



**RENEWAL OF THE PROGRAM SPECIFIC AGREEMENT FOR A
STUDENT, FACULTY AND RESEARCHER 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

**INSTITUTE FOR TOURISM STUDIES
MACAO SPECIAL ADMINISTRATIVE REGION, CHINA**

In order to continue the partnership and goal of improving 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 Institute for Tourism Studies, Macao Special Administrative Region, China ("IFT") agree to renew a student, faculty, and researcher exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

Georgia State and IFT hereby agree to the following:

1. Description of Program

This Agreement is established to facilitate an exchange program at the partner institution with students, faculty and researchers from each institution (collectively, the "Exchange Program"). The student exchange program enables students from one institution to take classes at the other institution while working towards a degree at the institution where he or she is formally enrolled (individually, the "Student Exchange") and to encourage faculty members and researchers from each institution to visit the other institution and engage in certain activities (individually, the "Faculty/Researcher Exchange").

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

With respect to the Faculty/Researcher Exchange, as used herein, "Home Institution" shall mean the institution where the faculty member and/or researcher is normally employed,

and "Host Institution" shall mean the institution that the faculty member and/or researcher is visiting.

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 Section 9 below. Notwithstanding anything to the contrary contained herein, the term of this Agreement shall not extend beyond one academic year if Georgia State or IFT assumes any financial obligations by entering into this Agreement and, in no event shall the term of this Agreement extend beyond three (3) academic years. This Agreement may be renewed for additional academic years or three (3) 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 ends in mid-December and the Spring semester begins in January and runs into May. In addition, there is an abbreviated Maymester, Summer semester, and Summer Institute. Faculty members/researchers and students from IFT will participate during any semester.

The academic year at IFT consists of two regular semesters: the Fall semester begins in August and ends in December and the Spring semester begins in January and runs into May. Faculty members/researchers and students from Georgia State will participate during any semester.

3. Number of Students, Faculty Members and Researchers

Under this Agreement renewal, starting Spring 2018, and continuing for each year during the term of this Agreement, the two institutions will exchange faculty/researchers and students on a one-for-one basis, according to credit hours. 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. (*Note: In general, the exchange should be undergraduate students for undergraduate students or graduate students for graduate students.*)

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.

For faculty/researchers, each institution will host the partner's full-time faculty/researchers for up to 2 semesters per academic year. These maximum numbers may be amended in writing by both parties.

4. Units Involved in Exchange Program

Participants in the program will be drawn from any degree program at Georgia State, and any degree program at IFT at the discretion of both parties.

Exchange students enrolled at Georgia State may take coursework in the J. Mack Robinson College of Business, and exchange students enrolled at IFT may take coursework in the Tourism College.

5. Student Exchange

A. Student Participation Requirements

Students who wish to participate in the Exchange Program will be screened for eligibility for admission by the Home Institution, which shall respect the admission requirements and enrollment constraints of the Host Institution. Students will be required to comply with the standard rules, regulations, and enrollment restrictions of the Host Institution 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 Institution in order to participate. At Georgia State, the language of instruction is English, and at IFT the language of instruction is English. Students from IFT will be required to submit English language proficiency test scores appropriate for admission. At the discretion of the Program Director, students from IFT may submit the Georgia State English Language Proficiency Form in place of TOEFL scores. Students from Georgia State will not be required to demonstrate proficiency in English. These language requirements apply only to the students and not to their spouses and/or dependents. Each Host Institution shall have final authority over decisions regarding admission of students to its courses.

B. Academic Counseling, Credits and Reports

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

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 transfer credits under this Agreement. At the end of each semester or academic term, students will follow appropriate procedures at the Host Institution to ensure academic records/transcript from the Host Institution are sent to the Home Institution.

C. 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 mandatory student fees and tuition to the Home Institution by published deadlines;
2. With the assistance of the Host Institution, obtaining the proper visas and other documents required by the government of the Host Institution, 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 Institution, payment of housing and board costs to the Host Institution by the published deadlines;
5. Purchasing the required health/hospitalization/liability insurance, including a repatriation and medical evacuation plan, 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 Institutions, as set forth in Section E below;
6. Submitting any health or immunization records required by Host Institution;
7. Abiding by the same regulations and performance standards that pertain to other students at the Host Institution;
8. In compliance with the Family Educational Rights and Privacy Act (FERPA), requesting official transcripts to be sent by the Home Institution to the Host Institution; and
9. Providing the appropriate exchange coordinator/director at the Host Institution emergency contact information.

D. Visa Requirements

Each Host Institution 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 Institution 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 Institution communicating student information four to five months before the start of the Exchange Program. The Host Institution will update the Home Institution 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 Georgia State's International Student & Scholar Services.

E. Insurance Requirements for Students

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. Students who already have insurance must submit proof of such coverage to the Host Institution for approval before departing from their home countries. The Host Institution will assist students in identifying available insurance

options designed for international students, if necessary. Students from IFT who do not have appropriate insurance must obtain Georgia State's international students' insurance policy. Students from Georgia State must obtain Georgia State's mandatory study abroad insurance coverage.

F. Housing for Students

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

G. Employment

This agreement does not allow any type of employment of IFT and/or Georgia State students in the host country.

H. 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 province in which the institution is located. The Host Institution 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 Institution with respect to that student. No replacements will be sent to the Host Institution for students who do not complete the Exchange Program. Furthermore, each Host Institution 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 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 arrangements regarding other students.

