this Agreement. As soon as possible every year, these liaison officers will exchange all relevant information about the courses offered at their respective institutions (course description, timetable, full-year vs. one-term courses, language requirements etc.) including non-law courses when appropriate.
8. Students participating under the terms of this Agreement shall be subject to the rules and regulations of the host institution. They will also have the rights and privileges enjoyed by other students at the host campus.
9. Each institution shall make every reasonable effort to assist students participating under the terms of this Agreement in finding suitable accommodations. Students as individuals shall pay the cost of such housing.
10. Students participating under the terms of the exchange agreement shall be entitled to participate in any introductory or orientation courses or programs that may customarily be arranged for foreign students at the host institution.

Teaching Staff Mobility

Teaching staff mobility may include the following:

1. Teaching classes for undergraduate program, postgraduate program (Master and PhD)
2. Exchanges and visits of staff
3. The development of joint research projects

Writing and Publishing Journal, Seminars

1. Collaboration in arranging a joint international seminars, conferences, and community outreach
2. Collaboration in and exchange of publications and other academic materials. The Leiden Faculty of Law staff with a good reputation on writing for international journal may be asked to become a co-author for staff of Faculty of Law, Universitas Diponegoro whose had an intention in publishing his/her research in international journal indexed by Scopus.
3. In accordance with the prevailing laws and regulations, and subject to personnel and administrative limitations, the host institution will endeavour to find lodging for visiting participants, assist in arranging for necessary permits, provide necessary working space, computer and library facilities and assist in finding accommodation.

Entry into Effect and Duration

This Agreement shall enter into force upon signature by representatives of both institutions for three years. Either institution may terminate this Agreement as of the end of any academic year by giving at least six-month notice. The Agreement may be extended by consent of both institutions for a further specified period subject to the further approval of each University's relevant authorities.

Either institution may at any time review this Agreement and the actions taken under it and, by mutual agreement, make any necessary modifications to it. Any changes will be subject to further approval by each University's relevant authorities.

This agreement is initiated by the Deans of the two law faculties who undertake to submit it for approval to the authorities of their respective universities.

Signed on behalf of their respective institutions

Semarang, Indonesia, November 28th 2018

For Leiden Law School, Leiden University

For Universitas Diponegoro



Prof. Dr. Joanne van der Leun
Dean
Leiden Law School
Leiden University

Prof. Dr. Retno Saraswati, SH.MHum
Dean
Faculty of Law
Universitas Diponegoro