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**AGREEMENT FOR THE IMPLEMENTATION OF THE  
CAMPUS-IN-CAMPUS (CiC) INITIATIVE  
BETWEEN  
AL-FARABI KAZAKH NATIONAL UNIVERSITY, KAZAKHSTAN  
AND  
THE UNIVERSITY OF TSUKUBA, JAPAN**

**Preamble**

This Agreement is entered into by and between Al-Farabi Kazakh National University (hereinafter referred to as “KazNU”) and the University of Tsukuba (hereinafter referred to as “UT”) for the purpose of implementing the Campus-in-Campus (hereinafter referred to as “CiC”) initiative as proposed by UT. Fully recognizing that academic exchange and cooperation between the two universities, especially in the fields of Humanities and Social Sciences, Pure and Applied Sciences, Environmental Sciences, Informatics, and Space Technology and Engineering, will be beneficial to all concerned and wishing to further strengthen current relationship into a proactive and innovative partnership, KazNU and UT hereby agree to participate in the CiC initiative which will enable the sharing of educational and research resources and contribute to the mutual enhancement of research and educational capacities.

Through CiC initiative, KazNU and UT will share educational and research environments to allow for the significant enhancement of the mobility of students, faculty members, researchers, and administrative staff, as well as the development of innovative educational and research initiatives benefiting from the proactive use of pooled resources.

In the case where discrepancies arise between the contents of this Agreement and previous MoUs executed between KazNU and UT, this current Agreement shall supersede and prevail to prior agreements and MoUs.

**1. Principal features of the “Campus-in-Campus” (CiC) Initiative**

1-1. CiC is a transborder initiative proposed by UT to improve the research and educational capacities of partner institutions in tandem by sharing research and educational resources across national and institutional boundaries.

1-2. Universities and institutions that participate in the CiC initiative are referred as CiC partners.



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1-3. KazNU and UT will fulfill the following responsibilities in order to implement and uphold the CiC initiative:

1-3-1 Allow other to establish a virtually effective campus within their own campus and provide an office space that can be staffed with the other partner's faculty members and administrative staff. (Mutual Provision of Office Space).

1-3-2 Offer courses or programs that will be made available for both of their students and ensure that any credits earned by students taking such courses will be mutually recognized in accordance with relevant procedures. (Course Jukebox).

1-3-3 Grant adequate status to the other's visiting students, faculty members, researchers and administrative staff during their period of stay, and provide them with equal rights, privileges and access to campus facilities, resources, and services, including but not limited to dormitories, medical facilities, seminars and meeting rooms etc. Mobility of faculty members and administrative staff under CiC initiative shall not constitute employment.

## **2. Mutual Provision of Office Space**

2-1. In order to ensure the smooth operation of educational and research collaborations, KazNU and UT shall seek to establish and staff their own CiC office in each other's campus. The employment term of CiC office staff will be one (1) year with the possibility of extending the contract up to five (5) years in total based on annual employee evaluation. Individuals deemed most suitable for the implementation of the CiC initiative shall be hired for the said position. Home institution will employ CiC office staff and pay their salary. Actual employment procedures of CiC office staff are to follow relevant regulations at each university.

2-2. The costs associated with the provision of necessary office furniture, appliances and communication equipment, as well as utility and communication costs, insurance premiums, interpretation service costs, and personnel costs for the employment of supporting staff will be shared by both partners, basically waived for each other's institution. The host university also agree to pay for the costs besides those mentioned above, including the rental fee of CiC office space, the charges of electricity and water utility, the cost of photocopying papers, and other costs that are deemed appropriate and essential for the operation for the CiC office.

