**INTERNATIONAL AGREEMENT TO**

**GOVERN THE EXCHANGE OF STUDENTS/FACULTY**

Between

**THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA BY AND ON BEHALF OF NAME OF USG INSTITUTION, UNITED STATES OF AMERICA**

And

**XXXXXX**

**XXXXXX, XXXXXX**

THIS AGREEMENT is entered into by and between The Board of Regents of the University System of Georgia by and on behalf of Name of USG Institution, an institution within the Board of Regents of the University System of Georgia (also referred to as USGI or Name of USG Institution) and XXXXXX (also referred to as XXXXXX). Name of USG Institution will perform all obligations of The Board of Regents of the University System of Georgia under this Agreement.

WITNESSETH THAT:

WHEREAS Name of USG Institution, a non-profit educational institution (or its agent) of the State of Georgia, located at Full Street Address, United States of America; and XXXXXX are linked by common academic and cultural interests, and desire to promote international cooperation in education and research;

AND WHEREAS Name of USG Institution and XXXXXX desire to strengthen and expand the mutual contacts between the institutions and enable cooperation and exchange between their students and faculty;

NOW, THEREFORE, it is mutually agreed as follows:

1. **Scope of Agreement**

The purpose of this agreement is to establish the terms and conditions under which the exchange of one or more students of Name of USG Institution and XXXXXX, shall take place. The Agreement shall be applicable to the exchange of all students between Name of USG Institution and XXXXXX. The exchange agreement applies to all undergraduate programs at each institution.

1. **Definitions**

As used herein the terms “host institution and “home institution” shall have the following meanings:

* 1. Host Institution - the institution accepting the exchange students
  2. Home Institution - the institution providing the exchange students

1. **Period of Agreement**

This Agreement shall be effective from semester following the date first above written and implemented. This Agreement shall continue in full force and effect until terminated by the parties hereto. Official review of the Agreement will take place five (5) years after the initial implementation of the Agreement.

**STUDENT PROVISIONS**

1. **Initiation of Study Abroad**

Each study abroad period under the terms of this Agreement will be initiated by the respective authorities of Name of USG Institution and XXXXXX.

1. **Period of Study Abroad**

Each study abroad period under the terms of this Agreement shall be for one (1) academic semester or for other shorter or longer periods as may be decided in individual cases.

1. **Implementation of Exchange**

The details of the exchange agreement as negotiated by the parties hereto are listed below:

* 1. Students pay study abroad tuition and all applicable fees directly to their home institution. Therefore, neither institution bills the other for tuition or fees.
  2. To be eligible for the program, a student must have a grade-point average of at least 2.7 out of 4.0, a grade of C+, or its equivalent. A student is ineligible if he/she is on academic or disciplinary probation or on financial hold.

* 1. Each home institution is responsible for recruitment, selection, and pre-program orientation of student participants. Such orientation will include academic and cultural expectations at the host institution. Each institution will provide the other with supplies of its publications necessary to carry out recruitment activities. All advertisements and related materials referring to an institution must be approved in advance by that institution.
  2. Each home institution is responsible for maintaining its own students registered at the home institution for the duration of the program.
  3. The home institution will advise the host institution of any circumstances which may affect the student’s year abroad (e.g., known health problems).
  4. To facilitate student registration and preparation, each institution will provide the other with a listing of courses to be offered each semester at the earliest possible date. Included with this information will be course descriptions and tentative syllabi.
  5. Host institution students will at minimum enroll in credit hours equivalent to their home institution’s requirement for full-time enrollment. They may enroll in any courses in which students of the home institution may enroll if they have fulfilled the established prerequisites for those courses.
  6. The host institution will provide orientation for the incoming students.
  7. Each host institution will inform the incoming students of health insurance requirements and availability.
  8. The host institution will provide academic and other advisory services for incoming students.
  9. Host institution students will have the same rights and privileges to the use of institutional facilities and amenities as home institution students.
  10. The host institution will provide documents necessary to obtain visas.
  11. The Designated Administrative Official will welcome the students upon their arrival.
  12. The host institution will make every attempt to place exchange students in campus housing. If this is not possible, the Designated Administrative Official will assist the incoming student participants in securing housing.
  13. The host institution will send an official academic transcript and any other pertinent student records to the Designated Administrative Official specified in the Agreement within 30 days of the end of the period of study and consistent with the host institution’s transcript-issuing protocols.
  14. The host institution is not liable for any accidents that occur outside of class or during non-program-related extra-curricular activities.

