MEMORANDUM OF UNDERSTANDING FOR ACADEMIC COOPERATION BETWEEN UNIVERSITY OF MACERATA (Italy) AND GUANGDONG UNIVERSITY OF FOREIGN STUDIES (China)

1. Parties
The parties to this MOU are
- University of Macerata, hereafter referred to as “UNIMC”
- Guangdong University of Foreign Studies, P.R. China, hereafter referred to as “GDUFS”

2. Purpose
2.1 The broad objectives of this MOU are to promote cultural, educational exchange, collaboration and technical interchange between the parties involved as educational partners.

2.2 Upon the mutual consent of the parties, including the relevant academic management units within the universities, and subject to the availability of funds, collaboration may be carried out in, but not necessarily limited to, any of the following activities:
- Collaborative research and publication.
- Visits between universities by academic, technical and administrative staff.
- Student articulation of courses at the two universities.
- Sharing of academic materials.
- Joint organisation of conferences, seminars or other academic meetings.
- Joint organisation of special technical or administrative programs.
- Joint production and delivery of courses and programs.

2.3 Addenda to this document identify specific projects, which will be undertaken within this overall MOU, and the details of their management. Further addenda may be developed at any time, but require the signatures of both Chief Executive Officers in order to be implemented as part of this MOU.

2.4 Whilst the purpose of this MOU is to outline an academic and management framework between the two parties, designed to promote internationalisation in both institutions, the parties do not intend to be legally bound to each other, and this MOU does not impose legal obligations on either party.

2.5 It is important, excluding any responsibility on the part of the host institution, that each researcher, teacher, technician or student involved in the mobility should take out appropriate insurance to cover medical assistance, accidents and any kind of aid considered necessary. The host University will not take charge or any responsibility for economic damages that are caused from personal non-payment of the insurance
premium and the non-compliance of individual clauses stipulated in the contract by the home university.

3. Joint Managers, Administrative Officers and Working Parties

3.1 For the coordination of the Agreement, the University of Macerata (Italy) nominates Prof. Angelo Ventrone, while the GDUFS nominates Ms. CAI Hong.

3.2 The CEO of each party to this MOU will each appoint one person to act as the Joint Managers of this MOU.

3.3 The Joint Managers may appoint Administrative Officers or Working Parties to manage the details of particular activities or programs, as specified in the addenda to this MOU.

4. Publicity and Advertising

4.1 The parties agree that each may publish or advertise the existence and nature of activity under this MOU, provided that the partner does not indicate in writing that a specific matter should remain confidential.

4.2 All marketing or publicity material produced by UNIMC, which refers to GDUFS, will be submitted to the Joint Manager at GDUFS, for approval before public distribution.

4.3 All marketing or publicity material produced by GDUFS, which refers to UNIMC, will be submitted to the Joint Manager at UNIMC for approval before public distribution.

5. Duration of MOU

5.1 This MOU will be effective upon signature by the Chief Executive Officers or their delegates for a period of five years, at which time it will be reviewed for possible renewal for another five-year period.

5.2 The Joint Managers may, by mutual agreement at any time, and subject to written ratification by the Chief Executive Officers, modify the activities or arrangements undertaken under this MOU.

5.3 Either party may, on six months notice in writing, terminate the MOU in advance of its normal expiration or request the renegotiation of its conditions. Under such circumstances, staff or students should be allowed to complete the activity under old conditions who have commenced an activity under the MOU.

5.4 The University of Macerata, Italy and the Guangdong University of Foreign Studies, China hereby undertake to jointly proceed to find suitable economic resources to implement this agreement in the manner respected and agreed upon by both Universities and countries

5.5 Addenda to this document is an indispensable part of this MOU. The MOU is made in Italian, English and Chinese, which have the same validity.
Signed for and on behalf of:

University of Macerata

[Signature]
Rector Prof. LUIGI Lacchè
Date: 05/10/2016

Guangdong University of Foreign Studies

[Signature]
President Prof. ZHONG Weihe
Date: 17/07/2016
SCHEDULE

to the Memorandum of Understanding

between

University of Macerata (Italy)

and

Guangdong University of Foreign Studies (China)

Item 1: Address for notices

Joint Manager: Angelo Ventrone

Dipartimento di Scienze politiche, della comunicazione e
delle relazioni internazionali – piazza Strambi, 1
62100 Macerata
Italy

Phone: +39-0733-2582727

Fax:

Email: angelo.ventrone@unime.it

Guangdong University of Foreign Studies

Joint Manager: Ms.CAI Hong

Director

International Office

Guangdong University of Foreign Studies

2, Baiyundadaobei

Guangzhou 510420, P. R. China

Phone: +86 20 36207048, 36209509, 36207049

Facsimile: +86 20 36209250

Email: caihong@gdufs.edu.cn
APPENDIX No. 1
MEMORANDUM OF UNDERSTANDING
BETWEEN
GUANGDONG UNIVERSITY OF FOREIGN STUDIES
AND
UNIVERSITY OF MACERATA

STUDENT EXCHANGE

GUANGDONG UNIVERSITY OF FOREIGN STUDIES, represented by its President Prof. ZHONG Weihe, and UNIVERSITY of MACERATA, represented by the Rector, prof. LUIGI Lacché, wishing to strengthen the co-operative relations existing between our two institutions, accordingly agree to sign this specific Appendix No. 1 Student Exchange as an addendum to the Memorandum of Understanding.

