

SAMPLE STUDENT EXCHANGE AGREEMENT

Memorandum of Agreement – Student Exchange

ACADEMIC EXCHANGE AGREEMENT

between

The CURATORS of the UNIVERSITY OF MISSOURI (USA)

and

XX University (Country)

The purpose of this Agreement is to allow for the exchange of undergraduate students between the Curators of the University of Missouri on behalf of the University of Missouri-Columbia, U.S.A. (hereafter referred to as “MU”) and XX University, Country (hereafter referred to as “XX”) that may result in new cultural and intellectual explorations and a broadening of academic, professional, and cultural perspectives of the students of both universities.

1. *Definition.*

In this agreement, unless the content otherwise specifies, home institution shall mean the institution at which a student is originally enrolled and intends to graduate and host institution shall mean the institution at which a student is temporarily enrolled as a visiting exchange student. Exchange students shall mean XX students at MU or MU students at XX.

2. *Selection of Exchange Students.*

Exchange candidates will be selected on the basis of academic excellence and other criteria imposed by the home institution’s selection committee and will be recommended to the host

institution. They must meet the admission requirements of the program they plan to pursue at the host institution. The host institution retains the right to approve or reject any recommendation based on whether the candidate's qualifications meet admission requirements at the host institution. However, the home institution may appeal a decision by requesting reconsideration.

3. *Number of Exchange Students.*

Each university will accept up to exchange students each year. Both institutions will review the program annually to ensure a balance in the number of exchanged students. Standard lengths of stay for exchange students will be one semester or a full academic year. Two one-semester students will be counted as the equivalent of one full-year student. An extension of stay for an exchange student at the host institution must be mutually approved by both the home institution and the host institution.

Should an imbalance in the exchange occur, both universities will make adjustments at the end of a three-year cycle. The imbalance should be corrected in one of the following ways:

- a) The partner having sent the larger number of students shall reduce the number, or suspend the sending of students until the balance is restored.
- b) The partner sending the fewer students may increase the number of students it sends by mutual agreement until the balance is restored.

4. *Placement in the Host University.*

With a minimum TOEFL score of 213 (computer-based) or 550 (paper-based), XX students will be placed in the regular undergraduate course in MU provided they meet all prerequisites for a particular course, that the course limits have not been reached and the individual

Department/College allows enrollment of students from **XX**. MU students will be placed in _____ at **XX**. Exchange students will be given full-time registration status at the host institution and accorded all rights and privileges commensurate with this status. Full-time registration status at **XX** requires a credit load (____) credits per semester. At MU, a minimum of 12 credits per semester are required.

Exchange students from **XX** will not be allowed to enroll in School of Journalism courses or graduate courses in Business Administration (MBA) at MU.

5. *Tuition and Other Fees.*

Exchange students will not be charged tuition or application fees at the host institution. MU will pay the following fees on behalf of **XX** students: Student Health Center Fee, Student Activities Fee and Recreation Facility Fee. All students enrolled at MU, including students from **XX**, are required to pay the MU Information Technology Fee. All other personal and living expenses, including room and board, textbooks and supplies, round-trip international travel, and travel while in the host country, will be the personal responsibility of the exchange students.

In addition, **XX** exchange students who wish to take classes in the following areas will be assessed supplemental fees: Health Professions Fee and Applied Music Fee.

6. *Transcripts of Academic Records.*

The host institution will provide the home institution with the official transcript of the academic record of each exchange student upon completion of studies provided that all financial

obligations have been met. Transcripts will be mailed within one month of students' return to the home institution. MU transcripts should be issued directly to the Study Abroad Office at **XX** and **XX** transcripts should be issued directly to the International Center at MU. The granting of credits for studies undertaken at the host institution will be at the discretion of the home institution in accordance with its own policies and regulations.

7. *Host Institution's Obligations.*

The host institution will provide all exchange students with access to the library, research, and other facilities (e.g. health, computer and recreational) normally available to its own students.

The host institution agrees to provide each exchange student with a guaranteed housing arrangement prior to their arrival at the host institution. If an exchange student declines this pre-arranged housing, the host institution will provide information on how to secure other suitable accommodation. Securing these accommodations will be the responsibility of the exchange student. Exchange students will be held responsible to pay all housing fees directly to the renter.

8. *Exchange Students' Obligations.*

Exchange students are required to observe the rules and regulations set forth by the host institution as well as the immigration regulations and laws of the host country governing the resident status they possess. Any breach of these rules and laws will be dealt with in accordance with the disciplinary policy of the host institution and the law of the host country and/or state.

The host institution shall have the right to terminate the participation of any student in the exchange program and in any other program, service, or benefit at any time if such student's academic work or behavior is not suitable in the judgment of the host institution. Whenever practicable, such termination of participation in the exchange program will not be effected without prior consultation by the host institution with the home institution.

9. ***Health and Accident Insurance.***

MU students at **XX** are required to enroll in the MU Study Abroad Insurance Policy, a comprehensive health insurance policy which also provides emergency travel insurance.

In compliance with US regulations for students in J-1 status, MU requires that all international and exchange students at MU to be automatically enrolled in and billed for MU mandatory student health insurance coverage. **XX** students will be billed for the cost of insurance coverage upon registration at MU. Therefore, **XX** students should NOT purchase a health insurance policy in **XX** for their stay in the U.S. The cost of any medical insurance required hereunder, as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange students.

10. ***Liaison***

The Director of Study Abroad Programs at the MU International Center in coordination with the **(MU academic unit)** will be responsible for coordinating the exchange for MU. The **(appropriate office and title)** will be responsible for coordinating the exchange at **XX**.

11. ***Revision and/or Termination.***

This agreement shall become effective upon signing by both parties and may be terminated at any time by mutual consent. Termination of this agreement should be made in writing, giving one year's notice to allow for appropriate closure of the exchange administration. Any proposals to change the terms of this agreement should be negotiated and officially approved by both institutions. This agreement will remain in force for five years from the date of signing of this agreement. During the last year of agreement, the decision to renew or negotiate the terms shall be made on the basis of mutual consultation between the two institutions.

12. ***Documentation of the Agreement***

Two (2) original copies in English and two (2) original copies in (host country language) of this agreement should be prepared and signed by the university officials from both institutions, and each institution keeps one original on record.

James K. Scott, Ph.D.
Interim Vice Provost – International Programs
University of Missouri

Date _____

(Name)
(Title)
(Foreign Institution)

Date _____

Lisa J. Wimmenauer
Associate Director, Administrative Services
Date _____