



MEMORANDUM OF UNDERSTANDING

FOR A RECIPROCAL STUDENT EXCHANGE AGREEMENT BETWEEN

AND

THE UNIVERSITY OF FLORIDA

This agreement is made and entered into by and between the University of Florida Board of Trustees, located in Gainesville, Florida, for the benefit of _____, hereafter referred to as "Florida," and _____, located in _____, hereafter referred to as "_____". Florida and _____ wish to enter into a student exchange program between the two institutions. They agree to the following:

PURPOSE

The purpose of this agreement is to make possible the exchange of students between the two universities on a continuing basis within the laws, rules, and regulations of each respective institution, their governing boards, state, and national governing bodies.

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 fewer than 12 and no more than 18 credit hours of course work or its equivalent per fall or spring academic semester or term for undergraduate level students, and no fewer than 9 and no more than 16 credit hours of course work or its equivalent per fall or spring academic semester or term for graduate level students. "Academic year" shall mean a combination of fall, spring, and summer terms; and "term" shall mean any one of the fall, spring, or summer terms.

RECIPROCITY OF THE EXCHANGE

The basis for continuation of this exchange agreement will rest with the principle of reciprocity. A reciprocal exchange will be based on the number of full-time students participating in the exchange on a semester basis.

1. Florida and _____ agree to exchange up to _____ (##) students per academic year. Students are expected to study one term at the host institution, although two terms are permitted with prior approval. Fall term at the University of Florida runs from late August to mid-December, spring term from early January to late April, and summer term from mid-May to mid-August. Each institution may accept the maximum number of students per academic year, regardless of how many students that institution sends. Any increase in the number of students exchanged in any given year, however, must be balanced equally. Both institutions commit to endeavor to balance the exchange over the period of the ____ (#) years of this agreement. In the final year of the agreement, the balance of student activity will be reviewed in making a decision to either renew or terminate the agreement. Amendments to this section may be made in accordance with the procedure noted in the last section of this agreement.
2. Florida and _____ agree to provide tuition and related service-fee exemptions even though the exchanges may not be balanced in some years.

SELECTION OF PARTICIPANTS

The home institution will screen and select applicants from its university for the exchange program. Applications for summer-term students are due no later than February 1, for fall-term students no later than May 1, and for spring-term students no later than October 1st. Each group of applications may include a prioritized list of alternate applicants who may be substituted in the event that primary applicants are unable to attend. The host institution reserves the right of making the final judgments on the acceptance of each student nominated for the exchange. Acceptance decisions will depend mainly on recommendations by the home institution. The following guidelines apply to all exchange students:

1. The exchange student must meet any language requirement set forth by the host institution. _____ students will have good communication skills in English.

2. _____ students may apply to any academic program offered in the College of _____, 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. Availability of any specific course is not guaranteed. Exchange students must meet any course prerequisites set by the academic unit offering the course.
3. UF students may apply to _____, 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. Availability of any specific course is not guaranteed. Exchange students must meet any course prerequisites set by the academic unit offering the course.
4. In order to participate in this exchange, students must meet home institution criteria. Additionally, it is required, however, that the exchange student must have completed at least one year of continuous study at a post-secondary institution before participating in the exchange.
5. During an exchange student's first semester at the host institution, s/he may request that the host institution allow her/him to study on an exchange basis for an additional semester. 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 an academic year 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 to be exchange students, and tuition/fees will not be exempted (see item 6 below). In that case, Florida students must make appropriate arrangements at the Study Abroad Services Office at Florida. Any modification or change of stay must be approved in writing by both cooperating institutions.
6. 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.
7. The exchange students must abide by all rules and regulations of the host institution. In the case of Florida exchange students, the University of Florida, Code of Student Conduct applies to all participants while studying abroad on exchange programs.

8. Upon enrolling in this exchange program, Florida and _____students must grant permission to their host institutions to send a transcript of subjects, credits, and grades to the home institutions at the end of each term. The means of obtaining approval from students will be arranged by the host institution.

RESPONSIBILITIES OF FLORIDA

Florida agrees to accept the prescribed number of _____ exchange students, to enroll them as full-time students and to provide tuition and fee exemption as provided for by Florida Board of Trustees and other applicable regulations. Florida will provide appropriate academic counseling and advising of exchange students, assistance in locating housing, and other program-related assistance as normally available to Florida students. If Florida becomes aware of any emergency situation involving any _____exchange student, Florida further agrees to notify _____. Upon written consent of the student, Florida will send, at the end of each term, an official transcript for each student studying at Florida to _____.

RESPONSIBILITIES OF _____

_____ agrees to accept the prescribed number of Florida exchange students, to enroll them as full-time students, and to provide each student with a waiver of tuition and fees according to the rules and regulations of _____. _____will provide appropriate academic counseling and advising of exchange students, assistance in locating housing, and other program-related assistance as normally available to _____ students.

_____ agrees to complete and annually update the contact information in Attachment A. _____ further agrees to notify Florida of any emergency situations involving Florida exchange students.

In the event that Florida students at _____receive a stipend, scholarships, or other sources of funding, _____agrees to notify Florida of the nature, amount, and dates of such funding in order that Florida may comply with State of Florida, U.S. federal, and student home institution guidelines pertinent to the particular student.

Upon request, _____ will inform Florida of Florida students' enrollment status and will promptly inform Florida if any Florida student withdraws or reduces the number of credits attempted. Such notice will be in writing and include pertinent dates. At the end of each term, _____ will send an official transcript of subjects and grades to Florida.

_____ further agrees to immediately notify Florida in writing of any changes in the academic status of the Florida student.

