



## **RENEWAL OF THE EDUCATIONAL EXCHANGE AGREEMENT**

### **BETWEEN**

**THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA BY AND ON BEHALF OF GEORGIA STATE UNIVERSITY AND BOTH ITS ANDREW YOUNG SCHOOL OF POLICY STUDIES AND J. MACK ROBINSON COLLEGE OF BUSINESS, ATLANTA, UNITED STATES OF AMERICA**

### **AND**

**THE UNIVERSITY OF LAUSANNE, THROUGH ITS FACULTÉ DES HAUTES ETUDES COMMERCIALES, LAUSANNE, SWITZERLAND**

In furtherance of the existing relationship established in 2009 between the Board of Regents of the University System of Georgia by and on behalf of Georgia State University and both its Andrew Young School of Policy Studies and its J. Mack Robinson College of Business ("Georgia State"), and the University of Lausanne, through its Faculty of Business and Economics ("HEC Lausanne") both parties agree to renew a student exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

This agreement merges and replaces prior agreements individually signed by the Andrew Young School of Policy Studies (last signed in June 2013), and the J. Mack Robinson College of Business (last signed in February 2014) with HEC Lausanne.

Georgia State and HEC Lausanne hereby agree to the following:

#### **1. Description of Program**

This Agreement renews a student exchange program at the partner institution ("Exchange Program"). The program enables students working towards a degree at one institution to take classes for transfer credit at the other institution.

For purposes of this Agreement, the term "Home University" shall mean the institution in which a student is formally enrolled as a degree candidate, and "Host University" shall mean the institution that has agreed to receive students from the Home University for a period of study.

#### **2. Term and Academic Years**

This agreement becomes effective on the date it is duly signed by representatives of both institutions. The term of the Agreement shall commence on the effective date and shall be in effect for five (5) years, unless earlier terminated by either party pursuant to Section 15 below. Notwithstanding anything to the contrary contained herein, the term of this Agreement shall not extend beyond one academic year if Georgia State or HEC Lausanne assume any financial obligations by entering into this Agreement and, in no event shall

the term of this Agreement extend beyond five (5) academic years. This agreement may be renewed for additional academic years or five (5) year renewal terms, as applicable, upon the advance written agreement of both parties.

The academic year at Georgia State consists of two regular semesters: the Fall semester begins in August and runs through December, and the Spring semester begins in January and runs through May. In addition, there is an abbreviated Summer term and a Summer Institute. Students from HEC Lausanne taking classes at Georgia State will be allowed to participate for one or two semesters during any semester of the calendar year.

The academic year at HEC Lausanne consists of the Autumn semester, with classes beginning in September, running through January and the Spring semester, with classes beginning in February, running through July. Students from Georgia State taking classes at HEC Lausanne will be allowed to participate during any semester.

### **3. Number of Students**

Starting in Fall 2020 and continuing for each year during the term of this Agreement, the two institutions will exchange students on a one-semester-for-one-semester-basis. Each academic year, the institutions will allocate semester spaces for the partner's full-time exchange students. If an institution sends a student for the academic year, this counts for two semesters of that year's total. However, in order to correct the imbalance of students from the past five-year agreements, Georgia State will send two semester students to HEC Lausanne for every one semester student HEC Lausanne sends to Georgia State, until reciprocity is restored. Once reciprocity is restored, the exchange will proceed on a one-for-one basis. A maximum of five (5) students per academic year will be sent to each institution. These maximum numbers may be amended in writing by both parties. *(Note: In general, the exchange should be undergraduate students for undergraduate students or graduate students for graduate students.)*

Georgia State and HEC Lausanne will endeavor to maintain an evenly balanced exchange throughout the term of this Agreement. However, if conditions exist that render such equity impossible during a particular semester, such imbalance shall be corrected in the immediate subsequent available semester to restore balance. In no event shall an imbalance in the exchange be carried forward beyond one semester, nor should students currently enrolled in the program be removed to restore balance. The exchange balance will be monitored throughout the term of this Agreement by both institutions. Either party to this Agreement may refuse admission to additional incoming students until the exchange balance is restored.

### **4. Units Involved in the Student Exchange**

Participants in the program will be drawn from the Andrew Young School of Policy Studies and J. Mack Robinson College of Business at Georgia State, and the Faculty of Business and Economics at HEC Lausanne at the discretion of Georgia State and HEC Lausanne.

Exchange students enrolled at Georgia State may take coursework in the Andrew Young School of Policy Studies and J. Mack Robinson College of Business, and exchange students enrolled at HEC Lausanne may take coursework in any unit/department.

