

## MEMORANDUM OF AGREEMENT

### EUROPEAN COUNCIL OF THE UNIVERSITY SYSTEM OF GEORGIA

#### A. Introduction

The European Council of the University System of Georgia is comprised of USG and private institutions of higher education in Georgia committed to the joint development and sponsorship of faculty and student programs in and related to Europe. The aims of the EC are to involve larger numbers of faculty and students in international and cross-cultural learning experiences related to Europe.

#### B. Membership

1. **Eligibility.** All member institutions of the USG as well as private institutions of higher education in Georgia may join the European Council. All active member institutions must designate an official EC representative who will serve on the Council and participate in all decisions regarding Council activities. Membership is conferred on an institution when this Memorandum of Agreement is signed by the President and the Chief Academic Officer of the institution and remains in effect for a period of five calendar years.
2. **Rights of Membership.** Each USG institution is entitled to the following:
  - a. full participation in the design and development of EC programs;
  - b. a vote on any and all matters before the EC that require a decision by the body;
  - c. nomination of faculty to be considered to teach in the study abroad programs of the EC;
  - d. participation in the selection of faculty to teach in EC study abroad programs;
  - e. enrollment on its campus of students in course offerings of EC study abroad programs;
  - f. receipt of tuition monies from students and EFT for students enrolled for credit in EC summer study abroad programs through the institution.

3. **Obligations of Membership.** Member institutions commit themselves to the following:
- a. publicizing opportunities for faculty to participate in EC programs, including seminars and study abroad activities, and assisting faculty in applying for these opportunities;
  - b. promoting EC study abroad programs on their campuses and actively recruiting students for these programs;
  - c. establishing equivalencies for courses offered through EC programs and implementing procedures for their students to register for these courses;
  - d. advising and counseling students on procedures they must follow to enroll in EC programs, apply for financial aid, and register for courses;
  - e. establishing a process by which students will register for academic credit and pay tuition and overseeing the implementation of that process;
  - f. collecting and verifying as accurate and complete all applications from their students for EC study abroad programs and forwarding applications to the EC office at Valdosta State University;
  - g. informing the EC office at Valdosta of any reasons why a student may be ineligible for participation in a study abroad program of the Council;
  - h. assuring that student grades are accurately and promptly entered into the record-keeping unit on the campus as soon as these grades are received from the EC offices;
  - i. assisting the European Council in collecting delinquent fees owed by their students for participation in student abroad programs, through the placement of holds on students' academic records or through other appropriate means;
  - j. establishing policy for payment of the institution's faculty who teach in or direct EC.

**C. Withdrawal from Membership**

Institutions may withdraw from the agreement six months after submitting a written intention to do so to the Chair of the European Council, provided that any and all outstanding obligations of membership, as specified in B.3 above, have been met.

**D. Statement of Affirmation**

Agreement with the intent, terms, and obligations of membership in the European Council, as set forth in this memorandum of agreement, as well as the intention to comply with the intent, terms, and obligations of membership, is affirmed on behalf of the institution named below by the signature of the person named. The signing of this memorandum does not imply, either for the individual person or the institution that person represents, any assumption whatsoever of liability for any damages incurred to persons or property as a result of the activities of the European Council.

**Board of Regents of the University  
System of Georgia by and on behalf  
of Georgia State University**

**For the European Council**

Risa Palm  
Risa Palm, Provost

Jeff A. Brown Jeff A. Brown  
Margee Bright-Ragland, EC Chair

10-14-15  
Date

1-25-2016  
Date

Mark Becker  
Mark Becker, President

Stephen Murray  
Stephen Murray, EC Representative

10-21-15  
Date

10/13/15  
Date