



NAZARBAYEV
UNIVERSITY



AGREEMENT FOR STUDENT EXCHANGE

«25» February 2025

The autonomous organization of education **Nazarbayev University**, hereinafter referred to as NU, situated at 53 Kabanbay batyr Avenue, Astana, 010000, Kazakhstan, and represented by President Waqar Ahmad, acting on the basis of the Charter, from the one part, and **Kyrgyz-Turkish “Manas” University**, hereinafter referred to as KTMU, situated 56 Chyngyz Aytmatov Avenue, 720054 Bishkek, Kyrgyz Republic, and represented by Rector Alpaslan Ceylan and Co-Rector Almaz Ibraev, acting on the basis of the Charter, hereinafter jointly referred as the “Parties” and separately as the “Party”, have agreed as follows:

1. PURPOSE OF THE AGREEMENT

1.1. The purpose of this Agreement is to establish a student exchange program (hereinafter – “Exchange Program”) between NU and KTMU. NU students and KTMU students will be eligible to participate in this Exchange Program.

1.2. Exchange program may be carried out through such activities as:
Exchange of undergraduate and/or graduate students.

2. DEFINITIONS

2.1. **‘Home Institution’** shall mean higher education institutions where a student is pursuing a full academic degree.

2.2. **‘Host Institution’** shall mean higher education institutions that the student attends for academic credits for a certain period of time (up to one academic year), while pursuing a full academic degree at Home Institution.

2.3. **‘Exchange Student’** shall mean Home Institution student studying at the Host Institution under the condition of reciprocal waivers of tuition, application and registration fees (refer to Article 5 below).

2.4. **‘Inbound Student’** shall mean a student attending the Host Institution for academic credits for a certain period of time (up to one academic year), while pursuing a full academic degree at Home Institution

2.5. **‘Balance of the number of students’** shall mean the equality of the number of students sent to study on exchange in both Host and Home Institutions within the term of this Agreement.

3. NUMBER OF EXCHANGE STUDENTS



3.1. A maximum of 5 (five) Full-Time Equivalents (FTE) from each Party may be exchanged each academic year. This quota is divided into programs by Host Institution. The number of exchange students may be amended by mutual agreement.

3.2. One student attending for one semester will be counted as the equivalent of half Full-Time Equivalent (FTE).

3.3. One student attending for two semesters will be counted as the equivalent of one full-time equivalent (FTE).

3.4. The number of exchange students may be amended by mutual agreement.

3.5. The Exchange Program requires a balance in the number of students exchanged over the term of the Agreement;

4. ACADEMIC YEAR

4.1. The structure of the program (academic year) for NU and KTMU is described in **Annex 1A** to the Agreement.

4.2. Students coming from KTMU may participate in the Exchange Program for one or two semesters of study at NU. Students coming from NU may participate in the Exchange Program for one or two semesters of study at the KTMU.

4.3. The duration of study at the Host Institution may be considered for extension per agreement of the Parties. The maximum duration of the exchange period for bachelor students is 1 academic year, and for Master's/PhD students the maximum of 1 semester.

5. PREREQUISITES FOR SELECTION

5.1. Both Institutions will select students for the Exchange Program on the basis of merit and other non-discriminatory eligibility criteria as listed in **Annex 2A** to the Agreement. The required supporting documents are listed in **Annex 2B** to the Agreement.

5.2. NU and KTMU agree to make no distinction among the students who are covered by this Agreement on the basis of age, gender, sexual orientation, race, color, religious belief, national origin, marital status, and status as a qualified individual with a disability or handicap.

5.3. The exchange student must meet the admission requirements of the Host Institution and may have to fulfill prerequisites and provide required documentation for the Host Institution. The exchange student shall be nominated by the Home Institution for admission as an Exchange student.

6. SELECTION & NOMINATION

6.1. Each Home Institution should complete its selection of exchange students and nominate its exchange students for the Exchange Program at least 4 months prior to the start of the exchange period. The exchange student's nomination should be accompanied by a:

- (a) curriculum vitae;
- (b) statement of academic aptitude from a member of the student's faculty;
- (c) academic transcripts; and
- (d) tentative outline of the program of study at the Host Institution.

6.2. The Host Institution should evaluate the nominated exchange students and determine their acceptability for admission as exchange students, including review of required language proficiency, as may be determined by the Host Institution. The Host Institution reserves the right



to reject the Home Institution's nominated exchange students with the provision of an explanation of such a decision, and the Home Institution may appeal against the rejection and/or nominate another student.

