Student Exchange Program Addendum to the Memorandum of Cooperation
between
Board of Regents of the University System of Georgia by and on behalf of Georgia State University, Atlanta, Georgia, United States of America
and
Hong Kong Baptist University, Kowloon Tong, Hong Kong

Article 1

Furtherance to the Memorandum of Cooperation signed by both universities on September 21, 2012, Georgia State University and Hong Kong Baptist University agree that starting in the fall of 2013 and for each academic year, Hong Kong Baptist University may send up to four undergraduate students to Georgia State University for a semester of study (or two students for a year of study or its equivalence). In return, Hong Kong Baptist University will be prepared to receive up to four undergraduate students from Georgia State University for a semester of study (or two students for a year of study or its equivalence).

Article 2

For purposes of this agreement (the “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.

Article 3

The total number of students exchanged under this addendum (the “Addendum”) should be balanced each academic year on one side for Hong Kong Baptist University and, on the other side, for Georgia State University. If balance cannot be achieved in any one year, the imbalance in the number of students exchanged should be rectified in the following year.

Article 4

Students seeking admission within the framework of this Addendum must meet the admission requirements for exchange students of the Host Institution, as well as the following requirements:

- Be registered students in a degree program at their Home Institution and pay tuition and fees to the Home Institution for the period of their study at the Host Institution;
- Be in advanced standing at their Home Institution, i.e. students must have completed at least one full academic year at their Home Institution;
- Have a good academic record; and
- Meet all requirements set down by the Host and Home Institutions. (See the appendix for additional details.)
Article 5

This is a non-degree student program. The Host Institution shall not admit students exchanged under this Addendum to pursue the award of a degree before the completion of his/her registered degree course at the Home Institution.

Article 6

The maximum stay of students at the Host Institution under the terms of this Addendum shall be two semesters, and the minimum stay shall be one semester.

Article 7

Students accepted under this Addendum shall be exempt from paying tuition and fees to the Host Institution, based on Article 4, where it is stated that such tuition and fees shall be paid to their Home Institution. However, they may be required to pay an administration or non-academic/service fees and charges to either or both the Host Institution and their Home Institution.

Article 8

The Home Institution shall select participants for this exchange based on requirements and limitations of the Host Institution and provide academic counseling for its students. The Host Institution shall have the right to make final decisions on applicants presented. (Refer to the Academic Counseling, Credits and Reports section of the Appendix for details.)

Article 9

The Host Institution shall assist the exchange students with necessary immigration documentation needed to apply for the appropriate visas for this program. (Refer to the Visa Requirements section of the appendix for details.)

Article 10

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. Hong Kong Baptist students may need to purchase GSU’s international health insurance if a health insurance waiver indicating comparable coverage is not granted. GSU students must purchase GSU’s mandatory study abroad insurance for the duration of their exchange. (Refer to the Insurance Requirements section of the appendix for details.)

Article 11

Once enrolled at the Host Institution, participating students will be subject to the rules and regulations as well as the rights and privileges enjoyed by regular students of the Host Institution.

The Host Institution will assume no responsibility for a student’s conduct or lack of compliance with any of the host country’s laws. Each institution reserves the right to dismiss any exchange student at any time for academic or personal misconduct in violation of established regulations provided, however that the Host Institution will, absent extenuating circumstances, attempt to consult with the Home Institution before implementing such action. The dismissal of a student shall not abrogate this Agreement or the arrangements regarding other students. If a student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the exchange program, the program will be considered complete 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.
Article 12

The Host Institution will make every reasonable effort to assist students participating under this Addendum in finding on- or off-campus accommodation. (Refer to the Housing section of the Appendix for details.)

Article 13

The cost of accommodation, transportation, textbooks, medical insurance, and all other personal needs shall be the responsibility of individual students. If, however, there are any academic or program-related fees to be paid to the Host Institution, the Home Institution will be prepared to assist in the collection of such fees. (Refer to the Other Student Responsibilities and Expenses section of the appendix for additional details.)

Article 14

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.

Article 15

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 national laws regulating the export of technologies may prohibit participation by exchange students on specific research projects in the host country. The parties further understand and agree to secure all University 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.

Exchange 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.
Article 16

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: Jeremy Billetdeaux
Title: Director, Study Abroad Programs
Department: Office of Int'l Initiatives
Address: Georgia State University, Ste. 500, Ten Park Place, Atlanta, GA, 30303
Phone: 404-413-2529
Fax: 404-413-2531
E-mail: jbilletdeaux@gsu.edu

Hong Kong Baptist University
Name: Peter Li
Title: Director, International Office
Department: International Office
Address: Hong Kong Baptist University, 703AAB, Baptist University Road Campus, Kowloon Tong, Hong Kong
Phone: (852) 3411-2188
Fax: (852) 3411-5568
E-mail: peterli@hkbu.edu.hk

