**Agreement for Academic Exchange**

**Between**

**GVSU - Grand Valley State University, 1 Campus Drive, Allendale, Michigan, 49401**

**United States of America**

**And**

**<Name and Address of Partner University>**

# Purpose

In recognition of the proven value of international experiences for students, staff, and faculty, we, Grand Valley State University (GVSU), Allendale, Michigan, USA, and <Name and Address of Partner Institution> , each hereinafter denoted as the “institution” or “partner institution”, establish this Agreement to facilitate educational exchanges between our institutions.

# Scope

This Agreement covers cooperation in any academic field at either institution, subject to the prior approval of the administration of the host institution.

*<indicate specific fields if agreement is limited in scope>*

# Definitions

For the purpose of this Agreement, “home institution” shall signify the institution in this Agreement in which a student is formally enrolled as a degree-seeking candidate for a Bachelor’s or Master’s degree and faculty and staff are employed, and “host institution” shall signify the institution in the Agreement that has agreed to receive a student or faculty or staff member from the home institution for a period of time on a non-degree seeking basis. Home country shall signify the country where the home institution is geographically located. Also, “host country” shall signify the country where the host institution is geographically located and “host nation” shall signify the population inhabiting the geographical region of the host institution.

# Objective

The objective of this Agreement is to encourage international educational cooperation, including opportunities for exchange of students, faculty, and staff between the institutions in mutually beneficial areas encompassing the following ones:

1. Exchange of students
2. Exchange of faculty
3. Exchange of staff
4. Collaborative research or curricular projects
5. Special short-term programs for professional and / or academic groups
6. Promotion of lectures, research workshops, symposia, and other activities jointly developed by the institutions
7. Other activities as stated in Article X of this Agreement.

In view of the proven value to international educational cooperation of exchanges of students, faculty, and staff, the modalities of these exchanges are described below.

# Administration of the Agreement

Each institution will appoint liaison officers, each of whom shall be responsible for all matters concerned with this Agreement in respect of a specific academic unit, among the academic units encompassed by this Agreement, as follows:

GVSU- Liaison Officers < Acronym of Partner> Liaison Officers

[add contact information here] [add contact information here]

# Exchange of Students

**Exchange Students and Program**

* 1. “Exchange students” are students who may study at the host institution for one semester or one academic year. They will be classified as exchange students, or visiting, non-degree seeking students, and will not be eligible for matriculation or degree status at the host institution, unless previously agreed upon in writing by both institutions. The “exchange program” is the program pursuant to this Agreement that accepts exchange students to study at the host institution.
  2. GVSU and <Acronym of Partner Institution> offer two academic semesters, each of which will apply to the exchange program.

# GVSU Semesters

Fall semester (mid-August – mid-December, includes orientation dates)

Winter semester (early January – end of April)

**<Partner University> Semesters**

[Add Information here]

* 1. All exchange students must be registered and must remain enrolled as full-time degree-seeking students at the home university as a condition for applying to the exchange program, pursuant with the home institution policies.

**Selection of Exchange Students**

* 1. At least four months prior to the start of the semester of the intended period of the exchange, each institution agrees to provide to the partner institution information about the number of students who would like to apply for participation in an exchange at the partner institution. Prior to the approval of any applicant, both institutions agree to negotiate the number of students that can be accommodated during a given semester. The current exchange balance will be taken into consideration at this time.
  2. It is agreed that both institutions will aim to fill [insert number] semester exchange placements per academic year.
  3. If the number of exchange applicants becomes imbalanced in one direction, the flow in that direction for the following academic years may be limited until the balance is obtained. The absence of exchanges during any one calendar year is possible and does not nullify this agreement.
  4. The home institution will establish and administer its own policies, and procedures for acceptance into the program, consistent with reasonable criteria (e.g. space limitations, course restrictions, academic qualifications, language proficiency). Applicants for participation in the exchange program will be nominated by the home institution. Applicants requesting admission that have not been nominated by the home institution will not be considered. The host university reserves the right to review the applications of nominees and make final decisions concerning their admission.
  5. Each institution agrees to accept applications from students from the partner institution for an exchange period of one semester or one academic year of full-time study. Students admitted for an exchange of two semesters at the host institution will count as two exchange placements.
  6. Full-time study signifies a number of academic credits taken by the exchange student at the host institution. This number of academic credits is the total that normally corresponds to full-time study at the home institution.
  7. Each institution will present applications to the partner university by a mutually agreed deadline, which will be at least three months prior to the commencement of the proposed semester of attendance. Each institution will inform the other of its final admission decision within thirty days of receipt of completed application materials.

