

TEMPLATE

**MEMORANDUM OF UNDERSTANDING
FOR A RECIPROCAL STUDENT EXCHANGE PROGRAM**

BETWEEN

THE UNIVERSITY OF NEW HAMPSHIRE (UNH)

AND

[insert host institution name here and logo above]

The University of New Hampshire, located in Durham, New Hampshire, hereafter referred to as "UNH," and _____, hereafter referred to as "_____" wish to enter into a student exchange program between the two institutions. They agree to the following:

1. Purpose

The purpose of this program is to make possible the exchange of students between the two universities on a continuing basis to enhance the educational process and mutual understanding at their respective institutions.

2. Definitions

In this agreement, unless the context otherwise implies, "exchange" shall mean an exchange of a special number or ratio of students from each university as defined herein; "exchange student" shall mean students participating in the exchange implemented herein; "home institution" shall mean the university at which the student is enrolled full-time and intends to graduate; "host institution" shall mean the university which has agreed to receive the exchange student from the home institution; "a full-time student" shall mean enrollment for no less than 12 and no more than 17 credit hours of course work or its equivalent per academic semester; "academic year" shall mean a combination of fall and spring semesters; and "semester" shall mean either the fall or spring term.

3. Reciprocity

The number of students to be exchanged should not normally exceed the equivalent of two full-year students per year from each institution. Should an imbalance of students occur in a given academic year, the imbalance will be offset the following academic year, or shortly thereafter.

4. Academic Program

Each student in the exchange program shall pursue an academic program for either one or two semesters which is developed in consultation with his/her respective institution and which is not in conflict with the regulations of the host institution. Each student will take courses regularly offered at the host university.

5. Program Administration

Each university will appoint an exchange coordinator to administer the program from each side. All appropriate government and university officials shall be kept apprised of the features of the program and any subsequent changes.

See Appendix A - Administrative and Emergency Contact Information

6. Students Status

Exchange students are entitled to the rights and benefits of full time students at the host institution. Exchange students shall be subject to the rules, regulations, and discipline of the host institution in which they are enrolled and the laws of the host country in which they are residing. In case of severe violation, the host university has the right to expel the student in question, at which time the student will need to vacate the country at the earliest possible date and at the students' own cost. UNH students will be subject to the University of New Hampshire Student Rights, Rules and Responsibilities at all times, including while on exchange at the host institution.

7. Transfer of credit

Exchange students, upon satisfactory completion of studies at either university, will receive credit towards their degrees in accordance with the rules and requirements at their home institution. Official transcripts for the students shall be issued to the agreed upon exchange partner institution department.

8. Selection of students

Students will be selected by their home institutions bearing in mind the normal academic and application requirements of the host institution. It is understood that each institution reserves the right to reject candidates, and in such case, further applications may be furnished for consideration. Admissions decisions will depend mainly on recommendations by the home institution. The following guidelines apply to all exchange students:

- a) The exchange student must meet any language requirement set forth by the host institution.
- b) The exchange student may apply to any academic program offered at the host institution as a full-time, non-degree or unclassified student at the undergraduate, graduate, or professional level as determined by the host institution. The host institution reserves the right to exclude the student from restricted enrollment programs.
- c) All participants must be degree-seeking students with all academic credit earned at the host institution being credited to the home institution as determined by policies of the home institution.
- d) In order to participate in this exchange, students must meet home institution criteria. It is recommended, however, that the exchange student must have completed at least one year of continuous study at the home institution before participating in the exchange.

9. Modification or Change of Stay

During an exchange student's first semester at the host institution, a qualified student may request that the host institution allow that student to study on an exchange basis for an additional semester, not to exceed one academic year. The exchange student should make this request in writing in the first semester so that visa requirements and other documentation can be reviewed and arranged as appropriate. Any extension must be approved in writing first by the home institution, then by the host institution. Upon completion of the study period at the host institution, the exchange students must return to the home institution. Alternatively, if students elect to remain at the host institution for an additional year of study, they will no longer be considered exchange students, and tuition/fees will not be exempted. Any modification or change of stay must be approved in writing by both the home and host institutions. Participation in the reciprocal exchange program does not qualify the participant for automatic admission to host institution degree programs. All participants seeking to remain at the host institution must comply with all appropriate admissions and visa requirements.

10. Financial arrangements

The following financial arrangements shall apply:

- a) Tuition fees shall be paid by the students to their home institution.
- b) The host school shall reserve rooms in university-owned accommodation for the exchange students based on the students' completion of the appropriate and necessary documents (or will make other appropriate arrangements, agreed upon in advance). Each exchange student shall be responsible for paying the room and board costs at the host university according to the terms and conditions of the host institution.

11. Other expenses

All other expenses, including mandatory fees, shall be the personal responsibility of the exchange students, including travel to and from the host, purchase of books and supplies, clothes, entertainment and other general living expenses, vacation activities and accommodation during vacations.

12. Financial Policies

For US Federal Financial Aid purposes, UNH students on exchange will be considered enrolled at UNH during their period of exchange and will be considered a visiting student while attending the host exchange institution. UNH will process financial aid and the exchange partner agrees not to provide federal financial aid for students registered under this agreement. UNH will assume full responsibility for Title IV program administration.

13. Insurance

As a condition of enrollment, all international students are required to carry the UNH Student Health Benefits Plan (SHBP), which includes international health, evacuation and repatriation insurance.

14. Student visa

Each institution, through the responsible offices, will issue to students accepted for the exchange the documentation necessary to apply for a student visa. At UNH, the Global Education Center issues formal acceptances and the Office for International Students and Scholars is responsible for all government related documentation, policies, procedures and processing. Applying, obtaining and paying for the appropriate student visa are the responsibility of the student concerned.

15. Exchange Host Institution Responsibilities

- a) The Host Institution will provide appropriate academic counseling and advising of exchange students, assistance in locating housing, assistance in selecting and enrolling in courses, cultural immersion/integration activities, and other assistance as deemed appropriate.
- b) The Host Institution agrees to notify the Home Institution of any emergency or crisis situations involving the exchange students.
- c) The Host Institution agrees to immediately notify the Home Institution of any changes in the academic status of an exchange student. This includes but is not limited to any student withdrawal or reduction of the number of credits attempted. Such notice will be in writing and include pertinent dates.

16. Implementation date & terms

This agreement will remain in force for a period of five years from the date of the last signature. It may be terminated by either party giving 60 days' notice in writing to the other party; however, students already admitted to and participating in the exchange program must be allowed to complete the program. Any renewals, extensions of time or amendments to this agreement shall be in writing and signed by the authorized representatives of each institution.

17. Signatures

For the Host Institution:

Name:

Title:

Signature: _____

Date: _____

For the University of New Hampshire:

Name: P.T. Vasudevan

Title: Senior Vice Provost for Academic Affairs

Signature: _____

Date: _____

Appendix A
ADMINISTRATIVE AND EMERGENCY CONTACT INFORMATION

ADMINISTRATIVE CONTACT

(Person responsible for the general operation of this agreement)

		University of New Hampshire
Name		Catherine A. D'Auteuil
Title		Education Abroad Advisor/Program Manager
Department		Global Education Center
Address		Nesmith Hall 131 Main Street Durham, NH 03824-2500 USA
Office Phone		+603-862-2366
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EMERGENCY CONTACT

(First person to be contacted in the event of an emergency related to this agreement)

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