7. PROGRAM OF STUDY

7.1. The program of study of exchange students at the Host Institution shall be approved by academic advisors of both Home and Host Institutions. Exchange students will normally be permitted to enter a study program similar to their study program at their Home Institution unless the program is subject to limited enrollments. The proposed courses must fulfill the exchange student's degree requirements at his/her Home Institution.

7.2. Both Institutions should, therefore, provide each other with information on the details of courses as soon as they are available. At NU, the course schedule for the coming academic year is typically released in July for the Fall semester and in December for the Spring semester. At KTMU, the course schedule for the coming academic year is typically released in May for the Fall semester and in November for the Spring semester. The information of the Host Institution should be regularly updated and accessible to the exchange students of the Home Institution. The information may be placed in the Host Institution's reference library and/or on the website.

7.3. The courses must be self-contained and completed within the semester. Exchange students shall register only for courses taught in English, except the cases where an Exchange student meets language proficiency of courses taught in another language. Academic mentorship is the responsibility of the Exchange student's advisor at the Home Institution, but the exchange student will be assigned and required to meet with an advisor at the Host Institution. An alternative course that will fulfill the degree requirements of the exchange student should be proposed if the original course is unavailable.

8. FEES & EXPENSES

8.1. The requirement to pay its tuition fees is waived by the Host Institution, and the Exchange students continue to pay tuition fees to their Home Institution at their expense or from other means, including training within the framework of the state educational order.

8.2. The use of non-academic or non-obligatory facilities, services and functions by the Exchange student at the Host Institution may require the payment of fees.

8.3. The exchange student is responsible for all expenses of accompanying spouse and/or dependents.

8.4. Exchange students will not be eligible to apply for any financial assistance offered by the Host Institution.

8.5. Transportation, accommodation, meals, health insurance, and other costs (e.g., contributions to the student organizations) shall be borne by the Exchange student. The Exchange students are required to obtain a health insurance plan offered or approved by the Host Institution.

8.6. Exchange students shall be responsible for obtaining visas and otherwise complying with all immigration laws and regulations of the country of the Host Institution. The Host Institution shall assist in such efforts, but shall not have any responsibility to assure the granting of any visas, permits and approvals.



9. OBLIGATIONS

9.1. OBLIGATIONS OF HOST INSTITUTION:

- 9.1.1. Accept the Exchange student according to the official letter signed by the authorized person of the Home Institution, indicating personal data of the Exchange student, terms and name of the program, courses to be taken at the Host Institution.
- 9.1.2. Acquaint the Exchange students with internal regulations, documents on the organization of the educational process and other internal documents of the Host Institution, as well as the laws of the hosting country;
- 9.1.3. Create healthy and safe learning and living conditions for the Exchange student;
- 9.1.4. Ensure free access to and use of the information resources of the library of the Host Institution, provide with textbooks, educational and methodological complexes, and teaching aids;
- 9.1.5. To provide the Exchange student with the opportunity to use computer equipment to perform assignments in the framework of training programs;
- 9.1.6. To provide the opportunity for the Exchange student to participate on a voluntary basis in the scientific, cultural, and sports activities of the Host Institution;
- 9.1.7. Upon successful completion of the study, issue a transcript in accordance with the established rules and requirements.
- 9.1.8. Adhere to the terms on Confidentiality and Publication and property rights of this Agreement in forms that are not in contradiction to the legislation of the Republic of Kazakhstan and the Kyrgyz Republic.
- 9.1.9 To assist the Exchange student in compiling an individual curriculum.

9.2. RIGHTS OF THE HOST INSTITUTION

- 9.2.1. Demand from the Exchange student a proper and in good faith performance of duties in accordance with this Agreement and the Host Institution's internal regulations;
- 9.2.2. Apply disciplinary measures to the Exchange student for violation of the academic discipline, the terms of this Agreement, internal rules and regulations of the Host Institution and immediately inform Home Institution about violations;
- 9.2.3. Require the Exchange student to take care of the property of the Host Institution, comply with the rules of using computer and other equipment. In the event of material damage caused by the actions of the Exchange student, it is required to demand compensation for the costs incurred for its restoration in accordance with the procedure stipulated by the current legislation of the Republic of Kazakhstan and the Kyrgyz Republic;

.9.3. OBLIGATIONS OF THE HOME INSTITUTION

- 9.3.1. Send an official letter to the Host Institution signed by the authorized representative of the Home Institution, indicating the Exchange student's personal data, terms and title of the program, list of courses to be taken at the Host Institution.
- 9.3.2. To nominate the Exchange student no later than 4 months before the start of the semester, in which the exchange takes place;
- 9.3.3. Adhere to the terms on Confidentiality and Publication and property rights of this Agreement in forms that are not in contradiction to the legislation of the Republic of Kazakhstan and the Kyrgyz Republic.
- 9.3.4. To ensure the Exchange student has obtained the health and safety insurance policy



necessary in the country of the Host Institution.

