



LETTER OF INTENT

Place: Przasnysz
Date: 09.05.2017r.

To
The President
Indo-European Education Foundation
Warsaw, Poland.

This letter hereby express the mutual interest of... Morelnia Uniwersytecko-Techniczna w Sulechowie Między Zamiejscowy i Przasny
(name of the University/ Institute/ Faculty/ Organisation/ Firms)

And

Indo-European Education Foundation (IEEF),

With office in Warsaw, Nowodworska str. 29/311 03-133, Poland. KRS: 0000480908

I wish to formalise our interest and intention at pursuing our cooperation with IEEF for joint projects- academic, non-academic and corporate programs. This cooperation will also address short and long term exchange of students, faculty members, as well as participation in national & International conferences and joint publications.

09.05.2017 Elżbieta Sternal

(date & signature)

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Enforcement: The terms of this letter of intent are informational in purpose. The terms enumerated herein are nonbonding on parties, and will become effective and enforceable only when a definitive agreement is executed by both the parties.

*This is simple expression of your intention to cooperate with Indo-European Education Foundation (IEEF). After submission of this letter (by scanned copy to e-mail/ by post), you will get the complete document as MOU/ Agreement, customised for you.

Contact us @Mobile: +48 785267536, e-mail: info@ieef.pl , sekretariat@ieef.pl



Students Recruitment for University through IEEF – general conditions

- IEEF will be providing full support for student's recruitment from India and Indian region for all academic years;
- University must provide full list of the faculty/departments willing to receive number of students from India/Indian region for English study programs for all levels- Bachelor, Master and PhDs;
- University must provide list of required number of students from different faculties and departments to IEEF's office twice a year- in the month of November and March;
- University must assign one employee from recruitment office devoted to India/Indian region and IEEF's coordination for recruiting students;
- University will be receiving students only through IEEF from India and Indian region. In case, any educational consultant/agent or student sending direct application to the faculty, department or recruitment office, then recruitment office must suggest them to contact IEEF and fulfil the conditions for selection process launched by IEEF;
- Between IEEF and University - no third party will be entertained;
- University may receive full application forms along with all necessary certificates of applicants, only if that student will be selected by IEEF under CET-India test (Common Entrance Test) with good scores, and IEEF's representatives get convinced for his/her financial means of tuition fees and living cost during their study period in Poland;
- University will be receiving full tuition fees for all programs through IEEF only. All selected students are obliged to transfer full tuition fee including registration fee to the Foundation's account only, and Foundation will be transferring settled tuition fee to the University for all elected students to the specific departments/faculties;
- University should write such information on the university's webpage- Students from India and Indian region are suggested to contact our academic partner IEEF for admission application Process at University;
- Specify tuition fee for Indian/Indian region students;
- IEEF must promote University in India and find students through CET-India test (Common Entrance Test-India test is online platform as 'aptitude test' to check student's ability for English language, IQ and general knowledge in order to go abroad for higher education) for University beyond the limited departments. Student's selection will be for University and recruitment office may decide for the specialisation of department and pass the application to the concern authorities;
- IEEF is responsible to select well qualified students for University from India and Indian region;
- IEEF will be issuing conditional acceptance letter for the students on behalf of University as conditional letter in order to proceed application to the University recruitment office for final selection process;
- Once students are finally selected by IEEF and confirmed by University, IEEF may transfer tuition fee to University's bank account.
- In case of visa refusal by the embassy or withdrawal of student's application by student, within 14 days University must refund full tuition fee to the IEEF's account.
- After arrival of students to the university- University must keep screening students and provide list of obtained grades by students, from each semester as well as attendance percentage of the students to the IEEF's office. It is necessary and compulsory for keep tracking students and guide them properly during their stay in Poland.