Article 17

This Addendum shall take effect upon both parties' signature and shall continue for a term of five years. This addendum may be renewed upon the written consent of both parties. Any renewals, terminations or revisions must be in writing and upon the mutual consent of the parties. Either party may terminate this Agreement by written notice submitted six (6) months 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 fifth year.
For: Board of Regents of the University System of Georgia by and on behalf of Georgia State University

Risa Palm
Professor Risa Ileen Palm
Provost & Senior Vice President for Academic Affairs

1/11/13
Date

For: Hong Kong Baptist University

Albert Chan
Professor Albert S.C. Chan
President & Vice-Chancellor

11th Jan., 2013
Date
Appendix – Programmatic Details

Requirements for Participation

Students who wish to participate in this Exchange 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 prerequisites, class capacity, and language proficiency. Additionally, Hong Kong Baptist students must meet Georgia State University’s health documentation requirement and submit immunization documentation, including but not limited to Measles, Mumps and Rubella or MMR, Tetanus, Diphtheria, Varicella, and Hepatitis B. Georgia State students will submit any Hong Kong Baptist University health documentation.

Academic Counseling, Credits and Reports

The schools, departments or units 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/non-privileged information to assist in determining course equivalency. Students will carry a normal load of classes appropriate to full-time status. Georgia State students will register for and take a minimum of 12 credit hours for each semester.

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 Institution, but this remains at the discretion of the Home Institution. Georgia State students will receive institutional credits under this Agreement.

At the end of each semester or academic term, academic transcripts are updated after the formal grading and academic standing processes are complete. The official transcript includes academic program data as well as courses taken, credit hours earned, and final grades. At Georgia State University, transcript requests are ordered online by the student and can be ordered anytime after the formal grading process has been complete. Students can receive a copy in person or request that it be mailed through the United States Postal Service.

Additional Student Responsibilities and Expenses

1. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
2. Notifying the appropriate exchange coordinator/director at the Host University by e-mail when traveling away from the city in which the Host University is located, and, to the best of their ability, providing emergency telephone numbers where they can be reached;
3. Submitting to criminal background checks and purchasing relevant insurance if they are participating in an internship at Host University; and
4. Complying with Study Abroad Management Policies. At Georgia State University, the program director will ensure the completion of mandated pre-departure crisis prevention documentation and processes.
Visa Requirements

The Georgia State contact person/program director will forward all necessary international student/scholar data to Georgia State’s International Student and Scholar Services office to enable Hong Kong Baptist University students to obtain a J-1 visa. Documentation of sufficient financial resources in the United States is also required (the 2013 figure from International Student and Scholar Services is c. $1,315.00 per month - subject to change). Forms will be provided by Georgia State.

The above information must be received at Georgia State approximately three (3) to four (4) months preceding the international student’s arrival to the U.S. This documentation enables Georgia State to sponsor the students as part of this Agreement but does not commit the institution to any financial sponsorship.

GSU students who are American citizens must possess a valid U.S. passport and entry clearance to enter Hong Kong. All GSU student participants who do not possess a U.S. Passport (including US 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 Hong Kong for citizens of their home country. International students may be required to provide evidence of sufficient financial resources as determined by the host country.

HKBU will be responsible for processing student visas for all Georgia State exchange program participants at HKBU.

Insurance Requirements

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. Hong Kong Baptist University students may request for a waiver if they submit documentation that confirms parity or superiority to GSU’s insurance.

Students from Hong Kong Baptist University 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.

Housing

Subject to the terms and conditions set forth herein, the Host Institution may, upon request, offer advice and assistance in finding accommodations for the period of exchange but shall not be responsible for providing accommodations for exchange students. At the request of the Program Director at Georgia State University, the Georgia State Housing Office will provide Hong Kong Baptist University students information about university housing. Hong Kong Baptist University students are responsible for negotiating leasing agreements with the Georgia State Housing Office as appropriate. Housing space at Georgia State is limited and available on a first-come, first-serve basis. Hong Kong Baptist University students who wish to live in Georgia State housing must complete the application process at least four (4) months preceding their arrival.

HKBU will make every reasonable effort to assist Georgia State students participating in the exchange under this addendum in locating on- or off-campus accommodation
Amendment to the Student Exchange Program Addendum

Between

Board of Regents of the University System of Georgia by and on behalf of Georgia State University, Atlanta, Georgia, United States of America

And

Hong Kong Baptist University, Kowloon Tong, Hong Kong

The undersigned institutions hereby agree to make the following addition that is outlined below. This addition shall be made valid as if it is included in the original stated Student Exchange Program Addendum.

Article 4a
Undergraduate Chemistry Exchange:

- Exchange students from the Chemistry Department at HKBU and the Honors College majoring in Chemistry at GSU will have the opportunity to participate in a Summer independent research study at each host institution. To qualify for this opportunity, students must have at least a 3.5 GPA (on a 4.0 scale.) Participation is subject to the final consent of both the Home and Host Institutions.

No other terms and conditions of the above mentioned shall be negated and changed as a result of this here stated attachment.

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

For: Hong Kong Baptist University

May 7, 2013
Date

May 7, 2013
Date