9.4. RIGHTS OF THE HOME INSTITUTION

9.4.1. Require from the Exchange student to perform in good faith and with due diligence in accordance with this Agreement and the rules of internal regulations of the Host Institutions, as well as the observance of the academic discipline, correct and respectful attitude towards the faculty, staff and students of the Host Institution;

9.4.2. Apply to the Exchange student disciplinary measures for violation of the academic discipline, the terms of this Agreement, the rules of internal regulations of the Host Institution;

9.4.3. Require from Exchange student to take care of the property of the Host Institution, comply with the rules of working with computer and other equipment. In the event of material damage caused by the actions of the Exchange student, it is required to demand compensation for the costs incurred for its restoration in accordance with the procedure stipulated by the current legislation of the Republic of Kazakhstan and the Kyrgyz Republic.

10. REGISTRATION & ADMINISTRATION

10.1. The exchange student will be registered as an Inbound Student (non-degree, non-graduating student) for the duration of study at the Host Institution. At Nazarbayev University, students coming from KTMU must enroll full-time (for a minimum of 30 ECTS credits). KTMU advisors will work with exchange students to assist them in taking a course load equal to one semester at KTMU. At KTMU, students coming from NU must enroll full-time (for a minimum of 24 ECTS credits). NU advisors will work with exchange students to assist them in taking a course load equal to one semester at NU. This Agreement excludes any expectation of a transfer to the degree-granting program of the Host Institution.

10.2. The appropriate authority at the Host Institution will arrange an orientation program for the exchange students.

10.3. The Host Institution shall evaluate the academic performance of each Exchange student according to its own rules. 10.4. The Exchange student is responsible for providing an academic transcript to the Host and/or Home Institutions if requested.

10.5. Each Institution will appoint an Exchange Coordinator to administer the terms of this Agreement. The appropriate officials for both Institutions are listed in **Annex 1B to this Agreement**. 10.6. Notices that are required to be given under this Agreement shall be addressed to the following individuals and sent by first-class mail, postage prepaid; in person, or by email followed by a mailing by first-class mail, postage prepaid. Notices will become effective on receipt.

For

NU: For KTMU:

Magzhan Kurmashev
Manager
Department of Internationalization
Nazarbayev University
53 Kabanbay Batyr avenue
Astana, 010000, Kazakhstan
Telephone: +7-7172-70-91-56
Email: mobility@nu.edu.kz

Jamilya Urkunchieva
Specialist
International Relations Office
Kyrgyz-Turkish Manas University
56 Chyngyz Aytmatov Avenue
720044 Bishkek, Kyrgyzstan
Telephone: +996 312 492760
Email: iro@manas.edu.kg

11. TERM AND IMPLEMENTATION OF THE AGREEMENT



11.1. This Agreement will come into force upon the Effective Date and will remain in effect for **4 (four)** years (the “**Term**”). Both Parties may at any time review this Agreement and the actions taken under it. This Agreement may be renewed with the written approval of both Parties.

11.2. This Agreement may be terminated:

11.2.1. By mutual agreement of the Parties;

11.2.2. By either Party at any time upon one (1) year written notice; or

11.2.3. By either Party, effective immediately, in the event of a material breach of this Agreement by the other Party that is not cured after the non-breaching Party provides thirty-day notice of such breach to the breaching institution.

11.3. Exchange students enrolled in the program at the time of termination shall be permitted to complete the program under the terms and conditions set forth in this Agreement.

11.4. The termination of this Agreement shall not affect the implementation of the exchanges approved under it prior to such termination.

11.5. This Agreement may be amended and supplemented upon mutual agreement of the Parties by signing additional agreements, which shall constitute the integral part of this Agreement and shall be duly executed by the authorized representatives of the Parties.

11.6. The obligations of the two Institutions under this Agreement are limited to exchange students only and do not extend to spouses and dependents.

