



## **SPECIFIC AGREEMENT FOR STUDENT EXCHANGE**

**between**

**Universidad San Jorge (Spain)**

**and**

**KYRGYZ-TURKISH MANAS UNIVERSITY (Kyrgyzstan)**

**Date** 22/06/2026

Silvia Carrascal Domínguez, Rector, **Universidad San Jorge**, Campus Universitario Villanueva de Gállego, Autovía A-23 Zaragoza-Huesca Km. 299, 50830 Villanueva de Gállego, Zaragoza, SPAIN

And

Prof. Dr. Alpaslan Ceylan, Rector of Kyrgyz-Turkish Manas University, having its principal address at Djal District, Bishkek 720038, Kyrgyz Republic.

both legally entitled to represent their corresponding institutions, agree to the following:

### **Background**

1. On 19 November, 2025, **Universidad San Jorge** and **Kyrgyz-Turkish Manas University** signed a Memorandum of Understanding (MOU) between the two institutions as a framework for future collaborations.
2. **Universidad San Jorge** and Kyrgyz-Turkish Manas University have decided to sign this Specific Agreement for Student Exchange in order to promote international student exchange programmes to and from each institution.

### **Terms and conditions**

3. The student exchange programme is open to students enrolled on undergraduate and postgraduate courses (Masters and PhD) in the fields of study common to both institutions:

- Business Administration
- Communication and Media
- Computing and Video Games
- Education
- Environment
- Film, TV and Digital Media
- Journalism
- Sports Sciences
- Translation
- Any other field implemented after the date of signature of this Specific Agreement

As well as being able to enroll on courses from their own academic area, students will also be able to enroll on specific language and culture programmes offered by each destination university if and when these are available.

4. Within this agreement, exchange students may participate in stays of one semester or a complete academic year (two semesters) at the destination institution on courses for which places are available.
5. The undergraduate exchange programme is open to students who have obtained the credits necessary to complete at least one year of their academic studies at their home institution before undertaking the exchange.
6. In all cases, students who participate in the exchange programme shall comply with the academic requirements of the destination university.
7. Both institutions may send one exchange student for a complete academic year (two semesters) or two students for one semester each to any of the courses for which places are available at the destination institution, without having to pay the corresponding academic fees of the destination institution.
8. Once the places without fees have been assigned for a specific academic year, additional exchange students may participate in the exchange programme upon payment to the

destination institution of 50% of the fees that the destination institution has established for the corresponding courses/credits.

The maximum number of exchange students permitted at any one time on a specific course will be agreed on by the partner institutions.

9. The selection of participants shall be made by the home institution and approved by the destination institution. The international relations offices of each of the institutions shall present the students selected for the mobility programme to the destination institution and shall be responsible for processing their acceptance.
10. Each institution will define for each course specific requirements regarding the minimum language level. The destination institution reserves the right to reject any applicant if he/she does not meet this or any other specific requirement previously defined.
11. All exchange students covered by this agreement shall assume the following obligations:
  - a. Pay the academic fees of the home institution;
  - b. Obtain, where applicable, the necessary student visa for academic stays in the destination country;
  - c. Pay expenses relating to:
    - i. Transport to and from the destination country;
    - ii. Local transport to and from the destination university;
    - iii. Housing and maintenance costs;
    - iv. Comprehensive medical insurance with international coverage;
    - v. Personal and other expenses necessary to carry out the studies.
  - d. Attend classes and undertake the work and associated assessment tasks assigned by the destination institution;
  - e. Comply with the academic regulations and any other internal regulations of the destination institution.
12. The international relations offices shall inform incoming exchange students about the necessary procedures to obtain visas or other necessary documentation for their stay in

the other country duly in advance so that they may request such documentation and begin their classes on the scheduled commencement date.

13. The destination institution shall provide incoming exchange students with all the necessary information prior to their arrival so that they have a basic knowledge of the country and city where they will be temporarily residing.

14. The destination institution shall also provide incoming exchange students with the necessary information so that they may find appropriate and acceptable accommodation and shall provide guidance upon their arrival and maintain contact with the students during their stay.

However, the destination institution shall not be responsible for finding accommodation for exchange students nor any of the related formalities.

15. The destination institution will make available to exchange students all relevant university services and credentials, sporting and cultural activities, information systems, libraries and laboratories.

16. Both institutions, via the corresponding academic staff, tutors or international coordinators, will together analyse the corresponding study programmes and agree in each case on the subjects that the selected students will study, with the aim of facilitating the enrolment process at the destination institution, the academic adaptation of the students and the subsequent recognition of credits by the home institution.

The subjects chosen and agreed on will be included in a personal Learning Agreement for each student.

17. Both institutions will provide the other with detailed information regarding their credit and grading systems in order to facilitate the recognition of credits and conversion of grades awarded to exchange students once they return to their home institution.

18. On conclusion of the stay, the destination institution shall provide written accreditation of the studies completed by each exchange student. The corresponding certification shall be sent to the home institution by the international relations office of the destination institution immediately following the conclusion of the stay.

The home institution will recognise the subjects included in each exchange student's Learning Agreement that were successfully completed.

19. The international relations offices of both institutions shall work together to monitor compliance with the terms and conditions established in this agreement by all parties.

20. Neither institution will be liable for damages arising as a consequence of any unforeseeable circumstance that might affect teaching and learning activity. Both institutions will undertake to re-establish teaching activity as soon as possible following the termination of such unforeseen events.

21. This exchange agreement shall enter into force on the date of its signature and shall have a term of five years, which may be automatically extended for identical successive terms in the absence of notice of termination by either of the institutions at least six months prior to completion of each term.

22. This agreement may be revoked and declared null and void by mutual agreement of either or both of the institutions. In such case, the institutions will undertake to allow any exchange students to complete stays that have already commenced prior to the termination of the agreement.

23. With regard to the processing of the personal data of the traveling students subject to this agreement, each of the institutions shall be considered controllers, pursuant to the definition of Article 4.7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on personal data protection (General Data Protection Regulation) and/or equivalent legislation in countries outside the European Economic Area.

As controllers in their respective processing activities, they shall both be required to separately comply with all obligations set out in said Regulation, as well as Spanish

Organic Law 3/2018, of December 5, on Personal Data Protection and guaranteeing of digital rights and the corresponding national legislation in countries outside of the scope of application of European regulations.

Moreover, both parties must individually respond to student requests to exercise the rights recognized to them as data subjects pursuant to the applicable regulations, undertaking to immediately get any rights exercise requests received on behalf of the other institution to said party. These obligations shall remain in force even after the exchange covered by this agreement has taken place.

In the event joint student personal data processing is necessary, for instance for the purposes of coordinating the exchange or sharing the identity of people who will be traveling, the parties shall duly inform the data subjects of the purpose and the recipient of said communication, the obligations of both parties as controllers remaining unchanged. In the event the communication of personal data for which USJ is responsible is an international data transfer to a country where there is no declaration of adequacy from the European Commission adopted pursuant to the provisions of Article 45 of the GDPR, said communication shall only be able to occur provided adequate guarantees are offered pursuant to the provisions of Article 46 and subsequent articles of the GDPR.

The signatories of this agreement state that they know that personal data provided for inclusion in this document shall be processed by the institutions they represent with the sole purpose of properly managing the agreement on the legitimate basis of formalizing and maintaining the contractual relationship. They shall be the recipients of the personal data as the data processors; the companies hired by each of the signatory institutions for the provision of certain services related to activity management shall have no decision power over the purpose thereof. Once the parties no longer need to process the personal data contained in this document, said data shall be stored and locked for the storage period set out by the applicable legislation and then deleted. Rights to access, rectification, erasure, object, restrict processing, and to data portability can be exercised by notifying the respective administrations listed in the letterhead of this document or via email to both controllers, respectively [privacidad@usj.es](mailto:privacidad@usj.es) (for USJ) and [iro@manas.edu.kg](mailto:iro@manas.edu.kg) (for KTMU).

Two copies of this Specific Agreement for Student Exchange are signed, with each partner institution receiving one copy.

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