MEMORANDUM OF UNDERSTANDING
Between
THE BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY
FOR AND ON BEHALF OF
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
Carbondale, Illinois, United States of America

and

HEREFORD COLLEGE OF ARTS
HEREFORD
UK

and

HDK AT STENEBY
SCHOOL OF DESIGN AND CRAFTS
UNIVERSITY OF GOTHENBURG, SWEDEN

Based on a series of discussions pertaining to the desirability and feasibility of a collaborative relationship and in accordance with a mutual desire to maintain the bonds between the three academic communities and contribute to greater understanding and communication between the United States, United Kingdom and Sweden, The Board of Trustees of Southern Illinois University by Southern Illinois University Carbondale (hereafter referred to as SIUC) and Hereford College of Arts (hereafter referred to as HCA) and HDK at Steneby- School of Design and Crafts (hereafter referred to as HDK-S) join in the following memorandum to cooperate cultural, educational and research programs in all fields of academic endeavor with a particular initial focus on the shared specialist curriculum area of blacksmithing and metalwork, as follows;

The three parties agree on the following general forms of cooperation:

a. Establish a program of academic and artistic cooperation in the areas of common expertise and interests.

b. Develop student and scholar exchanges.

c. Promote faculty exchanges for short visits or longer term periods with the details to be arranged and mutually agreed upon in writing.

d. Exchange research resources and academic and other publications.

e. Organize joint conferences, seminars, training and academic meetings.

f. Facilitating mutual visits to enable the fulfillment of the above projects. Financial arrangements will be agreed upon in advance and in writing.

g. Facilitate progression onto courses of study at each institution by the open dissemination of information, advice and guidance.

The three institutions will make every reasonable effort to encourage direct contact and research cooperation between their faculty members, departments and research institutes to the extent that
they are able, under provisions of this agreement, and endeavor to cooperate in the fields with which both parties are concerned.

The three institutions agree to appoint one or more representatives to the Planning and Management Team in order to undertake the following responsibilities:

1. Serve as liaison and maintain communication and accountability for this Agreement.
2. Initiate an Action Plan to undertake tangible activities within this Agreement.
3. Monitor progress and report on the outcome of these activities.
4. Determine new courses of action to sustain and strengthen the institutional relationship.

The representatives to the Planning and Management Team are:

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The terms and the necessary resources for such joint activities and exchange programs shall be discussed and mutually agreed upon in writing by both parties prior to the initiation of the particular activity or program. The three universities understand that all the financial arrangements should be negotiated and will depend upon the availability of funds.

This Agreement will remain for a period of five years and will need to be renewed after review and renegotiation by all three universities. This agreement may, at any time during its period of validity, be terminated by any party upon written notification six months prior to termination.
In witness of the terms of this agreement our signatures are affixed:

Rita Cheng, Chancellor
Board of Trustees
Southern Illinois University Carbondale
Date: 16, February 2014

Richard Heatly
Hereford College of Arts
Date: 19, August 2013

Lotta Wedling
HDK AT STENBERG- School of Design and Crafts
Date: 5, September 2013

Björn Nygren
Head of School
HDK-School of Design and Crafts, University of Gothenburg
Date: 30, August 2013

Glenn Poshard, President
Southern Illinois University
Date: 17, February 2014
MEMORANDUM OF AGREEMENT
BETWEEN
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
AND
HDK – SCHOOL OF DESIGN AND CRAFTS
UNIVERSITY OF GOTHENBURG

Purpose
The purpose of the cooperative exchange program between Southern Illinois University Carbondale and HDK School of Design and Crafts is to provide additional education opportunities for undergraduate and graduate students of both institutions.

Details of the Exchange
1. The exchange will be for a period of five academic years, beginning August 2013 and continuing until June 2018. During each year of the Agreement, one or two undergraduate/graduate students from each institution will be accepted for exchange by the other. The exchange program will be evaluated latest in June 2018, and at that time, a joint decision will be made to continue, modify or conclude the Agreement.

2. Each institution agrees to receive the same number of students on exchange as it provides. If a simultaneous exchange is not possible, each institution retains the option of completing the exchange in future semesters.

3. The duration of an exchange for each student under the program will normally be for the equivalent of one semester (approximately 4 months) at Carbondale and one semester at HDK. In exceptional circumstances, this may be extended to one year. Exchanges will not take place in the summer session.

4. Students are eligible to participate in the exchange during the spring semester second year and/or the autumn semester the third year. For graduates the spring semester first year and/or the autumn semester second year. Each institution will select the students it wishes to send to the other. The host institution retains discretion to accept or deny individual applicants based on available space in particular programs.

5. Each candidate for the exchange will be required to submit an application and portfolio to the host institution. Applications should be submitted to HDK by April 1st for the autumn semester and by October 15 for the winter/spring semester. Applications should be submitted to Carbondale by March 15 for the autumn semester and October 15 for the winter/spring semester.

6. All HDK students selected for exchange at Carbondale must be proficient in English. Proof of such proficiency may be required. While courses at HDK at bachelor level are officially
offered in Swedish, many are adapted into English based on international enrolment and by specific program. Courses at Master level are all in English.

7. An exchange student is subject to the promotion, good standing, graduation rules and regulations of the home institution during the period of exchange, and is also subject to all other academic and non-academic rules and regulations of the host institution.

8. An exchange student pays tuition fees to the home institution. Payment of some additional incidental fees to the host institution may be required. Class supplies are the responsibility of the student.

9. Official transcripts and any written evaluations of a student during the exchange semester will be sent by the host institution directly to the home institution.

10. It is the responsibility of the student to ensure that the courses selected during the exchange are satisfactory to the home institution.

11. Providing prerequisites have been met, the host institution will make every reasonable effort to meet the course preferences of exchange students.

12. It is the student’s responsibility to secure any travel documents and visas required to enter and study in the country of the host institution.

13. The student is responsible for all travel and living costs associated with their participation in the exchange program.

14. Both parties will do their best to assist students obtain accommodations. However it is the student’s responsibility to secure accommodation for the duration of the study period.

15. While participating in the exchange program, students are required to show proof of health insurance. Without such proof, the student will be required to subscribe to a comprehensive health insurance plan to cover the period of their exchange.

16. Detailed information regarding the exchange program and the participating institutions will be made available in the designated office at each institution.

17. Coordinators for the program will be the designated academic officer at each institution.

Indemnity
Both Universities agree to indemnify and hold harmless the other, its directors, officers, employees, agents, independent contractors and volunteers against all actions, causes of action, suits, claims, demands, judgments, costs, damage and damages of any kind whatsoever, including reasonable legal fees which may be charged to the University, but only in proportion to and to the extent such liability, costs or damages are caused by or result from the negligent or intentional acts or omissions of that University, a Student or those persons authorized to act on behalf of that University.

Insurance
Both Universities acknowledge that they shall each be responsible for maintaining comprehensive general liability insurance, for the purposes of this Agreement and shall provide evidence of such coverage each to the other. Carbondale agrees that the enrollment of University of Gothenburg students in the Swedish State’s insurance policy STUDENT UT will be accepted as sufficient for this purpose.
Equity and Inclusion
Both universities are committed to supporting equity, diversity, inclusion and dignity of all people.

FOR THE BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE
USA

Rita Cheng, Chancellor

Signature
8-30-13
Date

FOR HDK – SCHOOL OF DESIGN AND CRAFTS, UNIVERSITY OF GOTHENBURG,
SWEDEN

Bitte Nygren, University College Director

Signature
11/9/2013
Date