

## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN**

**THE DEPARTMENT OF INTERNATIONAL POLITICS,  
ABERYSTWYTH UNIVERSITY**

### **AND**

**THE DEPARTMENT OF INTERNATIONAL RELATIONS AND EUROPEAN STUDIES,  
FACULTY OF SOCIAL STUDIES  
MASARYK UNIVERSITY**

### **ON THE ARRANGEMENTS FOR SHORT-TERM EXCHANGE VISITS BY CANDIDATES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY**

As a result of discussions between representatives of the two Departments on the matter of exchange of PhD candidates the Departments, in accordance with their own decision-making procedures, now agree to the following principles based on best practice in the two institutions.

This Memorandum of Understanding outlines the procedures and expectations which will apply to the exchange and/or visit of PhD candidates from one Department (the home department) to the other (the host department).

#### **General**

1. The exchange programme outlined in this Memorandum of Understanding commences in the 2009/10 academic session. Each institution will aim to maintain balance on the number of students exchanged in any year. In the event that a balanced exchange is not met during any academic year, adjustments will be made by mutual agreement in the following academic years. This situation will be reviewed, in the first instance, in 2012.
2. It is agreed between the two Departments that PhD students on exchange will continue to be registered at their home institution and therefore to pay fees to their home institution. This includes situations where individual students have been awarded fees scholarships. Students will not pay tuition fees to their temporary host institutions.
3. Any exchange/visit should be for no longer than one semester.
4. Each Department will nominate a member of their academic staff who will oversee the application and exchange process and who will correspond with their counterpart on any matters relating to any individual exchange or to the provisions in this Memorandum of Understanding. At Masaryk this will be the Dr. Pavel Pšejka, coordinator of external relations at the Department of IR and European Studies. At Aberystwyth the Director of Admissions and External Affairs will be responsible for informing the central administration of the details of each exchange and where relevant the body funding the student concerned.

5. In the case of any serious problems arising in the case of any individual student, the host department will contact immediately the home department and both will ensure that appropriate and equitable procedures are followed to resolve any such situation.

### **Academic Issues and the Application Process**

6. To be considered eligible for an exchange and/or visit, students should normally have completed their respective PhD training and/or coursework requirements to the standard which applies in the home Department. At Aberystwyth details of each exchange will be reported to the Faculty. For candidates at Masaryk and Aberystwyth, the students will be required to complete the first year of their full-time PhD course before they can be held eligible.
7. Students will apply in writing to their Research Monitoring Committee (RMC, Aberystwyth) or their Department (Masaryk), setting out a proposed programme of work at the host Department and demonstrating how their research can be undertaken in the time allocated to the visit and how their research will benefit from such an exchange/visit.
8. Each applicant will be interviewed by her/his Committee/Department (as above) which will then decide whether to proceed with the application.
9. If the application is to proceed, the nominated staff member will contact the host Department setting out the student's case. This should include a copy of the student's application for exchange and their research proposal, as well as any relevant information about present supervision, progress to date, coursework completed, proposed dates of visit etc. Host Departments may request further information if required in accordance with relevant University rules on overseas students.
10. The host department will then decide, in accordance with its own decision-making procedures, whether to issue an invitation to the applicant. Any such decision must include a commitment to supervision. Each department will seek to make a decision 6 months prior to the start of the exchange.
11. If a supervisor is not available, then the application will be held over until such time as supervision can be provided by the host department. No exchange or visit should proceed until such time as supervision can be guaranteed.

### **Conditions of exchange/visit**

12. Heads of Departments will approve, or recommend to the relevant approving authority, each exchange/visit. The Head of Department of the host department or the Director of Graduate Studies or the appropriate authority will arrange for a formal letter of invitation to be issued to meet the necessary visa and entry requirements. This letter will also include a copy of the host Department's policy on the provision of facilities for PhD students visiting or on exchange under this MoU. The student to whom the offer is being

made should countersign the letter and conditions to indicate that they understand and accept them.

13. The host department will nominate a shadow supervisor with relevant expertise in the area of the student's research and will then advise the student and the host department. During the period of the exchange, shadow supervisors will maintain regular contact with the student in accordance with best practice at the respective institutions and in a way that meets the particular needs of the student. Shadow supervisors will also provide comments on written work that the student produces during the exchange. Shadow supervisors should, where appropriate, maintain contact with the supervisor in the student's home department no expectation that shadow supervisors will continue to have responsibility for supervision of the student's work once the student has returned to her or his home department.
14. Students will be offered visiting or exchange status in the host Department for the duration of their visit in accordance with the relevant procedures administered by each Department and University. Such registration or status at either institution does not constitute a formal candidature in the host Department.
15. During the period of their visit, students will be required to present a seminar on their work in the relevant seminar series in the host department. For candidates at Aberystwyth, the Department will require a written report at the end of the exchange visit, indicating whether the student has met the objectives listed in the original proposal. For Masaryk, the students will have to submit a written report at the end of the exchange visit, specifying advancements the student will make during his/her visit. Moreover, the students are expected to enrol into a research seminar in which they will present their research to the Department members and other PhD students, thus earning an appropriate amount of ECTS credits.
16. No scholarship or stipend funding is attached to the exchange/visit arrangements set out under this MoU, although students may apply for any relevant travel and/or research funds administered by their own university or any other body. Students in receipt of Research Funding Council studentships are required to seek approval from the relevant Research Council to participate in the exchange programme.
17. Students will be responsible for their own travel and living expenses (including accommodation) as well as any costs associated with partners and/or children who accompany them. Host departments will provide prospective visitors with information on their university's accommodation offices.

Medical and other related expenses are the sole responsibility of the student and it is strongly advised that applicants take out, where necessary, relevant private medical insurance. The host university will endeavour to assist exchange or visiting students in this regard.

18. Students are also responsible for obtaining any relevant visa and/or entry permits.

19. Students will pursue their research programme full-time while they are in the host Department. They will not undertake any paid teaching in the host Department nor will they be asked to do so. Students are expected to conform to the terms of their entry visa. Students will be required to conform to all the rules and regulations relating to students at the university they are visiting.

### **Facilities**

20. The host Department will endeavour to provide visiting students with office space (usually shared), access to a networked computer (including, if requested, a local e-mail account), a photocopying allowance, library entitlements and other relevant facilities in accordance with their own policies on support for PhD students.

Signed for and on behalf of:

ABERYSTWYTH UNIVERSITY

MASARYK UNIVERSITY

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Professor Noel Lloyd  
Vice Chancellor

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Prof. Ladislav Rabušic  
Dean, Faculty of Social Studies

Date:        /        /

Date:        /        /

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Professor Mike Foley  
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