### **2-3. Job Description of CiC Office Staff**

CiC Office staff is responsible for the smooth operation of overall office management. Their main duties include 1) providing support to students for their travel from and to the home university, daily life during their stay at the host CiC partner university, course



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learning through Course Jukebox etc., 2) providing support to faculty members and administrative staff from both CiC partner universities for their travel from and to the home university, daily life during their stay at the host CiC partner university, and 3) operating the management of the CiC office, including liaison and coordination with the relevant educational/ research/ administrative organizations in the campus where the CiC office has been established as well as with equivalent organizations in the home university. Moreover, office staff is required to submit an annual report on the management of the CiC office to both partner universities, which shall be taken under consideration for the yearly renewal of their employment contract.

### **3. Course Jukebox**

3-1. Course Jukebox (hereinafter referred to as “CJ”) is a system through which KazNU and UT can provide courses to each other’s students, bypassing the previously necessary credit transfer procedures.

3-2. KazNU and UT shall share with each other course lists, syllabi, criteria for evaluation and credit-recognition, transcripts of students and other related information as deemed necessary.

3-3. KazNU and UT shall discuss and build consensus in terms of credit calculation, evaluation, credit transfer, and teaching methods in order to maintain and ensure academic quality.

3-4. Conditions and procedures for the selection and incorporation of courses into CJ as well as course registration, teaching methods, and standards for credit-recognition will be set as follows.

3-4-1 Students who take courses through CJ are rationally included in the definition of CiC students referred to in Article 5-1 of this Agreement. Moreover, students who take courses through CJ will be tentatively registered as Exchange Students in KazNU and as Exchange Students (Tokubetsu Chokogakusei) in UT.

3-4-2 Four types of course learning taught in English through CJ:

Type A: Supplemental and systematic courses taken from existing degree programs

Type B: Courses from Joint and Double-degree Programs with CiC partner universities

Type C: Courses intended for non-degree short-term exchange programs (up to one academic year or two (2) semesters), including Summer/ Winter Schools. Courses from Junior Year at Tsukuba Program (JTP) are also categorized here and offer a wide variety of English courses from many disciplines aimed at improving the understanding of Japan from diverse aspects.



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Type D: Courses aimed at non regular students, mainly provided via e-learning, inclusive of language learning programs as well as special courses related to the characteristics of each university.

Until otherwise provided for future agreements or amendments, course learning from A, C and D course types will be available to CiC students from KazNU and UT. However, KazNU and UT will seek for the possibility of learning some courses from Type B.

#### 3-4-3 Selection and incorporation of courses into CJ

- 1) Suitable courses matching types A, C and D described in 3-4-2 will be selected and subsequently incorporated as CJ courses.
- 2) Both universities will establish CiC/ CJ Management Committees (possibly substituted by existing committees of each university), which will be completely responsible for the selection and incorporation of courses into CJ, including the determination of the appropriate number of courses, incorporation timing, and procedure for course incorporation.
- 3) Mutual confirmation between both universities is necessary before final selection and incorporation of courses into CJ. Moreover, credit calculation and tuning of credit evaluation are to be done before final incorporation of courses into CJ.
- 4) KazNU and UT shall share course lists and syllabi. Course registration and course learning processes for each student are to be managed by the Learning Agreement for course-taking students (Appendix 1).

#### 3-4-4 Procedures for course learning through CJ by CiC students

- 1) Selection, qualification and registration as CiC students will be undertaken based on conditions set by the host university and in line with regulations of the home university.
- 2) Commencement of course learning is only possible after the approval of the contract on course learning processes between the CiC students and the home university in the form of Learning Agreement (Appendix 1) approved beforehand. The contract shall include the name of the intended courses, learning purpose and learning outcome, learning schedule, credit transfer, and other relevant matters.
- 3) Management of the course learning processes and the credit recognition for CiC students will be based on the contract mentioned in 3-4-4 2) and also on the credit regulations of the university providing the intended course. Both universities shall settle matters concerning credit calculation and standards for credit evaluation before the incorporation of selected courses into CJ by mutual agreement. However, if necessary, the final approval of course credit and grade may be subject to mutual agreement between relevant representatives of both universities.