12. CONFIDENTIALITY

12.1. All organizational (including information about students, employees or faculty), financial, commercial, technical information relating to the Agreement and duly provided to the Parties for the purposes or in connection with the terms of this Agreement is considered confidential, and the Parties shall take all necessary and reasonable measures for prevention of disclosure of received information to any other person, in addition to employees, academic advisors, auditors and consultants who, in each case, must know and comply with confidentiality obligations, with the exception of cases provided for by the legislation of the Republic of Kazakhstan and the Kyrgyz Republic.

12.2. Shall not be considered as Confidential any disclosed information that the Receiving Party can demonstrate (i) previously was in its possession, as shown by its pre-existing records, without violation of any obligation of confidentiality; (ii) was received from a third party without violation of any obligation of confidentiality; (iii) was publicly known and made generally available prior to such disclosure; (iv) becomes publicly known and made generally available, through no action or inaction of the Receiving Party, after such disclosure; or (v) was independently developed without use of any Confidential Information by employees or consultants of the Receiving Party who had no access to such information.

12.3. Upon termination of this Agreement and the Disclosing Party’s request, the Receiving Party will return all papers, records, or other documents, that have been made available. However, the Receiving Party may retain a copy of papers, records, or other documents in its confidential legal files.

13. INTELLECTUAL PROPERTY

13.1. With respect to any invention (whether or not patentable), discovery, copyrightable work, software, or other intellectual property (“intellectual property”) that is created or conceived of



under any this Agreement or any supplemental agreement the parties execute, unless otherwise agreed to, all rights, title to and interests in any intellectual property that is created exclusively by the students and/or with the use of resources of one party shall be owned by that party.

13.2. All rights, title to and interests in any intellectual property that is created jointly by students of both Parties shall be jointly owned by the Parties ("joint intellectual property"). In this case, the Parties shall, where appropriate, enter into inter-party agreements that address issues concerning the use of joint intellectual property such as commercialization, responsibility for securing protection, and allocation of expenses.

14. LEGAL REQUIREMENTS AND LIABILITY

14.1. It is understood and agreed that neither Party to this Agreement shall be liable for any negligent or wrongful acts, either of commission or omission, chargeable to the other Party unless such liability is imposed by law, and that this Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one Party against the other or against third parties.

14.2. Disputes of the Parties shall be resolved through negotiations, and if it is not possible to reach a mutual agreement on disputable issues, they are subject to judicial review.

14.3. As to activities taking place in Kyrgyz Republic and as to claims against Kyrgyz-Turkish Manas University, this Agreement will be governed by the laws and in courts of the Kyrgyz Republic. As to activities taking place in the Republic of Kazakhstan and claims against Nazarbayev University, this Agreement shall be governed by the laws and in courts of the Republic of Kazakhstan.

14.4. In the event any provision of this Agreement is determined to be invalid or unenforceable under any controlling law, the invalidity or unenforceability of that provision shall not in any way affect the validity or enforceability of the remaining provisions of this Agreement.

14.5. The Parties acknowledge that students are not agents of either Party and that the Parties are not agents of the students in any legal sense. However, the Parties will endeavor to incorporate any student requirements or obligations described in this Agreement into programmatic requirements for students. Notwithstanding these efforts to impose programmatic requirements upon students, students shall be considered independent agents for all legal purposes and neither Party shall be liable for the actions of students.

14.6. The Parties recognize that the performance by the Nazarbayev University may be dependent upon the appropriation of funds by the Government of the Republic of Kazakhstan. Should the Government of the Republic of Kazakhstan fail to appropriate the necessary funds or if the Nazarbayev University's appropriation is reduced during the fiscal year, Nazarbayev University may reduce the scope of this Agreement if appropriate or cancel the Agreement without further duty or obligation. Nazarbayev University agrees to notify the other Party as soon as reasonably possible after the unavailability of said funds comes to Nazarbayev University's attention.

14.7. This Agreement shall not be assignable to the third party, in whole or in part, without the prior written consent of the other Party.

14.8. This Agreement is executed in English language and made in two copies, one for each of the Parties.

14.9. Both Parties welcome the establishment of the Exchange Program and jointly agree to the terms of this Agreement as set out above.



14.10. The Parties guarantee that they have the right to conduct their business and perform the duties established by this Agreement and its Annexes through representatives whose powers are determined by a power of attorney issued or other documents of title.

14.11. Each Party declares and guarantees that it has all legal rights and powers to conclude this Agreement, comply with its provisions and, in fulfilling its obligations under this Agreement, will not violate the rights and legitimate interests of third parties.