### **5. Requirements for Participation**

Students who wish to participate in the exchange will be screened for admission eligibility by the Home University, which shall respect the admission requirements and enrollment constraints of the Host University. Students will be required to comply with the standard rules, regulations, and enrollment

restrictions of the Host University in the selection of courses, including requirements of language proficiency, and health documentation.

HEC Lausanne students must submit immunization documentation, including but not limited to Measles, Mumps and Rubella or MMR, Tetanus, Diphtheria, Varicella, Hepatitis B for enrollment. Georgia State students will submit any required HEC Lausanne health documentation.

Students must be proficient in the language of instruction for courses being taken at the Host University to participate. At Georgia State, the language of instruction is English, and at HEC Lausanne the language of instruction is French and English. At HEC Lausanne, the language of instruction for majority of the undergraduate courses is French, while graduate courses are taught in English. Undergraduate students from HEC Lausanne will be required to submit a minimum TOEFL CBT score of 250 and a score of 5 on the TOEFL essay or a minimum composite TOEFL iBT score of 80, with a Writing score of at least 22 but will not be required to submit a score for the Test of Spoken English (TSE). Students from Georgia State will not be required to demonstrate proficiency in French, however, the Georgia State program director will ensure that French language skills are proficient if an undergraduate student plans to enroll in a course taught in French. These language requirements apply only to the students and not to their spouses and/or dependents. Each Host University shall have final authority over decisions regarding admission of students to its courses.

## **6. Academic Counseling, Credits and Reports**

The school, department or unit involved in this Agreement at each Home University will provide academic counseling to its own students to ensure that the courses taken at the Host University are acceptable with respect to its own degree programs. The Host University will supply the Home University with course descriptions and other pertinent materials to assist in determining course equivalency. Students will carry a normal load of classes appropriate to full-time status at the home and/or host institution(s).

Exchange students must pursue the approved course of study for the agreed period. Course work undertaken by visiting students should be recognized as contributing to degree requirements at the Home University, but this remains at the discretion of the Home University. Georgia State students will transfer credits under this Agreement. At the end of each semester or academic term, students will follow appropriate procedures at the Host University to ensure academic records/transcript from the Host University are sent to the Home University.

## **7. Student Responsibilities and Expenses**

1. Payment of all mandatory student fees and tuition to the Home University;
2. With the assistance of the Host University, obtaining the proper visas and other documents required by the government of the Host University, including any guarantee that they have the financial resources to meet all expenses;
3. The costs of food, housing, international and local transportation, books, fees for class materials, and other educational and personal expenses;
4. When provided by the Host University, payment of housing and board costs to the Host University by published deadlines;
5. Purchasing the required health/hospitalization/liability insurance, including a repatriation and medical evacuation plan, for the period of their involvement in the Exchange Program in order to meet governmental regulations, as well as the regulations of the Host and Home Universities, as set forth in Section 9 below;
6. Submitting to criminal background checks and purchasing relevant insurance if they are participating in an internship at Host University;

7. Submitting any health or immunization records required by Host University as set forth in subsection 5 above;
8. In compliance with the Family Educational Rights and Privacy Act (FERPA), requesting official transcripts to be sent by the Home University to the Host University; and
9. Providing the appropriate exchange coordinator/director at the Host University with emergency contact information.

## **8. Visa Requirements**

Each Host University will provide necessary documentation (e.g., official letters of admission, immigration documents) for exchange students to obtain a visa to enter and study in the host country. This documentation enables the Home University to sponsor the students as part of this Agreement but does not commit the institution to any financial sponsorship. To produce this documentation, they will rely on the Home University communicating student information four (4) to five (5) months before the start of the Exchange Program. The Host University will update the Home University annually regarding the data and documentation required. It is each student's responsibility to obtain the appropriate visa, as required by the host country. Exchange students coming to Georgia State are required to obtain a J-1 visa, and therefore must provide documentation of sufficient financial resources needed to study in the U.S. Forms and detailed information about this process will be provided by GSU's International Student & Scholar Services.

Georgia State students who are American citizens must possess a valid U.S. passport and entry clearance to enter Switzerland. All Georgia State students who do not possess a U.S. Passport (including U.S. lawful permanent residents and other foreign nationals who study at Georgia State on an F-1 or J-1 visa) must follow the process for proper entry clearance required by Switzerland for citizens of their home country. International students may be required to provide evidence of sufficient financial resources as determined by the host country.

