



**PROGRAM SPECIFIC AGREEMENT FOR A  
STUDENT EXCHANGE**

**Between**

**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
BY AND ON BEHALF OF  
GEORGIA STATE UNIVERSITY  
AND ITS J. MACK ROBINSON COLLEGE OF BUSINESS,  
ATLANTA, U.S.A.**

**And**

**THE HONG KONG POLYTECHNIC UNIVERSITY  
AND ITS FACULTY OF BUSINESS  
KOWLOON, HONG KONG**

In order to improve the educational experiences and cultural understanding of their students and faculty, the Board of Regents of the University System of Georgia by and on behalf of Georgia State University and its J. Mack Robinson College of Business, Atlanta, Georgia, United States of America ("Georgia State") and The Hong Kong Polytechnic University and its Faculty of Business ("FB of PolyU") agree to institute a student exchange program in accordance with the terms and conditions set forth in this agreement ("Agreement").

Georgia State and FB of PolyU hereby agree to the following:

**1. Description of Program**

This agreement ("Agreement") is established to facilitate a student exchange program at the institutions (the "Exchange Program"). The program enables students working towards a degree at one institution to take classes at the other institution. This is a non-degree program.

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 the last required institutional representative. 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 14 below. Notwithstanding

anything to the contrary contained herein, the term of this Agreement shall not extend beyond one academic year if Georgia State assumes any financial obligations by entering into this Agreement and, in no event shall the term of this Agreement extend beyond five academic years. The agreement is renewable for an additional five-year renewal term 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 a summer semester and an abbreviated Maymester. Students from FB of PolyU will participate without restrictions regarding semester preference.

The academic year at PolyU consists of two semesters, Fall and Spring: the first begins in August and runs through December, and the second begins in January and runs through May. Students from Georgia State taking classes at FB of PolyU will participate without restrictions regarding semester preference.

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

Starting the Spring semester of 2016, and continuing for each year during the term of this Agreement, the two institutions will exchange undergraduate students on a one-for-one basis. Each academic year, the institutions will allocate [4] 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. These maximum numbers may be amended in writing by both parties. Distribution of quotas between semesters is to be discussed and agreed upon every November for the following academic year.

Both parties will endeavor to maintain an evenly balanced exchange during the term of this Agreement. However, if conditions exist which render such equity impossible during a particular semester, such imbalance shall be corrected in the 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 annually throughout the term of this Agreement by both institutions. Either party to this Agreement may refuse admission to the additional incoming students until the exchange balance is restored.

### **4. Units Involved in Exchange Program**

Participants in the program will be drawn from the J. Mack Robinson College of Business at Georgia State, and any full time undergraduate student at FB of PolyU, at the discretion of Georgia State and FB of PolyU.

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

Students who wish to participate in the Exchange Program will be screened for eligibility for admission 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.

Students must be proficient in the language of instruction for courses being taken at the Host University in order to participate. At Georgia State, the language of instruction is English, and at the FB of PolyU the language of instruction is English. This fulfills the language requirements.

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/information to assist in determining course equivalency. Students will carry a normal load of classes appropriate to full-time status at the home institution.

The 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 receive 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**

Unless otherwise indicated in an appendix hereto, students in this Exchange Program will be responsible for the following:

1. Payment of all student fees and tuition to the Home University by the published deadlines;
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 the published deadlines;
5. Purchasing the required health/hospitalization/liability insurance, including repatriation, for the time 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. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
7. 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.
8. Providing the appropriate exchange coordinator/director at the Host University emergency contact information; and
9. Submitting any health or immunization records required by Host University.

## **8. Visa Requirements**

Each Host University will provide the 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. In order to produce this documentation, they will rely on the Home University communicating student information four to five 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 J1 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 Georgia State's International Student & Scholar Services.

## **9. Insurance Requirements**

Personal health, hospitalization and accident insurance, including a repatriation & medical evacuation plan, as well as liability coverage, is required for all students participating in this Exchange Program. 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 FB of PolyU 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.

## **10. Housing**

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

## **11. Employment**

This Agreement does not allow paid employment of FB of PolyU and/or Georgia State students in the host country. Students will follow appropriate steps to obtain authorization of employment and will follow regulations of their student visas and Host University.

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

Exchange students will be subject to the rules and regulations of the Host University, 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 Exchange 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 in specific research projects. 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 Georgia State and FB of PolyU unless such disclosure is unlawful under the law of the country.

**14. 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.

**15. 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: Kimberly Lawrence  
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**For The Hong Kong Polytechnic University**

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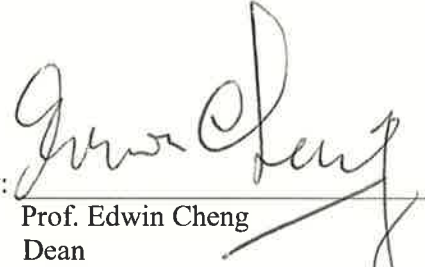
**WHEREFORE** the parties to this Agreement signify their acceptance of the terms and conditions contained herein by signing in the spaces below.

**Board of Regents of the University  
System of Georgia by and on behalf  
of Georgia State University and its  
J. Mack Robinson College of Business**

By:   
Richard Phillips  
Dean

Date: 11/19/15

**The Hong Kong Polytechnic University  
and its Faculty of Business**

By:   
Prof. Edwin Cheng  
Dean

Date: 26 NOV 2015