6. Faculty/Researcher Exchange

A. Faculty/Researcher Participation Requirements

Faculty and researchers who wish to participate in the Exchange Program will be screened for eligibility by the Home Institution and approved by the Host Institution.

Faculty and researchers should be proficient in the language of the Host Institution in order to participate. At Georgia State, the language of instruction is English, and faculty/researchers from IFT will be required to provide proof of proficiency in English. The language of instruction at IFT is English and faculty/researchers from Georgia State will be required to have proficiency in that language. Language requirements apply only to the faculty and researchers and not to their spouses and dependents.

Each Host Institution shall have final authority over decisions regarding the acceptance of faculty and researchers from the Home Institution to participate in research, teaching or other activities.

B. Faculty/Researcher Responsibilities

Unless otherwise indicated in an appendix attached hereto, each faculty member and researcher participating in this Exchange Program will be responsible for the following:

1. Payment of all expenses and fees that his or her Home Institution has not agreed to pay by published deadlines;
2. With assistance from the Host Institution, and any financial assistance from the Home Institution, obtaining proper visas and other documents required by the government of the Host Institution, including any guarantee that they have the financial resources to meet all expenses;
3. Purchasing the required health/hospitalization and liability insurance, including repatriation and medical evacuation coverage, 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 Institutions, with any assistance offered by the Home Institution;
4. Abiding by the same regulations and performance standards that pertain to other faculty and researchers at the Host Institution;
5. Submitting criminal background checks, if necessary;
6. Submitting any health or immunization records required by Host Institution; and
7. Complying with the Home Institution's Travel and Safety Guidance, including observing applicable local and federal export control regulations.

C. Department/School/Unit Responsibilities

Participating institution units are responsible for identifying and arranging for a supervisory and reporting structure applicable to all visiting faculty and researchers participating in the Exchange Program.

D. Salaries and Expenses

Georgia State through its respective college will pay the salary for any Georgia State faculty/researchers who participate in this Exchange Program. Financial assistance in paying any other expenses for Georgia State faculty and researchers while participating in this Exchange Program (such as transportation, health insurance, passport and visa fees, and housing) will be determined by the appropriate unit at Georgia State. All faculty/researchers from Georgia State who participate in this Exchange Program agree to undergo any procedures needed to adhere to the health regulations of the Macao Special Administrative Region.

IFT will pay the salary for any IFT faculty/researchers who participate in this Exchange Program. Financial assistance in paying any other expenses for IFT faculty and researchers while participating in this Exchange Program (such as transportation, health insurance, passport and visa fees, and housing) will be determined by the appropriate unit at IFT. All faculty/researchers from IFT who participate in this Exchange Program agree to undergo any procedures needed to adhere to the health regulations of the United States.

E. Visa Requirements

Each Host Institution will provide the necessary documentation for exchange scholars to obtain a visa to enter the host country. In order to produce this documentation, they will rely on the Home Institution communicating scholar information three (3) to four (4) months before the start of the Exchange Program. The Host Institution will update the Home Institution annually regarding the data and documentation required. It is each faculty member's/researcher's responsibility to obtain the appropriate visa, as required by the host country. Exchange scholars coming to Georgia State are required to obtain a J-1 visa, and therefore must provide documentation of sufficient financial resources. Forms and detailed information about this process will be provided by Georgia State's International Student & Scholar Services.

F. Office Space and Support

Each Host Institution agrees to provide office space and appropriate administrative support for visiting faculty and researchers.

G. Compliance with Rules and Regulations

Exchange faculty members/researchers will be subject to the rules and regulations of the Host Institution, and the laws and procedures of the state or province in which the institution is located.

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

7. 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 Institution and other required approvals prior to conducting research activities and to abide by all policies and procedures governing such activities.

If exchange faculty, researchers or 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 faculty, researchers or 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 faculty, researchers and students will be bound by the confidentiality and nondisclosure terms of such agreement.

Exchange faculty, researchers and 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.

8. Travel Warning Countries Policy

Georgia State's Policy on Travel to Countries with Travel Warnings governs travel by Georgia State students, faculty and staff to countries for which the U.S. Department of State has issued a Travel Warning. The Institution does not sponsor travel for undergraduate students to a country for which a Travel Warning has been issued. Travel by faculty, staff and graduate students must be approved by specified Georgia State administrators.

Should a Travel Warning be issued during the term of this Agreement, this Agreement will be limited to reciprocal exchange for individuals whose travel is approved under Georgia State's Policy on Travel to Countries with Travel Warnings.

9. 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 faculty, researchers or 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).

10. 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 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

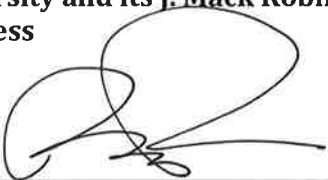
Name: Kimberly Lawrence
Title: International Programs,
Coordinator
Department: Robinson College of Business
Address: 35 Broad Street, Suite 703
Atlanta, GA, 30303, USA
Phone: 404-413-7144
Fax: 404-413-7162
Email: Klawrence11@gsu.edu

For Institute for Tourism Studies

Name: Tannia O
Title: Head, International Affairs
Department: Technical and Academic Support
Division
Address: Colina de Mong-Ha
Macao, China
Phone: 853 8598-3036
Fax: 853 8598-1273
Email: tannia@ift.edu.mo

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 D. Phillips
Dean

Date: April 6, 2018

Institute for Tourism Studies

By: 
Vong Chuk Kwan
President

Date: Mar 16, 2018