## **9. Insurance Requirements**

Personal health, hospitalization and accident insurance, including a repatriation and medical evacuation plan, as well as liability coverage, is required for all students participating in this Exchange Program according to the rules enforced in the host country. Students who already have insurance must submit proof of such coverage to the Host University for approval before departing from their home countries. The Host University will assist students in identifying available insurance options designed for international students, if necessary. Students from HEC Lausanne who do not have appropriate insurance must obtain Georgia State's international students' insurance policy. Students from Georgia State must obtain Georgia State's study abroad insurance coverage. Additionally, students from Georgia State are required to have Swiss health insurance unless they meet the conditions for exemption from the obligation to have insurance coverage under Swiss law.

## **10. Housing**

The Host University may offer advice to exchange students regarding accommodations, but it is the responsibility of students to make living arrangements in the host country.

## **11. Employment**

This agreement does not allow any type of employment of HEC Lausanne students or Georgia State students in the host country.

## **12. Compliance with Rules and Regulations**

Exchange students will be subject to the rules and regulations of the Host Institution, and the laws and procedures of the state or canton in which the institution is located. The Host University will assume no responsibility for a student's conduct or lack of compliance with any of the host country's laws. If a student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the Exchange Program, the program will be considered completed by the Host University with respect to that student. No replacements will be sent to the Host University for students who do not complete the Exchange Program. Furthermore, each Host University reserves the right to require a student to withdraw from the Program if the student's academic performance or personal misconduct warrants such action, provided, however, the Host University will, absent extenuating circumstances, attempt to consult with the Home University before implementing such action. The dismissal of a student shall not abrogate this Agreement, or arrangements regarding other students.

### **13. Research**

To the extent allowable by law, the parties may engage in joint research, conference participation, publication of research results and other research-related activity. The parties understand and agree that certain research sponsors may limit participation on specific research projects in the host country. The parties further understand and agree to secure all Institutional and other required approvals prior to conducting research activities and to abide by all policies and procedures governing such activities.

If exchange students participate in research funded by a third-party sponsor, the parties agree that such research activities will abide by the terms of the sponsorship agreement. If exchange students receive third-party confidential information for research purposes that was provided under a written nondisclosure or confidential disclosure agreement, the parties agree that the exchange students will be bound by the confidentiality and nondisclosure terms of such agreement.

Students pledge to disclose any intellectual property developed as a result of joint research to both the Host and Home Institutions unless such disclosure is unlawful under the law of the Host Institution's country. If valuable intellectual property is created as a result of joint research, ownership of such intellectual property shall be determined in accordance with the law of inventorship or authorship of the country in which the research occurred and the Host Institution's policies. The parties agree that the Host Institution will evaluate the intellectual property, in consultation with the other party, to determine whether formal patent, copyright, or other protection is desirable.

### **14. Travel Advisory Policy**

Georgia State's Travel Advisory Policy governs international travel by Georgia State students, faculty and staff and may affect the ability of Georgia State to participate in the Program. Travel must be approved by specified Georgia State administrators.

### **15. Modification, Termination, Renewal of Agreement**

This Agreement may be modified, revised, or renewed but only upon the mutual consent of the parties in writing. Either party may terminate this Agreement by written notice submitted at least 90 days in advance of the next academic semester. Termination will not affect existing or approved students in the Exchange Program. Unless renewed by mutual written consent, this Agreement will conclude at the end of the specified academic term or year (as defined in Section 2 above).

### **16. Primary Contacts / Program Directors**

The Primary Contacts/ Program Directors will ensure that the terms of this Agreement are carried out. They will serve as the contact persons at each institution, ensure the general welfare of program participants, ensure that necessary approvals are in place, and have administrative oversight of the program.

The primary contacts for the parties to this Agreement are the following:

**For Georgia State University**

Name: James Marton  
Title: Professor  
Department: Andrew Young School of Policy Studies  
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14 Marietta Street, Atlanta, GA 30303, USA  
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Name: Emily Caskey  
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35 Broad Street, Suite 703, Atlanta, GA 30303, USA  
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**For HEC Lausanne**

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**WHEREFORE** the parties to this Agreement signify their acceptance of the terms and conditions contained herein by signing in the spaces below.

**BOARD OF REGENTS OF THE  
UNIVERSITY SYSTEM OF GEORGIA  
BY AND ON BEHALF OF GEORGIA STATE  
UNIVERSITY**

**THE UNIVERSITY OF LAUSANNE AND  
ITS FACULTÉ DES HAUTES ETUDES  
COMMERCIALES**

  
\_\_\_\_\_  
Mark Becker  
President

  
\_\_\_\_\_  
Nouria Hernandez  
Rector of the University of Lausanne

19 March 2020  
Date

2 April 2020  
Date

  
\_\_\_\_\_  
Jean-Philippe Bonardi  
Dean of HEC Lausanne

31 / 3 / 2020  
Date