For and on behalf of

**The autonomous organization of education
Nazarbayev University**

53 Kabanbay Batyr Avenue, Astana,
Kazakhstan, 010000

Waqar Ahmad
President

Signature

Date



For and on behalf of

Kyrgyz-Turkish Manas University

56 Chyngyz Aytmatov Avenue, 720054
Bishkek, Kyrgyz Republic

Alpaslan Ceylan
Rector

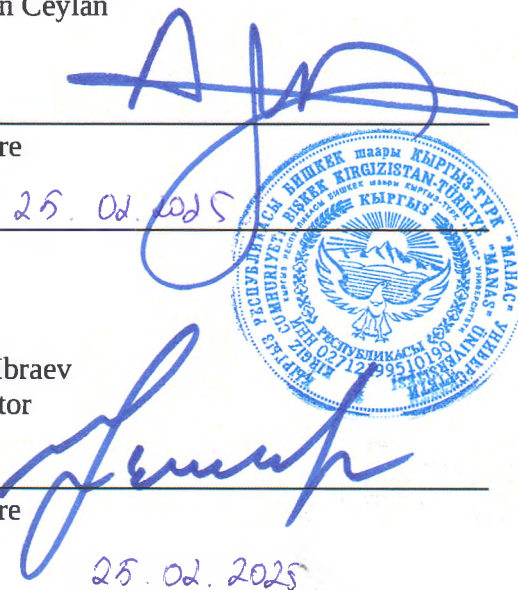
Signature

Date

Almaz Ibraev
Co-Rector

Signature

Date





**ANNEX 1A to the AGREEMENT FOR STUDENT EXCHANGE _____ dated on _____
STRUCTURE OF THE PROGRAM (ACADEMIC YEAR)**

SEMESTER	Kyrgyz-Turkish “Manas” University	Nazarbayev University
Fall Semester	Early September – End December http://oidb.manas.edu.kg/pdf/lisans_takvim2024.pdf	Mid-August – early December, https://registrar.nu.edu.kz/quick-links/academic-years-2025-26-26-27-27-28-28-29
Spring Semester	Mid-January – end May http://oidb.manas.edu.kg/pdf/lisans_takvim2024.pdf	Early January – early May, https://registrar.nu.edu.kz/quick-links/academic-years-2025-26-26-27-27-28-28-29

Nazarbayev University

Waqar Ahmad
President

Signature

Date



Kyrgyz-Turkish “Manas” University

Alpaslan Ceylan
Rector

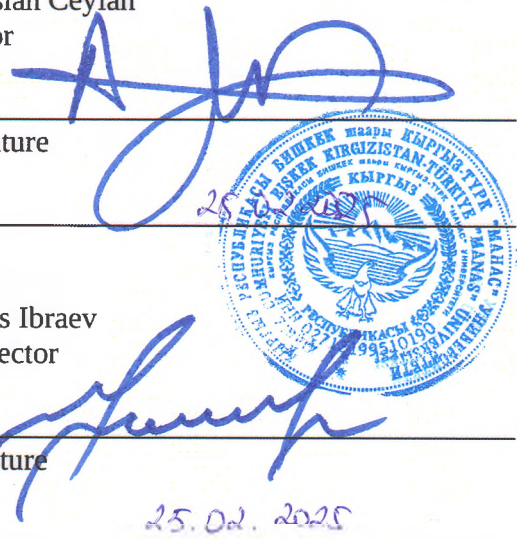
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Date