Object

The object of this specific agreement (Appendix No. 1) is to establish the conditions that will regulate a student exchange programme between Guangdong University of Foreign Studies and University of Macerata.

Purpose

The Appendix No. 1 intends to:

1. Give students from both institutions the opportunity to learn about the culture and academic life of the counterpart
2. Foster joint academic and research work in those areas of common interest through a student exchange programme

Conditions

The student exchange programme between both institutions will be carried out under the following conditions:

- This student exchange programme is open to students registered as full-time students of both Universities.
- The responsibility for the selection of participating students will fall upon the home institution and will be carried out according to its norms and regulations concerning academic records and any other established criteria.
- The exchange student should meet all the admission requirements and any other requisites stated by the host institution.
- It is the host institution’s privilege to accept the exchange students presented by the counterpart.
- Students will pay their tuition and fees at their home institution.
- Students will cover all other expenses such as air fare tickets, food and lodging, medical insurance and any other costs while being abroad.
- The number of exchange students will be defined and agreed upon annually on the basis of the available places in both institutions, generally the number normally will be 5 to 10 students.
- Both institutions agree that the students exchange programme will have a maximum duration of one (1) academic year. This period of time can be extended subject to mutual and written consent.
- Once accepted at the host institution, exchange students will register in the previously agreed courses with an academic load equivalent to a full-time student and will have the same rights and duties that regular students have.
- Both institutions agree to validate, according to their own procedures and regulations, the credits taken by the students at the host university.
- The host institution will assist exchange students in finding suitable accommodation.
- Exchange students must return to their home country once the exchange term finishes.
- Before departing to the exchange institution, exchange students must take out sufficient insurance to cover emergencies and other eventualities e.g. medical, personal property, emergency flights etc.
- At the end of the term, the host university will certify the grades and credits achieved by the exchange students.
- It is the responsibility of both universities to inform all the students about any materials required for the study courses in which they are/or will be participating in. The students, with the approval of their home University, have the freedom to choose any courses that they would like from those offered by the host University. After the studies have been completed, each University will provide a certificate certifying the attendance as well as the grades obtained from all the studies pursued by the student visitors. A decision will be made by both universities, through mutual agreement, about the details of the examination system and assessment procedure for the student visitors. For the validation of studies and exams undertaken by foreign students, legalized reference should be made towards the contracting University belonging to the foreign student. The University will endeavour to establish a policy of reciprocity in regards to the cost of registration, tax, and insurance required for academic study. The possible promotion of study awards for the students, or visiting personal, is open according to the discretion of the host University.

A. Information about higher education institutions
<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Abbreviation</th>
<th>Contact details (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Università degli Studi di Macerata</td>
<td>UNIMC</td>
<td>Ufficio Rapporti Internazionali Via pescheria vecchia, 8 62100 Macerata – Italia Head of the International office: Antonella TIBERI <a href="mailto:cri@unimc.it">cri@unimc.it</a> Tel. +39 0733 2586040 Fax +39 0733 2586039</td>
<td>University website <a href="http://www.unimc.it/it">http://www.unimc.it/it</a> Department home page <a href="http://www.unimc.it/it/didattica/dipartimenti">http://www.unimc.it/it/didattica/dipartimenti</a> Incoming students home page <a href="http://iro.unimc.it/en/students/incoming-students/students-coming-within-international-agreements">http://iro.unimc.it/en/students/incoming-students/students-coming-within-international-agreements</a></td>
</tr>
<tr>
<td>Guangdong University of Foreign Studies</td>
<td>GDUFS</td>
<td>Name: CAI Hong Postcode: 510420 Address: International Office Guangdong University of Foreign Studies 2# Baiyundadaobei, Guangzhou, P.R. China Telephone: 86-20-36207048 Fax: 86-20-36209250</td>
<td>University website <a href="http://www.gdufs.edu.cn/">http://www.gdufs.edu.cn/</a></td>
</tr>
</tbody>
</table>