#### 3-4-5 Fees for course learning and other related matters



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- 1) Tuition fee for CiC students who are taking courses through CJ will be waived. Moreover, application and admission fees shall be also waived for those CiC students by the host university on a reciprocal basis. All other fees imposed by the host university shall be paid for by the CiC students.
- 2) Number of CiC students accepted for course learning through CJ by both universities will not be limited for the period of the present Agreement. However, both universities may discuss on the number of CiC students selected.
- 3-4-6 Final decision concerning details of the learning schedule for each respective course to be taken by CiC students shall be made by the CiC/ CJ Management Committees described in 3-4-3 2).
- 3-4-7 Teaching methods, examination procedures, standards for learning evaluation, credit recognition and credit calculation, transcript of students, and other related matters shall be set before the CJ course list is open to CiC students, preferably five (5) months before the commencement of course learning. The details of these matters are to be finalized upon mutual discussion between the academic staff members providing the respective course.

#### **4. CiC students for Research**

Students who intend for research to be mainly enrolled in research activities at the host university are also included in the categories of CiC students in this Agreement. Procedures for their acceptance as incoming students are to follow relevant regulations at each university and are to be managed through the Learning Agreement for research students (Appendix 2) approved beforehand, as in the case of course-taking students through CJ.

#### **5. Student Mobility through the CiC Initiative**

5-1. Both partners may send undergraduate and graduate students to each other's university to be enrolled as non-degree seeking exchange students, and research students each year. Student mobility may also be an internship in the laboratory/ research and education centers of Partner's university. These all categories of students shall be referred to as CiC students in this Agreement.

5-2. The duration of stay for CiC students shall not exceed one academic year or two (2) semesters.

5-3. Tuition fee of CiC students shall be waived at the host university on a reciprocal basis. All other fees imposed by the host university shall be paid by CiC students.



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5-4. Acceptance for participation in the CiC initiative does not constitute admission to any academic degree-earning program at the host university.

5-5. CiC students shall be selected by the criteria of their home university, and on the basis of criteria provided by the host university or agreed upon by both universities.

5-6. The host university has the right to reject candidates, in which case additional candidates may be proposed.

5-7. Participants in the CiC initiative must purchase medical insurance, and pay for all travel and accommodation and subsistence (room & board) costs. CiC students shall provide evidence to the host university that they have sufficient funds for transportation to and from their home university and for subsistence during their stay.

5-8. The host university shall do its utmost to ensure that CiC students are assigned rooms in its on campus dormitory or in housing facilities adjacent to the campus. Students can also pursue alternative housing arrangements on their own (i.e. off-campus apartments).

5-9. The host university shall provide academic transcripts for courses taken by CiC students to their home university.

5-10. Credit(s) earned by CiC students will be recognized by the home university in accordance with the regulations set forth separately by mutual agreement.

5-11. CiC students shall be subject to the rules and regulations of the host university and country.

## **6. Exchange of Faculty Members and Administrative Staff**

6-1. The host university may allow faculty members from home institution, whose duration of stay shall not exceed one academic year, to take part in conference, teaching or research activities at the host university, and to co-direct/ co-supervise doctoral/ master dissertations and theses for mutually established double/ joint degree programs at the host university.

6-2. To encourage the exchange of administrative experience and knowledge in the fields of common concerns, both home and host university may select the suitable members of their administrative staff to take part in the mutual exchange program under CiC initiative.



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6-3. The activities conducted during the exchange period should be consistent with the professional activities of the staff member at their home university and shall generate a report to be submitted to the home university.

6-4. Salaries for the faculty members and administrative staff during their stay in the host university under the CiC initiative shall be paid by the home university.

6-5. Health insurance coverage must be arranged by the faculty member or the administrative staff in their country of origin, before their arrival at the host university.

## **7. Joint Research**

7-1. Through joint research, both universities shall aim to strengthen their relationship and develop new joint research programs and projects in field of Humanities and Social Sciences, Pure and Applied Sciences, Environmental Sciences, Informatics, Space Technology and Engineering.

