RENEWAL OF A PROGRAM SPECIFIC AGREEMENT FOR
A SUMMER INSTITUTE PROGRAM

Between

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON
BEHALF OF GEORGIA STATE UNIVERSITY
ATLANTA, UNITED STATES OF AMERICA

And

HANGZHOU NORMAL UNIVERSITY
HANGZHOU, CHINA

In order to improve the educational experiences and cultural understanding of their students, the Board of Regents of the University System of Georgia by and on behalf of Georgia State University, Atlanta, Georgia, United States of America ("Georgia State" or "GSU") and Hangzhou Normal University ("HNU") agree to continue collaborating on a Summer Institute Program ("Summer Institute") according to the terms and conditions in this agreement ("Agreement").

Both universities continue this agreement for a Summer Institute where GSU will provide an academic experience for HNU students in the summer. The goal of this program is to expose HNU students to an English-medium academic environment and to facilitate short-term cross-cultural immersion. This program will also encourage cross-cultural and global perspectives for participating GSU students and to motivate them to study abroad in the future.

GSU and HNU both subscribe to the statement of principles and procedures given below and to the terms of agreement regarding the responsibilities that each institution undertakes as part of this program. This agreement is based on a spirit of cooperation and mutual benefits to both parties.

Georgia State and HNU hereby agree to the following:

1. **Description of Program**
   The Summer Institute for HNU students is a non-degree four (4) week intensive short-term program embedded in GSU’s regular summer semester. Up to 100 students from HNU will attend GSU each summer to take a minimum of two pre-selected 3-credit hour courses between early July
and early August. Participating HNU students under advisement of their home institution will be admitted to GSU for the summer semester and will be pre-registered by the Registrar's office. Since HNU is one of GSU's strategic partners, students' admission fees and out-of-state tuition will be waived. Students will pay in-state tuition. Courses will be regular GSU courses condensed from 6 weeks to 4 weeks to accommodate the HNU participants.

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 three (3) years, unless earlier terminated by either party pursuant to Paragraph 13 below. The agreement is renewable for additional (3)-year terms upon the advance written agreement of both parties and the availability of out-of-state tuition waivers.

This is a summer-semester-only program, therefore HNU students taking classes at GSU will be allowed to participate only during the Summer Semester.

3. Summer Institute Courses

Course offerings for the Institute will be determined annually by GSU and presented to HNU in advance of HNU students coming in order to facilitate pre-registration. HNU students will select two (2) 3-credit hour courses each from the summer course list sent to HNU.

4. Requirements for Participation

HNU students who wish to participate in the Summer Institute will be screened for eligibility for admission by HNU and GSU. Students will be required to comply with the standard rules, regulations, and enrollment restrictions at GSU in the selection of offered courses, including requirements of language proficiency, and at Georgia State, health documentation.

GSU students wishing to participate in this program will register for the courses identified as Summer Institute Courses. They will pay in-state tuition and fees and will be registered in the GSU "Banner" registration system.

5. Academic Counseling, Credits and Reports

HNU, in collaboration with participating GSU colleges, will provide academic counseling to HNU students to ensure that the courses taken at GSU are acceptable with respect to its own degree programs. GSU will supply HNU with course descriptions and other pertinent materials/non-
privileged information to assist in determining course equivalency. Students will carry a normal course load of two (2) 3-hour classes appropriate to summer full-time status for international students. Interested Georgia State students may register for and take the same number of courses for this program in addition to any regular summer semester courses they wish to take.

Participating students must pursue the approved course of study for the agreed period. Course work undertaken by participating students should be recognized as contributing to degree requirements at HNU, but this remains at the discretion of HNU. Georgia State students will receive institutional credits while HNU students will receive transfer credits.

At the end of the Summer Institute program, official transcripts, including academic program data as well as courses taken, credit hours earned, and final grades, will be issued to participating HNU students who must order them online. In compliance with the Family Educational Rights and Privacy Act (FERPA), the students must request official transcripts to be sent by Georgia State to HNU. The transcripts will be mailed following the formal grading and academic standing processes are complete.

6. Program Cost:

The fee includes a one-time charge that includes tuition and fees, housing and flexible meal plan, health insurance, and a program fee that covers special fees for services related to hosting the students and making the experience a meaningful one. HNU is responsible for sending to GSU the negotiated costs for its students. Payments will be wired to the Summer Institute Departmental Sales & Services (DS&S) Account for processing. Details of this account will be shared with HNU 8 weeks ahead of the students' arrival at GSU to facilitate transfer of funds.