Required documents for eligibility of student's application proces

Step 1. For IEEF to select student

- A. IEEF's Application form (accepted by all Polish Partner University)
- B. 10th, 12th Scanned Certificates for Bachelor studies
- C. 10th, 12th and graduation Scanned Certificates for Master studies
- D. 10th, 12th, graduation and Master scanned Certificates for PhD studies
- E. Foto - one soft copy electronic version
- F. Passport copies- front and back scanned copies
- G. CET-India Test score/confirmed eligibility

Step 2. IEEF'll be issuing conditional acceptance letter for the successful students for submitting tuition fees and registration fees to IEEF

Step 3. Confirmation to University for selected students through IEEF

- A. Application form of University
- B. All certificates received from step-1

Step 4. University recruitment office responsible for International recruitment devoted to IEEF cooperation suppose to check specialisation and forward application to the concern faculty/department and authority. Within one week, IEEF must receive answer from the recruitment office of final acceptance or rejection of the student.

Step 5 (for all selected students)

- A. IEEF may transfer one year tuition fee to University's account
- B. University will issue final letter of acceptance mentioning that student has been selected through IEEF's selection process for Polish partner university (draft format will be provided by IEEF).
- C. Visa support letter for student and Polish Embassy in New Delhi, and Consulate in Mumbai

Step 6.

- A. IEEF assist all selected students for visa application process in India
- B. To make appointment at Embassy and help students to get all other eligibility documentations required for visa process as well University - such as Apostle certificates, insurance for one year (insured amount must be about 32000 Euro), travel plans, ticket booking, pre departure workshop etc.
- C. IEEF assist students on their arrival to Poland and accommodate them to their allocated hostels.
- D. During summer break/winter break- IEEF'll try to organise student's training/ internships for students under Indian companies working in Poland as well as Polish companies working in India.

ZALOZYCIEL UCZELNI
dr Elzbieta Sternał



ANNEX-1

Outlines of Article (B) “Nonacademic Cooperation specified for student’s recruitment” under signed MOU

This Annex-1 is as continuation of signed MOU (memorandum of Understanding) between University of Linguistics and Science in Świecie (ULS and *Indo-European Education Foundation in Warsaw (IEEF)* for educational and scientific cooperation.

Now therefore, University and IEEF agreed to pursue the possibility of developing student’s recruitment from India through IEEF’s support. Annex-1, is defining the terms and conditions for supporting University for student’s recruitment from India and *Indian region (as Polish Embassy in New Delhi is responsible for all these 6 countries- India, Nepal, Bangladesh, Sri Lanka, Bhutan and Maldives)*.

This Annex-1 memorialises the terms that the parties have agreed shall govern their working relationship.

1. Term: The Term of this agreement shall begin from May 2017 (immediately after approval and signed- whatever will be earlier), and shall remain in force for five (5) years, unless *Annex-1* (i) is mutually extended by written agreement of the parties or (ii) sooner terminated as provided herein. Each party may terminate this *Annex-1*, for any reason upon six months (180 days) written notice to the other party. However, in the event that this Annex-1, is terminated the consequences of that termination on any Programs & Exchanges already underway shall be governed by the terms of the operational agreements/MoU contemplated by Section 5.
2. Students Recruitment for University through IEEF
 - IEEF will be providing full support for student’s recruitment from India and Indian region for all academic years;
 - University must provide full list of the faculty/departments willing to receive number of students from India/Indian region for English study programs for all level of studies- Bachelor, Master and PhDs;
 - University must provide list of required number of students from different faculties and departments to IEEF, twice a year- in the month of November and April;
 - University must assign it’s own employee from recruitment office devoted to India/Indian region and for the coronation with IEEF’s coordination and recruitment process;
 - University *will be receiving students only through IEEF from India and Indian region*. In case, any educational consultant/agent or student sending direct application to the faculty, department or recruitment office, then recruitment office must suggest them to contact IEEF and fulfil the conditions for selection process launched by IEEF;
 - Between IEEF and University no third party will be entertained;
 - University may receive full application forms along with all necessary certificates of applicants, only if that student will be selected by IEEF under CET-India test (Common Entrance Test) with good scores, and IEEF’s representatives get convinced for his/her financial means of tuition fees and living cost during their study period in Poland;
 - University will be receiving full tuition fees for all programs through IEEF only. All selected students are obliged to transfer full tuition fee including registration fee to the Foundation’s account only, and Foundation will be transferring settled tuition fee to the University for all selected student’s to the specific departments/faculties;
 - There will be no registration fee or application fee charged by University. Only student’s will be completing application process and registration forms of IEEF.