7-2. Joint research programs can include co-organizing symposia, conferences and meetings on specific research topics, as well as promoting joint publications of research.

7-3. Terms and conditions of each joint research project will be set forth in a separate joint research agreement.

## **8. Use of the Name, Symbol and Logo of each Institution**

Each institution enables the other institution to use the name (including “The University of Tsukuba”, “UT” or any other version of UT’s name, and “Al-Farabi Kazakh National University”, “KazNU”, or any other version of KazNU’s name) and any other symbol or logo for the implementation of the actions included in the current agreement.

## **9. Term of Agreement**

This Agreement shall remain effective for a period of five (5) years from the date of the last signature by representatives of both institutions. The Agreement may be extended by mutual agreement in writing. Either party may terminate this Agreement during its period of validity by giving a ninety (90) days prior written notice to the other party.

## **10. Agreement Coordinators**

The general coordinators of this Agreement are as follows:



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For KazNU, issues related to this Agreement will be managed by its First Vice Rector,  
For UT, issues related to this Agreement will be managed by its Vice President for Global  
Affairs.

**11. Amendment to the Agreement**

This Agreement may be amended by mutual written agreement of both parties for the  
term of this Agreement.

**12. Settlement of Disputes**

In order to settle any doubts that may arise concerning the performance of activities  
developed under this Agreement, the parties shall exert their best efforts to reach a  
solution by mutual consent. In the event consent is not achievable, the parties will appoint  
a third person (neutral) to act as a mediator. This Agreement is executed in duplicate in  
English, both being equally authentic.

In witness whereof, the parties hereto offer their signatures.

Al-Farabi Kazakh National University

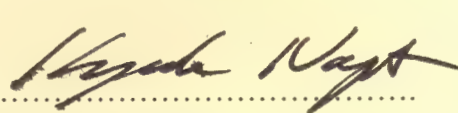
University of Tsukuba

  
.....  
Galimkair Mutanov

Rector  
Al-Farabi Kazakh National University  
Kazakhstan

Date: 18.09



  
.....  
Kyosuke Nagata

President  
University of Tsukuba  
Japan

Date: September 19, 2019





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Appendix 1

*Campus-in-Campus*  
**LEARNING AGREEMENT**  
*Course-taking Student*

Fall/ Spring semester from \_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_\_

<i>SURNAME</i> Name		In English/katakana	
Student no.:		Exchange program: CiC	
Home University College/ School / Department/ Program:		Host University College/ School / Department / Program:	
<i>Course Code</i>	<i>Courses</i>	<i>Host University credits</i>	<i>Home University credits</i>
<i>Total credits</i>			

I undertake to respect internal law and rules at \_\_\_\_\_.  
(name of the institution)

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Student's signature: .....

_____ (home university) approves this learning agreement.	_____ (host university) approves this learning agreement.
Mobility coordinator's signature Date: ___ / ___ / _____	Mobility coordinator's signature Date: ___ / ___ / _____



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**Appendix 2**

**Campus-in-Campus  
LEARNING AGREEMENT  
Research student**

Fall/ Spring semester from \_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

<i>SURNAME</i> <i>Name</i>		In English/katakana
Student no.:		<i>Exchange program:</i> CiC
<i>Home University</i>		<i>Host University</i>
<i>Graduate School / Department / Program:</i>		<i>Graduate School / Department / Program:</i>
<i>Research topic:</i>		
<ul style="list-style-type: none"> <li>•Purpose</li>   <li>•Methodology</li>   <li>•Expected outcome</li> </ul>		

I undertake to respect internal law and rules at \_\_\_\_\_  
(name of institution)

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Student's signature: .....

_____ (home university) approves this learning agreement.	_____ (host university) approves this learning agreement.
Mobility coordinator's signature	Mobility coordinator's signature
Date: ___ / ___ / _____	Date: ___ / ___ / _____