7. Institutional and Participants' Responsibilities:

HNU will be responsible for:

1. Selecting participating students and ensuring they meet GSU and HNU requirements;
2. Payment of all student fees, tuition and service charges including health insurance, housing and flexible meal plan, and a program fee. Annual costs are subject to change; GSU and HNU will therefore negotiate program costs in the fall preceding program start dates. The total amount for all students must be transferred at least 8 weeks prior to the start of the program;
3. Assisting their students, with support from GSU, in obtaining the proper visas and associated documents required by the US government, including any guaranty that they have the financial resources to meet all expenses; and
4. HNU students’ travel expenses, and other incidental program expenses during this program.

HNU Students will be responsible for:

5. The costs of food over the negotiated meal plan, laundry, international and local transportation, international and local phone calls, books and other educational and personal expenses;
6. Abiding by the same regulations and performance standards that pertain to other students at Georgia State; and
7. Notifying the appointed GSU Summer Institute program director/coordinator by e-mail when traveling outside Atlanta, and, to the best of their ability, providing emergency telephone numbers where they can be reached.

GSU will be responsible for:

8. Negotiating and facilitating payment of tuition and fees for HNU participants at the in-state rate;
9. Negotiating and facilitating Housing in one of GSU’s on-campus facilities at a negotiated summer rate to be confirmed annually;
10. Coordinating the arrival, departure, and cultural excursions for HNU students. The Summer Institute staff, in collaboration with GSU’s International Student and Scholar Services (ISSS) office, will provide orientation for HNU students upon arrival;
11. Facilitating payment of international health insurance for participants; and
12. Issuing Panthecards to facilitate access to relevant buildings and services.

8. **Visa Requirements**

The Georgia State contact person/program director will forward all necessary HNU students’ data to Georgia State’s International Student and Scholar Services office to enable the issuance of I-20’s to HNU students to apply for F-1 visas. Documentation of sufficient financial resources in the United States is required. Forms will be provided by Georgia State.

The above information must be received at Georgia State approximately three (3) to four (4) months preceding HNU students’ arrival to the U.S.

9. **Housing**
Upon arrival, Georgia State University Conference Services will provide HNU students access to pre-assigned rooms and provide information on meals, services and other pertinent information. The Office of International Initiatives is responsible for negotiating summer housing contracts with the Georgia State Housing Office as appropriate. To facilitate room assignments, information which confirms details of participating students (including their names, gender and ages) must be submitted to the Office of International Initiatives 4-6 weeks prior to the students’ arrival in the US.

10. **Compliance with Rules and Regulations**

Summer Institute students will be subject to the same rules and regulations as other GSU students. In addition, they will be expected to comply with the laws and procedures of the State of Georgia and the United States. GSU will assume no responsibility for a student’s conduct or lack of compliance with any U.S. laws. GSU reserves the right to dismiss any Summer Institute student at any time for academic or personal misconduct in violation of established regulations provided, however that absent extenuating circumstances, attempt to consult with HNU before implementing such action.

11. **Research**

Before a HNU student may participate in research, the parties further understand and agree to secure Georgia State and other required approvals prior to conducting research activities and to abide by all policies and procedures governing such activities. If 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 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 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 HNU unless such disclosure is unlawful under the laws of the United States. 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 Georgia State University’s policies. The parties agree that Georgia State University will evaluate the intellectual property, in consultation with the other party, to determine whether formal patent, copyright, or other protection is desirable.

12. **Equal Opportunity**

Both parties to this Agreement subscribe to a policy of equal opportunity, and will not discriminate on the basis of race, color, gender, age, ethnicity, religion, national origin, or disability.
13. **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 120 days in advance of the next summer session. 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.
14. **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: Ms. Amanda Roshan-Rawaan  
Title: Director, International Programs and Projects  
Department: Office of International Initiatives  
Address: Suite 30 Courtland Street SE Suite 300 Atlanta, GA, 30303  
Phone: +1-404-413-2530/2527  
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**For HNU**

Name: Mr. Xiaowei ("Bobby") Wu  
Title: Director, International Cooperation & Exchange  
Department: International Cooperation & Exchange  
Address: Room609, Administration Building, No. 2318 Yuhangtang Road, Hangzhou, Zhejiang, 310036, P.R. China.  
Phone: +86-571-28865205  
Fax: +86-571-28869737  
E-mail: bobbywu218@hznu.edu.cn
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

By: [Signature]
Mark Becker
President

Date: 17 October 2016

Hangzhou Normal University

By: [Signature]
DU Wei
President

Date: 2016.10.17