B. **Mobility numbers per academic year**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code [ISCED](^1)</th>
<th>Subject area name</th>
<th>Study cycle short cycle, 1(^{st}), 2(^{nd}) or 3(^{rd})</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIMC</td>
<td>GDUFS</td>
<td>022</td>
<td>Humanities</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 students for 11 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>023</td>
<td>Languages</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 students for 11 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>031</td>
<td>Social and behavioural sciences</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 students for 11 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>041</td>
<td>Business and administration</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 students for 11 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>042</td>
<td>Law</td>
<td>1(^{st}), 2(^{nd})</td>
<td>2 students for 11 months</td>
</tr>
<tr>
<td>GDUFS</td>
<td>UNIMC</td>
<td>022</td>
<td>Humanities</td>
<td>1(^{st}), 2(^{nd})</td>
<td>5 students for 11 months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>023</td>
<td>Languages</td>
<td>1(^{st}), 2(^{nd})</td>
<td>5 students for 11 months</td>
</tr>
</tbody>
</table>

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level¹</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Italian</td>
<td>English (where indicated)</td>
<td>Italian B1 English B1</td>
</tr>
<tr>
<td>UNIMC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDUFS</td>
<td>Chinese</td>
<td>English (where indicated)</td>
<td>Chinese English</td>
</tr>
</tbody>
</table>

D. Calendar

Applications/information on nominated students must reach the receiving institution by:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>1st semester (fall semester)</th>
<th>Exams of the 1st semester (fall semester)</th>
<th>2nd semester (spring semester)</th>
<th>Exams of the 2nd semester (spring semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIMC</td>
<td>end of September – middle of January</td>
<td>beginning of January – end of February</td>
<td>beginning of February – end of May</td>
<td>beginning of May – end of July</td>
</tr>
<tr>
<td>GDUFS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIMC</td>
<td>June 30</td>
<td>October 30</td>
</tr>
<tr>
<td>GDUFS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coordination

In order to coordinate the activities to be carried out under this specific agreement, each institution appoints one person as liaison:

For Guangdong University of Foreign Studies

Name: CAI Hong
Postcode: 510420
Address: International Office
Guangdong University of Foreign Studies
2# Baiyundaodaobei, Guangzhou, P.R. China

² For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see http://europa.cedefop.europa.eu/en/resources/european-language-levels-cefr
³ Please check the specific calendar of each Department on this page http://io.unimc.it/en/students/incoming-students/erasmus-incoming-students/erasmus-incoming-students/didattica/academic-calendar
Telephone: 86-20-36207048
Fax: 86-20-36209250
E-mail: caihong@gdufs.edu.cn

*For University of Macerata*

Name: Angelo Ventrone
Postcode: 62100 Macerata
Address: Dipartimento di Scienze politiche, della comunicazione e delle relazioni internazionali – piazza Strambi, 1
Telephone: +39-0733-2582727
Fax: 
E-mail: angelo.ventrone@unimc.it

*Renewal, Termination and Amendment*
This specific agreement shall remain in force from the date of the last signature until expiry of the Memorandum of Understanding, with the understanding that it may be terminated by the appropriate authorities of either party giving notice to the other party in writing in accordance with the Memorandum of Understanding, unless an earlier termination date is mutually agreed upon. The Memorandum of Understanding and this Appendix No. 1 may be amended or extended by mutual written consent of the two parties.

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

*University of Macerata*  
Rector: Prof. LUIGI Lacchè  
Date: 05 / 10 / 2016

*Guangdong University of Foreign Studies*  
President: Prof. ZHONG Weihe  
Date: 17 / 07 / 2016
APPENDIX No. 2
MEMORANDUM OF UNDERSTANDING
BETWEEN
GUANGDONG UNIVERSITY OF FOREIGN STUDIES
AND
UNIVERSITY OF MACERATA

PLAN OF MOBILITY ACTIVITIES OF STAFF FOR TEACHING

The institutions named below agree to cooperate for the exchange of staff for teaching in the context of the Bilateral Agreement.

The development of all activities is subject to the budget availability.

A. Mobility numbers per academic year

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code [ISCED](^4)</th>
<th>Subject area name</th>
<th>Number of staff and mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIMC</td>
<td>GDUFS</td>
<td>022</td>
<td>Humanities</td>
<td>1 teacher for 15 days each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>023</td>
<td>Languages</td>
<td>1 teacher for 15 days each</td>
</tr>
<tr>
<td>GDUFS</td>
<td>UNIMC</td>
<td>022</td>
<td>Humanities</td>
<td>1 teacher for 15 days each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>023</td>
<td>Languages</td>
<td>1 teacher for 15 days each</td>
</tr>
</tbody>
</table>

During the period of the agreement, the Universities will initiate an exchange of teachers, researchers, and/or technicians according to the qualifications and level of training of the relevant personnel for the specific curriculum and teaching needs of both Universities. Sending delegations and scholars are subject to approval by the other party, the foreign University. Therefore, it is important that both universities correspond with each other, usually at least two months in advance, regarding the nominations and/or technical program for the visit(s) as well as the curriculum vitae (CV) of each candidate coming to work/study. Under normal situations, unless otherwise communicated and agreed upon between both parties, the travel expenses as well as the room and board will be paid for by the sending, not the receiving, University.