VISAS, FINANCES, AND OTHER SERVICES

All exchange students must register and pay tuition and other required fees at their home institutions. Each host institution will provide tuition and related fee waiver or exemption for the exchange student as provided by local rules and regulations.

1. The cooperating institutions will exchange information regarding visa eligibility and application procedures for entry into the respective countries.
2. Each host institution will provide appropriate information about national or local health or health insurance requirements. All participants will be required to comply with host institution health insurance requirements.
3. All participating exchange students will be responsible for the following:
 - A. Transportation to and from the host institution;
 - B. Room and board expenses;
 - C. Medical insurance and student health services fees;
 - D. Textbooks and other related educational supplies;
 - E. Specialized administrative/service fees (not associated with tuition) such as laboratory fees, equipment rental fees, visa/immigration registration fees, institutional administrative fees, etc;
 - F. Clothing and personal expenses;
 - G. Passport and visa costs;
 - H. All other debts incurred during the course of the exchange.
4. _____ agrees to notify Florida of any pertinent fee refund policies. Florida student refunds resulting from withdrawal from the overseas program will be determined according to Florida refund and repayment policy. _____ agrees to notify Florida in writing of any refunds to Florida students of exchange program related fees.
5. Each institution will exchange student budget and academic year calendar information on an annual basis.

6. Students at each cooperating institution must provide documentation showing adequate financial support for the relevant period of study.

ADDITIONAL GUIDELINES

1. In order to maintain the reciprocity of balances, it is understood that both Florida and _____ will give priority to students matriculated at their respective institutions; however, it is recognized that either may accept students from other sister institutions of higher education (such as the State University System of Florida and other U.S. universities for Florida). Said mechanism allows for the continuation of the program and maintenance of the reciprocal exchange balance and for the enhancement of inter-institutional relationships. Such students must meet all guidelines of Florida and _____ respectively as well as all the rules and regulations related to tuition and related reciprocity issues. Said students will be considered transient full-time students of Florida for those nominated by Florida and of _____ for those nominated by _____ respectively.
2. _____ may use the name of the University of Florida for the sole purpose of advertising the exchange program to _____ students. The University of Florida may use the name of _____ for the sole purpose of advertising the exchange program to the University of Florida students. Neither party's use of the other institution's name shall imply any endorsement or sponsorship of the other institution. All written materials used to advertise the programs shall be provided to the other institution for review.
3. This agreement and any disputes hereunder, shall be construed in accordance with the laws of the State of Florida and the rules of the Board of Trustees, and any provision herein in conflict therewith shall be void and of no effect. Any disputes involving the agreement shall be enforced in the courts of the State of Florida. _____ and Florida hereby agree that venue shall be in Alachua County, Florida.
4. _____ shall not assign (by operation of law, change of control or otherwise) any part of this agreement without the prior written consent of Florida.
5. This agreement constitutes the entire agreement between the parties, and no addition, modification, or amendment hereto shall be effective unless in writing and executed by the parties hereto.

6. This agreement is not binding upon the State of Florida, the Board of Trustees, or the University of Florida until it has been signed by the President of the University of Florida or by a person with a specific delegation of authority to sign on the President's behalf.

ADMINISTRATION OF THE PROGRAM

Correspondence regarding the administrative or academic management of this program shall be addressed to the contacts listed in Attachment A. Notification of changes in the contact information shall be made in writing.

RENEWAL, TERMINATION AND AMENDMENTS

This agreement will remain in force for a period of three years from the date of last signature. It may be terminated by either party by 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.

INSTITUTIONAL APPROVAL SIGNATURES

For the University of Florida, Board of Trustees

For _____

Prof. Leonardo A. Villalón
Dean, UF International Center

XX (Typed Name) XXXXX
XXX (Title) XXXX

Date: _____

Date: _____

Witnessed by:

Witnessed by:

(Name)

(Name)

(Name)

(Name)

Date: _____

Date: _____

ATTACHMENT A

ADMINISTRATION OF PROGRAM

Florida – Administrative of the reciprocal exchange program is housed in the International Center at the University of Florida. Such functions are under the direct responsibility of the Executive Director, International Center. Academic responsibilities are housed in the College of . The Florida program coordinator will review all academic aspects of the program, including student applications. Correspondence regarding these matters should be directed to:

UF Administrative Management	UF Academic Management
Susanne Hill	<i>Name</i>
Executive Director	<i>Title</i>
International Center	<i>Department</i>
P.O. Box 113225	<i>Address (P.O. Box)</i>
170 HUB	<i>Address (Street Address)</i>
University of Florida	University of Florida
Gainesville, Florida, 32611-3225	Gainesville, Florida 32611
Phone: 352-273-1500	Phone:
Fax: 352-392-5575	Fax:
E-mail: shill@ufic.ufl.edu	E-mail:
http://www.ufic.ufl.edu	Website:

UF Exchange Visitor Services

Ms. Lyn Straka,
Coordinator Incoming Exchange Students
University of Florida International Center
P.O. Box 113225, 170 HUB
Gainesville, Florida 32611-3225
Phone: 352-273-1510
Fax: 352-392-5575
E-mail: lstraka@ufic.ufl.edu

(Partner Institution): For purposes of day-to-day management of the program, nomination of participants and other administrative activities, the following shall serve as the **(Partner Institution Acronym)** Administrative contact:

(SECTION TO BE COMPLETED BY COOPERATING INSTITUTION)

Administrative Management	Academic Management
<i>Name</i>	<i>Name</i>
<i>Title</i>	<i>Title</i>
<i>Department/University</i>	<i>Department/University</i>
<i>Address</i>	<i>Address</i>
<i>Address</i>	<i>Address</i>
<i>City/State/Postal Code</i>	<i>City/State/Postal Code</i>
<i>Country</i>	<i>Country</i>
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
Website:	Website: