

SAMPLE

ACADEMIC EXCHANGE ADDENDUM

Between

and
Utah Valley University

To continue to promote the advancement of international understanding, the dissemination of knowledge and the strengthening of cultural ties, _____ and Utah Valley University envision a program of academic cooperation involving student exchange.

A. PRINCIPLES: It is anticipated that:

- 1.) Student exchange will be on a one-to-one basis. The normal period shall be one year or one semester. In principle, each university may send up to two students each year. Two students for one semester shall equal one student for two semesters.
- 2.) Every effort will be made to keep the exchange in balance each year. While student numbers may vary each year, neither university should carry a deficit of more than 1 academic year student (or 2 semester students). Balance will be achieved over the term of the agreement. The absence of exchange during any academic year is possible and does not nullify this agreement.
- 3.) Exchange students enroll as "non-matriculated" students and are exempt from application, tuition, and fees at the host institution.
- 4.) If there are more students interested in participating in the exchange program than places available under the terms of A1 and A2 in any given year, students can apply to be enrolled as "non-matriculated" study abroad students and pay the fee set by the host institution. These students will not be considered in determining the exchange balance.
- 5.) Students may enroll in any course offered by the host institutions for which they have the pre-requisite preparation, subject to the availability of space in the course requested.
- 6.) Each participant in the exchange will enjoy the same rights and privileges as the students of the host institution and will be expected to abide by the rules and regulations of the host university.
- 7.) The terms under which these cooperative endeavors must be conducted are by default organized and administered according to the terms and conditions established in the English-language version of the contract, agreement, or memorandum of understanding. Should there be any discrepancies amongst the language versions of the contract, agreement, or memorandum of understanding, regardless of the nature of the discrepancy, the English-language version shall be agreed upon as the final arbiter and takes precedence over all other language versions.

B. DURATION:

- 1.) This agreement will operate from the date of signing for 3 years and may be subjected to

revision or modification by mutual agreement.

- 2.) This agreement is automatically renewable on the same terms and conditions every 3 years unless written notification is given by either institution at least 90 days prior to the termination date.
- 3.) Notwithstanding the above, either institution may terminate the Agreement by giving written notice of no less than 6 months. The termination of the agreement should allow for any imbalance to be rectified as per A2 and for any participating students who have commenced at either university at the date of the termination to complete their approved course of study.

C. SELECTION:

- 1.) The exchange program is open to qualified undergraduate students who have completed at least one year of undergraduate study. In the special cases, applications from graduate students will be considered within the terms of this agreement.
- 2.) Participating students normally will be selected by the home institution on the basis of academic merit and suitability to undertaking its normal admission procedures.
- 3.) If the receiving institution rejects any application, the home institution may nominate additional applicants for consideration.

D. STUDENT OBLIGATIONS: The obligations of the participating students shall be jointly determined by the institutions, consistent with the following principles:

- 1.) Exchange students pay tuition and any other study-related costs to their home institution.
- 2.) Miscellaneous fees such as special course fees, key deposits, books, differential tuition, etc., will be paid directly by each participant.
- 3.) Exchange students are responsible for their own transportation to the host institution.
- 4.) Exchange students are responsible for their own financial support, which includes their accommodation, living, and personal expenses. The host institution bears no responsibility for providing funds to an exchange student for any purpose.
- 5.) Exchange students are responsible for contracting for and obtaining their own medical insurance in accordance with the policy of the host institution.
- 6.) While exchange students are responsible for securing their own accommodation, each university has a commitment to assist in arranging suitable housing for exchange students.
- 7.) Exchange students will abide by the laws of the host country.

E. HOST INSTITUTION OBLIGATIONS: It is anticipated that:

- 1.) Each institution will provide exchange students with a contact person who will be responsible for assisting students with enrollments and other welfare issues.
- 2.) A pre-departure information package will be sent to all incoming exchange students, which will include advice on the transfer from the nearest major airport to the campus and other information to facilitate a student's arrival on campus.
- 3.) Records will be established for exchange students as if they were regularly enrolled students at the host institution. At the completion of an exchange student's study an official transcript of course work and grades will be mailed to the coordinating Exchange Officer of the home institution.
- 4.) The obligations of each institution under this agreement are limited to the exchange

participants only and do not extend to spouses or dependents. Expenses of accompanying spouses and dependents are the responsibility of the exchange participant.

- 5.) To the extent appropriate in the institution's judgment, and to the extent consistent with the institution's policies and procedure and applicable laws, each institution will use reasonable efforts to assist its participants.

F. **ACADEMIC COOPERATION:** It is the intention of both institutions to promote and encourage a broad range of academic cooperation outside the student exchange arrangements specified in this agreement. The scope of these activities may include:

- Development and promotion of research collaboration in areas of mutual interest.
- Sharing of experience in innovative teaching, development of an international curriculum and course design.
- Exchange of academic materials, which are made available by both parties.
- Exchange of academic staff (faculty) and scholars.
- Sponsoring cooperative seminars, workshops and other academic meetings on matters of mutual interest.

- 1.) The terms under which these cooperative endeavors must be conducted shall be determined by mutual consultation as need and opportunities arise.
- 2.) Proposals for collaborative work will be submitted through liaison officers specified by institutions. It is intended that details of approved projects will be included as Addenda to this Memorandum of Agreement.
- 3.) The final approval of any project is subject to the written approval of both institutions and will be dependent, in part, upon the availability of guaranteed support funds.
- 4.) It is the intention of the institutions that all research derived from the collaborative efforts of the two parties will be the joint property of both parties, proportionate to the parties' respective contributions, unless otherwise specified in an Addendum to the Memorandum of Agreement or another writing signed by both institutions.
- 5.) This Memorandum of Agreement is one for cooperation between the institutions in the pursuit of the objective expressed in the preamble. Nothing in this agreement shall be construed as creating a legal relationship between the parties.

G. **SUPPORT OF AGREEMENT:** It is understood that both parties shall support and promote the spirit of this agreement to encourage academic collaboration and to facilitate as much as possible the academic progress, physical relocation and cultural orientation of all exchange students.

The International Exchange Committee will decide the level of authorization needed to execute this contract

THIS ADDENDUM CONTRACT MUST BE SUBMITTED WITH THE PROPOSAL COVERSHEET & MOU