- University must write such information to the university's webpage along with IEEF logo- Students from India and Indian region are suggested to contact our academic partner IEEF for admission application Process at University for all courses;
- Specify tuition fee for Indian/Indian region students;
- For Academic year 2017/18, tuition fee for public domain (available for every one)
B.A - 2,800 Euro, and B.E - 3,200 Euro
- Tuition fee settled between University and IEEF- tuition fee must be transferred by IEEF to University after final selection and arrival of students to the university. *B.A - 1500 Euro, & B.E - 1700 Euro*
- University Account Number (full details).....*88 1160 2202 0000 0001 5412 6691*
- IEEF must promote University in India and find students through CET-India test(Common Entrance Test-India test is online platform as 'aptitude test' to check student's ability for English language, IQ, and general knowledge in order to go abroad for higher education) for University beyond the limited departments. Student's selection will be for University and recruitment office may decide for the specialization of department and pass the application to the concern authorities;
- IEEF is responsible to select well qualified students for University from India and Indian region;
- IEEF will be issuing "Conditional Acceptance Letter" for at first stage for the students on behalf of partner university as conditional letter in order to proceed application to University ;
- Once students are finally selected by IEEF and confirmed by University, "Final Acceptance Letter" will be issued by University;
- After getting successful visa and students arrival to the university, IEEF must transfer tuition fee to the university;
- After arrival of students to the university University must keep screening student's and provide list of obtained grades by students to IEEF (from each semester as well as attendance percentage of the students). It is necessary and compulsory to keep tracking student's and guide them properly during their stay in Poland.

3. Required documents for eligibility of student's application process

Step 1. For IEEF to select students

- IEEF's Application form (accepted by all Polish Partner Universities)
- 10th, 12th Scanned Certificates for Bachelor studies
- 10th, 12th and Graduation Scanned Certificates for Master studies
- 10th, 12th, Graduation and Master scanned Certificates for PhD studies
- Foto - one soft copy electronic version
- Passport copies- front and back scanned copies
- CET-India Test score/confirmed eligibility by IEEF

Step 2. IEEF'll be issuing conditional acceptance letter for the successful students for submitting tuition fees and registration fees to IEEF

Step 3. Confirmation to University for selected students through IEEF

- Application form of University
- All certificates received from step-1

Step 4. University office responsible for International recruitment devoted to IEEF cooperation suppose to check specialisation and forward application to the concern faculty/department and authority. Within one week, IEEF must receive answer from the recruitment office of final acceptance or rejection of the student.



Step 5 (for all selected students)

- A. IEEF may transfer one year or per semester tuition fee to University's after successful recruitment, visa process of selected student and arrival to the university.
- B. University must issue final letter of acceptance mentioning that student has been selected through IEEF's selection process for Polish partner university (draft format will be provided by IEEF).
- C. Visa support letter for students (as instructed by IEEF) to Polish Embassy in New Delhi, and Consulate in Mumbai.

Step 6.

- A. IEEF assist all student's in India on behalf of University and completer marketing activities for University in India and Indian region.
- B. IEEF provide assistance to all student's including application appointments at Embassies, legalisation of documents (Apostle certificates), insurance, travel plans, ticket booking, pre departure workshop etc.
- C. IEEF assist students on their arrival to Poland and accommodate them to their allocated hostels by University.
- D. During summer break/winter break- IEEF'll try to organise student's training/ internships for students under Indian companies working in Poland as well as Polish companies working in India.

7. Form of Signature. This Annex-1 may be executed by the parties manually or by facsimile/PDF and in one or more counterparts, each of which shall be deemed to be an original, and all of which, when taken together shall constitute one and the same instrument. Any copy of this Annex-1 bearing a signature of a party to this Annex-1, and sent by facsimile/PDF to any other party or parties shall be deemed a manually executed original of this Annex-1 and is sufficient to bind such signing party.

8. Annex-1 is a document signed under MOU and will be functioning immediately after acceptance of both the parties.

AGREED TO AND ACCEPTED

Date: 11/05/2017

On behalf of
University

On behalf of
Indo-European Education Foundation

Elzbieta Stermal
Signature



Pradeep Kumar
Signature
PRESIDENT

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