**Standards and Admission Requirements**

* 1. Exchange students applying for the exchange program at GVSU pursuant to this Agreement must show evidence of English language competency. GVSU recognizes the following English proficiency tests:

TOEFL:

Paper: 550, IBT (online): 80 Computer: 213;

University of Cambridge ESOL Exams:

Certificate of Proficiency in English (CPE): C or better

Certificate of Advanced English (CAE): C or better

International English Language Test System (IELTS):

6.5 undergraduate, 6.5 graduate

* 1. Exchange candidates must have completed at least one academic year of study at the home university prior to the exchange period, with an overall GPA of 2.5 of higher out of a 4.0 scale, or the equivalent.

**Expectations & Regulations**

* 1. Both institutions agree to provide the other with detailed information on application procedures, housing, course availability and other key program information on an annual basis.
  2. Students admitted by the host institution in the exchange program will register, but will not be expected to pay tuition fees at the host institution. Students will pay tuition to the home institution in accordance with the policies of that institution.
  3. Each student shall be subject to the rules and regulations of the host institution, the host country, and the host nation. Each exchange student will enjoy the rights and privileges of students at the host institution and is expected to respect the cultural mores of the host nation.
  4. All students must carry valid student health insurance as well as emergency evacuation and repatriation insurance that are valid in the host country.
  5. Exchange students will be responsible for making their international travel arrangements and shall bear all costs associated with their participation in the exchange program, including: transportation, housing, meals, academic materials, emergency evacuation and repatriation insurance, required health insurance, medical care expenses, personal expenses, required orientation fees, and passport/visa application fees.
  6. Students will determine their Program course of study and academic load in consultation with Home Institution and Host Institution academic advisors. Host institution will provide Home Institution with information sufficient to enable the Home institution to evaluate Host Institution courses for academic credit, including without limitation: (a) Host Institution course content and academic information (b) Host institution course descriptions, objectives, and syllabi.
  7. Host Institution’s curriculum will be delivered live through in-person classroom instruction, laboratories, study tours, interactive lessons, and other generally accepted teaching methods. GVSU students may not be enrolled in online courses at the Host Institution. Telecommunications technologies may be used to supplement and support instruction that is offered in a classroom where the students and instructor are physically present.
  8. In addition to Host Institution’s policies, students will be subject to such Home Institution policies and procedures as Home Institution deems applicable, including policies and procedures governing attendance, absence, withdrawal, refunds, student conduct, discipline, and redress of student grievances. Each institution may, after consultation with the other Institution, unilaterally terminate a student’s participation in the program if a student violates the rules or regulations of either institution, violates applicable law, or is otherwise a threat to the health, safety, or well-being of the student or others.
  9. Each institution serving as host institution will provide official academic records to the home institution for all students who participate in the exchange.

**Notifications**

* 1. Subject to compliance with application data protection and privacy law, each institution will use reasonable efforts to notify the other Institution’s program liaison immediately upon any of the following occurrences:
     1. Reasonable concern for the health, safety, or well-being of a student;
     2. Unexplained disappearance or absence of a student from class or program activity for more than 24 hours;
     3. Significant concerns about a student’s adjustment to living outside his or her home country;
     4. Significant concerns about the program raised by a student, or material complaints about the program from students;
     5. Any attempt by a student to change his/her immigration status;
     6. Any action or omission by a student (including poor performance, noncompliance with policies or procedures, and academic or other misconduct) that may justify disciplinary action or dismissal of the student;
     7. A student’s involvement in any disciplinary proceeding or any legal proceeding or law enforcement matter;
     8. Any other problems, concerns, delays or adverse conditions (including physical, cultural, legal, regulatory, or social conditions) that will or may materially affect students or the program’s objectives of time schedules;
     9. Host Institution agrees to promptly provide GVSU with any reports related to information regarding actual or alleged sexual misconduct, sexual assault, sexual harassment, or intimate partner violence, including dating violence, domestic violence, and stalking, involving any GVSU student as a victim or alleged perpetrator so that GVSU can notify the GVSU student of available options, resources, and services and GVSU, with appropriate assistance from the Host Institution, can conduct a prompt, impartial investigation.

**Support Services**

* 1. Each institution will provide exchange students with on-site orientation programs, immigration advising, academic advising, support services, information about the host nation, and housing assistance, as available to international students. The host institution will make every effort to facilitate integration of exchange students into the student life of the host institution.
  2. Each Institution agrees to supply orientation materials that address the following:
     1. Rules, regulations, policies, restrictions, and instructions that apply to participants of the program;
     2. Available housing arrangements and support services;
     3. Potential health, safety, security considerations and ways to mitigate risk;
     4. Emergency and crisis procedures;
     5. Ways to obtain health care in the host country;
     6. Legal requirements applicable to Home Institution students and expectations concerning student conduct at the Host Institution (including, but not limited to, ethical standards, privacy policies, safety, security policies, personal security policies, conduct code, disciplinary procedures, and dress code);
     7. Local living conditions, attitudes, and expectations, including cultural adjustments and the nature of local culture concerning gender, race, religion, sexual orientation, and national origin issues.

# Exchange of Faculty & Staff

* 1. Both institutions agree to encourage faculty participation in exchange program activities, from home to host institution.
  2. Applicants for participation in the exchange will be selected by the home institution and will be subject to acceptance by the host institution.
  3. The period of exchange will be determined by the purpose of the exchange. The duration of the faculty and staff exchanges shall be arranged as appropriate and in accordance with the established rules and practices of the host institution.
  4. The home institution will maintain their faculty/staff member on full salary and benefits for an appropriate period during the exchange. The host institution will supply office space, library privileges, technology linkage, and other facilities appropriate to the position at the host institution.
  5. Travel and living expenses shall be the responsibility of the participants, unless both institutions agree to alternative arrangements.
  6. All faculty members shall be covered by health, emergency evacuation and repatriation insurance that is valid in the host country. The cost of insurance will be paid by the participants or their university, depending on the home institution’s policy.
  7. Exchange personnel are subject to the laws of the host country, to the rules and regulations of the host institution, and are expected to respect the cultural mores of the host nation.
  8. This agreement pertains to exchange participants only and does not include their spouses or dependents.

# Visas

The host institution will issue to the exchange students, faculty, staff appropriate documents for visa purposes in accordance with its respective regulations and applicable host country’s laws. It is the responsibility of the individual exchange visitor to obtain a visa in a timely manner in the home country from an appropriate diplomatic representation of the host country.

# Privacy

In performance of this agreement, both institutions will collect, disclose, use, maintain, and otherwise process academic records, student records, and all personal information in accordance with all applicable law, accreditation standards and policies. Both institutions will implement and maintain appropriate administrative, physical, and technical safeguards to protect the privacy, security and confidentiality of any data.

# Other Activities

Both institutions agree to develop other initiatives that are of mutual benefit to students and to academic and non-academic staff. Pursuant to the objective of this Agreement, these initiatives will be negotiated and developed collaboratively and approved by both home and host institutions, as the need arises.

# Conditions, Duration, and Modifications of this Agreement

* 1. This Agreement is effective upon the signing of this Agreement by duly authorized officials of both institutions.
  2. This Agreement will have a duration of five years from the date of the final signature on the Agreement.
  3. This Agreement does not establish financial commitments between the institutions beyond what it stated in the above articles. The Agreement establishes processes that are believed to foster the achievement of a mutually beneficial international academic cooperation.
  4. Force Majeure. Neither party is liable to the other for any delay or failure to perform an obligation under this Agreement if the delay or failure to perform is due to causes beyond the control of that party, including, but not limited to, an unforeseen health crisis including a pandemic or epidemic, natural disaster, or other unusual circumstance which disrupts normal operations of either institution, and it has been determined that program suspensions are necessary for the health and safety of all students. Exchange students may be given little or no notice of program suspensions and will be responsible for any cost associated with an early return home.
  5. If any provision of this Agreement is found to conflict with any state or federal law in force in the home or host country during the time the Agreement is in effect, such provision will be null and void, but all other provisions without such conflicts shall remain in effect.
  6. All intellectual property owned by each of the institutions participating in this Agreement shall remain the exclusive property of that institution and shall not be used by any other institution in this Agreement for its own benefit except when expressly permitted by the owning institution.
  7. It is intended that exchanges be reciprocal, within a three-year period. Every effort will be made to maintain an exchange balance, from one institution to the other, within a calendar year. Reciprocity shall be subject to annual review by both institutions. The absence of exchanges during any one calendar year is possible and does not nullify this agreement.
  8. GVSU and <Acronym of Partner Institution> subscribe to a policy of equal opportunity and do not discriminate and will not deny participation in exchange programs to students, faculty, and staff on the basis of age, color, creed, disability, ethnicity, gender, gender identity, height, marital or familial status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
  9. This agreement may be amended at any time, with modifications becoming effective upon written acceptance by both institutions.
  10. Either institution may terminate this agreement by way of a six-month written notice from either institution to the other. Exchanges planned or in progress when termination is initiated will be satisfactorily completed.
  11. The agreement may be renewed by mutual consent of both institutions, following an evaluation of all components of the program.

Grand Valley State University <Name of Partner Institution>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Philomena V. Mantella, President XXX, Title

Grand Valley State University <partner university>