1. **Costs**
   1. Exchange students will pay the tuition and fees of their home institution to their home institution prior to participating in the program, in accordance with deadlines set by their home institution.
   2. Room and board fees at the host institution will be paid in advance to the host institution, in accordance with deadlines set by the host institution.
   3. The exchange student will be responsible for necessary health insurance and medical costs.
   4. Books, travel, living expenses, and any other costs will be the individual responsibility of the student.
   5. The exchange student shall be responsible for the cost of transportation to and from the host institution.
   6. Exchange students will be expected to abide by the regulations and ordinances of the host institution.
   7. In the event that the student is withdrawn for disciplinary or any other reasons, costs will not be refunded.

**FACULTY PROVISIONS**

1. Exchange of Scientific, Educational, and Scholarly Materials

Both parties shall seek agreement upon a list of their respective scientific, educational, and scholarly materials to be exchanged. To the extent practicable, USGI and XXXXXX shall set forth in writing their mutually agreed-upon protocols and guidelines governing this exchange and distribution of information.

1. Exchange of Academic Personnel

Both parties shall make reasonable efforts to facilitate visits of their researchers and faculty to each other’s campus for periods of time for research, teaching, and participation in short courses, conferences, and seminars in accordance with the objectives of this Agreement. The details of institutional and individual responsibilities involved in such researcher or faculty exchanges shall be set forth in writing and agreed upon by both parties before a particular visit is initiated.

1. Special Projects

The parties shall make reasonable efforts to develop special projects aimed at achieving the objectives established in this Agreement. The details of institutional and individual responsibilities necessary for accomplishing these special projects shall be set forth in writing and agreed upon by both parties before a particular project is initiated. Fund raising for these special initiatives may be carried out jointly. Once funds have been secured, the institutions will ensure that the funds are accounted for according to the requirements of each institution and the legal requirements of each country and distributed according to the allotments and timeline included in the approved project budget.

1. Pre-condition of Adequate Funding

Implementation of the activities contemplated by this Agreement is dependent upon the ability of the parties to secure adequate funding to support such activities. In the event a party is unable to secure adequate funding to support the activities contemplated by the Agreement, that party shall not be considered to be in breach of this Agreement. In general, however, participating faculty members will not charge honoraria for participating in collaborative activities under the purview of this Agreement.

1. **Dissemination of Results**

The results of joint research and other academic activities will be the property of the participating institutions, according to the legal norms of each country and the requirements of the funding agency. Authorship of publications will be determined by mutual accord.

**OTHER**

1. **Liability**

Name of USG Institution and XXXXXXXXX acknowledge and agree that neither party shall be responsible for any loss, injury, or other damage to the person or property of any student or faculty member participating in the program unless such loss, injury, or damage results from the negligence or willful conduct of that party, its agents, officers, or employees.

1. **Non-Discrimination**

Name of USG Institution and XXXXXX agree that no person shall be excluded from participation under the terms of this Agreement on the grounds of race, color, ethnicity, nationality, sex, or creed.

1. **Designated Administrative Officials**

The administrative officials listed below are authorized to endorse exchanges in accordance with the provisions of Article 3 of this Agreement.

**For Name of USG Institution: For XXXXXXXXX:**

Name Name XXXXXXXXX

Title Title XXXXXXXXX

Address Address XXXXXXXXX

XXXXXXXXX

Ph. Ph. XXXXXXXXX

Email Email XXXXXXXXX

1. **Amendment and Termination**
2. This Agreement may be amended by written consent between the two parties hereto.
3. This Agreement may be terminated by either party providing it gives the other one at least six (6) months’ prior written notice of its intent to terminate. Such termination shall not affect exchanges in effect prior to the effective date of the termination.

**SIGNATURES**

IN WITNESS WHEREOF, Name of USG Institution and XXXXX have executed this Agreement as of the date of the last signature.

|  |  |
| --- | --- |
| **The Board of Regents of the University System**  **of Georgia by and on behalf of Name of USG Institution**  **President**  XXXXXX  ……………..……………………  Date …………………..………… | **XXXX**  **XXX**  **President**  XXXXXX  ……………..……………………  Date …………………..………… |