**UNDERGRADUATE RECIPROCAL STUDENT EXCHANGE AGREEMENT**

**between**

**OHIO UNIVERSITY**

**Athens, OH USA**

**and**

**[PARTNER INSTITUTION]**

**[Location: City, Country]**

Ohio University (OHIO)and [name of partner institution (short name)], agree to cooperate on a student exchange program based on the principle of reciprocity and mutual benefit of both universities.

**1. DEFINITIONS**

For the purpose of this agreement, “HOME” INSTITUTION shall mean the institution from which the student intends to graduate, and “HOST” INSTITUTION shall mean the institution, which has agreed to accept the student from the HOME INSTITUTION.

“Term” or “academic year” shall refer to the period relevant to the HOST INSTITUTION.

“Student(s)” shall refer to undergraduate student(s) pursuing a degree at the HOME INSTITUTION.

**2. ADMINISTRATION**

The administration of the exchange program is organized via the [Office of Global Opportunities/College of Business] at OHIO and by the [name of partner office and institution].

**3. TERMS of EXCHANGE**

1. DURATION

The maximum stay of students at the HOST INSTITUTION will be [length of stay counted in terms]. The minimum stay will be one academic term. Both OHIO and [partner institution short name] students may choose to begin their period of exchange at the beginning of any academic term at the host institution [edit previous sentence as appropriate].

1. NUMBERS

The two institutions are aiming for a one-for-one exchange, limited to a maximum of [insert number] terms per academic year.

The institutions will seek to balance incoming and outgoing students to the best of their ability. Should an imbalance of students become unavoidable, a correction should be made in the next placement period, if possible. An imbalance may continue only with the consent of both institutions. The exchange balance will be calculated by terms.

**4. FINANCE AND SERVICES**

Exchange students will pay tuition and fees to their HOME INSTITUTION. They will be directly responsible for the costs of their on-site orientation at the HOST INSTITUTION. Additionally, they are responsible for all costs associated with their accommodations such as housing, utilities and internet service, all transportation costs, books, fees, personal expenses including food and entertainment, and mandatory student health insurance.

All [partner institution short name] students at OHIO are automatically enrolled in the OHIO Student Health Insurance plan. This plan does not cover dental care. [Partner institution short name] students are enrolled in the Student Wellbeing Plan which helps reduce costs for select services through Counseling and Psychological Services (CPS). OhioHealth Care is OHIO’s student health center and is open to all OHIO students living on campus or locally.

OHIO students at [partner institution short name] will be registered for OHIO’s mandatory study abroad health insurance.

**5.** **STUDY PROGRAMS, LANGUAGE SUPPORT AND ASSESSMENT**

Each university shall provide students with orientation programs, immigration advising, academic advising, support services, and housing assistance, as available to all international students. Each university shall issue appropriate immigration documents in accordance with the current law. It is the responsibility of each individual student to obtain a proper visa in a timely manner.

[Partner institution short name] students should meet the minimum English language level required to enter OHIO directly. See <https://www.ohio.edu/admissions/international/apply> for complete English proficiency requirements. [Partner institution short name] students who have not attained this level of English proficiency will be enrolled in the Ohio Program of Intensive English (OPIE).

Each institution will provide annually to the other institution informational brochures and other appropriate materials to assist in promoting the program.

Credits accumulated at the HOST INSTITUTION shall be validated by the HOME INSTITUTION. Upon completion of the exchange period, each institution shall provide the other with an official transcript in English for each student. The ultimate decision regarding the assigning of credit for study abroad resides with the student’s HOME INSTITUTION.

**6. STUDENT STATUS AND SUPPORT**

Exchange students will be registered as non-degree students of the HOST INSTITUTION and shall enjoy the same privileges that are available to full-time students at the university. In addition, they are entitled to academic resources and support services as well as access to the same university facilities that are available to full-time students at the HOST INSTITUTION. Exchange students shall be subject to the same statutes, ordinances, and regulations of their HOST INSTITUTION as full-time students. Students shall be exchange students and shall not be eligible for matriculation status at the HOST INSTITUTION, unless previously agreed upon and in writing by both universities.

In the case of disciplinary violations, the HOST INSTITUTION, in consultation with the HOME INSTITUTION, may take necessary actions up to, and including dismissing students from the HOST INSTITUTION and facilitating their return to their home country.

Each HOST INSTITUTION shall provide an academic advisor to give guidance on matters associated with academic work, including choosing courses. Each HOST INSTITUTION’s administrative office as specified in this Agreement shall provide help, advice and support in the event of non-academic problems that may arise during the exchange period.

**7. SELECTION OF PARTICIPANTS**

Students seeking admission to the exchange program must meet the admission requirements for exchange students of the HOST INSTITUTION as well as the following requirements:

1. Be registered students in a degree program at their HOME INSTITUTION,
2. Have completed at least one academic year [edit as appropriate] of study at their HOME INSTITUTION,
3. Be in good academic standing at their HOME INSTITUTION and
4. Meet all requirements for admission into the exchange program for both the HOME and HOST INSTITUTION.

The HOME INSTITUTION is to nominate exchange students, who are in good academic and disciplinary standing. Approval of acceptance into an academic program is at the discretion of the HOST INSTITUTION.

Each application will include the relevant application form, a copy of student’s passport, an official university transcript listing courses studied to date at the HOME INSTITUTION, academic references supporting the application and, in the case of students applying to OHIO, evidence of English language proficiency. See section 5 for more information. All applicants from OHIO and [partner institution short name] must submit documentation demonstrating proof of funds.

The student’s application will be forwarded to the HOST INSTITUTION. The HOST INSTITUTION will notify the HOME INSTITUTION once a student’s application has been approved or denied. A letter of acceptance will be provided to the HOME INSTITUTION. The incoming exchange students to OHIO will be allocated accommodation provided they meet the deadlines agreed to by OHIO and [partner institution short name]. [edit accommodations section as appropriate].

Both institutions will take every reasonable precaution to manage the risks associated with this exchange program.

Both institutions agree to provide up-to-date emergency contact information for the institution including contact person(s), postal address, email address(es), telephone and fax number(s).

**8. AMENDMENT, RENEWAL and TERMINATION**

The agreement will remain in force for five (5) years from the date of the last signature on this agreement, with the understanding that it may be terminated by either party giving notice to the other party no later than six (6) months prior to the intended date of termination. In the case that either party decides to terminate the agreement, both parties must agree to continue to fulfill any obligations incurred prior to the date of termination. Any amendment or modification of this agreement requires written approval of both institutions. This agreement may be renewed by mutual written and signed consent of both parties.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

|  |  |  |
| --- | --- | --- |
| **Signed on behalf of**  **Ohio University** |  | **Signed on behalf of**  **[Name of Institution]** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| M. Duane Nellis, Ph.D.  President |  | [Name]  [Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (Month/Day/Year) |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (Month/Day/Year) |

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name  Title |  | Name  Title |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (Month/Day/Year) |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (Month/Day/Year) |

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name  Title |  | Name  Title |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (Month/Day/Year) |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (Month/Day/Year) |

**Appendix A**

Contacts

OHIO: Kirsten Dabelko [if CoB, add XX name/contact information]

Senior Program Coordinator

Ohio University

Office of Global Opportunities

Walter International Education Center

Athens, Ohio 45701

Tel: 1+ 740-597-9039

E-mail: [dabelkok@ohio.edu](mailto:dabelkok@ohio.edu)

[Partner institution short name]: [contact counterpart at partner institution below]