Almas Ibraev
Co-Rector

Signature

Date





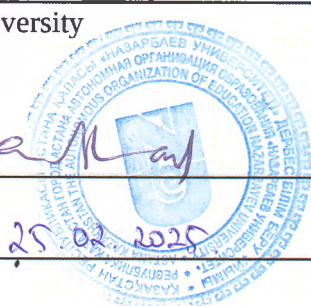
ANNEX 1B to the AGREEMENT FOR STUDENT EXCHANGE _____ dated on _____		
OFFICIALS AT INSTITUTION		
ACTIVITY	Kyrgyz-Turkish “Manas” University	Nazarbayev University
Administration of student exchange program	International Relations Office Jamilya Urkunchieva, Specialist iro@manas.edu.kg +996554606020	Department of Internationalization, <u>Magzhan Kurmashev, Manager</u> mobility@nu.edu.kz +7-7172-70-91-56
Application and Registration	International Relations Office Jamilya Urkunchieva, Specialist iro@manas.edu.kg +996554606020	Department of Internationalization, <u>Magzhan Kurmashev, Manager</u> mobility@nu.edu.kz +7-7172-70-91-56
Academic Mentorship	International Relations Office Jamilya Urkunchieva, Specialist iro@manas.edu.kg +996554606020	Department of Internationalization, <u>Magzhan Kurmashev, Manager</u> mobility@nu.edu.kz +7-7172-70-91-56
Accommodation	International Relations Office Jamilya Urkunchieva, Specialist iro@manas.edu.kg +996554606020	Department of Internationalization, <u>Magzhan Kurmashev, Manager</u> mobility@nu.edu.kz +7-7172-70-91-56
Orientation	International Relations Office Jamilya Urkunchieva, Specialist iro@manas.edu.kg +996554606020	Department of Internationalization, <u>Magzhan Kurmashev, Manager</u> mobility@nu.edu.kz +7-7172-70-91-56
Official Visits & Academic Links	International Relations Office Jamilya Urkunchieva, Specialist iro@manas.edu.kg +996554606020	Department of Internationalization, <u>Magzhan Kurmashev, Manager</u> mobility@nu.edu.kz +7-7172-70-91-56

Nazarbayev University

Waqar Ahmad
President

Signature

Date



Kyrgyz-Turkish “Manas” University

Alpaslan Ceylan
Rector

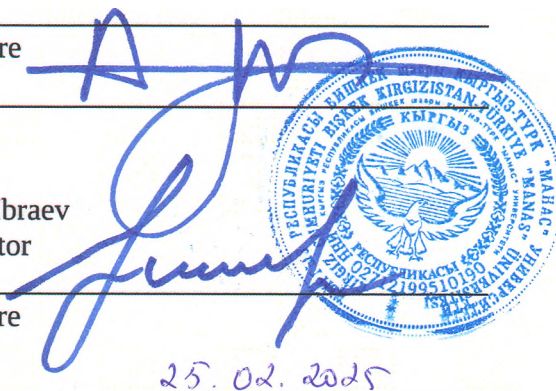
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Almas Ibraev
Co-Rector

Signature

Date






ANNEX 2A to the AGREEMENT FOR STUDENT EXCHANGE _____ dated on _____
SELECTION CRITERIA
The Home Institution must ensure that the exchange student should
(f) be registered as a full-time student of the Home Institution
(f) have successfully completed at least: (ii) For graduate students it is one (1) semester of study at the Home Institution, and; (ii) For undergraduate two (2) semesters of study at the Home Institution;
(f) be a student of good academic and disciplinary standing at the Home Institution and with a Cumulative Average Point score of 3.0 or above; propose an appropriate program of study at the Host Institution;
(f) show the aptitude, motivation, and maturity to thrive in the environment at the Host Institution;
(f) have sufficient funds for all fees, and personal expenses for the duration of the study at the Host Institution;
(f) Comply with other eligibility requirements indicated in the Rules on Academic Mobility.

Nazarbayev University

Waqar Ahmad
President

Signature

Date


25.02.2025


Kyrgyz-Turkish "Manas" University

Alpaslan Ceylan
Rector

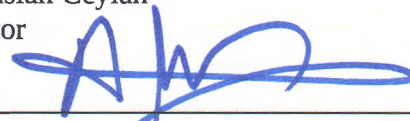

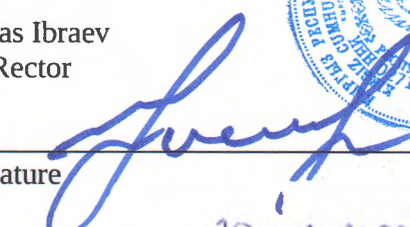
Signature

Date

Almas Ibraev
Co-Rector

Signature

Date


25.02.2025


25.02.2025



ANNEX 2B to the AGREEMENT FOR STUDENT EXCHANGE _____ dated on _____
SUPPORTING DOCUMENTS AND OTHER PREREQUISITES
(a) Students applying for admission as an exchange student must submit to the Host Institution:
(iii) application form; (iii) resume or CV; (iii) statement of purpose; (iv) two photographs; (v) transcript of academic record; (vi) recommendation from faculty advisor; (vii) interview (conducted by a representative of the Host university).
Exchange student needs to have the required prerequisites in order to register for courses in Host University.

Nazarbayev University

Waqar Ahmad
President

Signature

Date



Kyrgyz-Turkish "Manas" University

Alpaslan Ceylan
Rector

Signature

Date

Signature

Almas Ibraev
Co-Rector

Signature

Date

Signature

