Renewal of the Program Specific Agreement for a
Student, Faculty and Research 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,
United States of America

And

Institute for Tourism Studies
Macao, China

In order to continue the partnership and goal of improving 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 Cecil B. Day School of Hospitality in the J. Mack
Robinson College of Business (“RCB”), Atlanta, Georgia, United States of America (“Georgia State” or
“GSU”) and the Institute for Tourism Studies, Macao, China (“IFT”) agree to renew the student and
faculty 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 (“Agreement”) will continue to facilitate an exchange program between the
partner institution with students, faculty and researchers from each institution (collectively, the
“Exchange Program”). The student exchange program enables undergraduate 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”).

Student Exchange Program Type: Non-Degree Program

For purposes of this Agreement, 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.
Faculty/Researcher Exchange Type

This Exchange Program is intended to permit faculty members and researchers from each Home Institution to take advantage of the following opportunities:

a. Short visits in which to familiarize themselves with the Host Institution in conjunction with other activities; and
b. Joint research or supervision/participation in the teaching activities of the Host Institution.

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 21 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 three academic years. This Agreement may be renewed for additional three year renewal terms upon the advance written agreement of both parties.

The academic year at Georgia State consists of two regular semesters: the first begins in August and runs through December, and the second begins in January and runs through May. In addition, there is a summer semester and an abbreviated Maymester. Faculty members/researchers and students from IFT will participate without restrictions regarding semester.

The academic year at IFT consists of two regular semesters: the first begins in August and runs through December, and the second begins in January and runs through May. Faculty members/researchers and students from Georgia State taking classes at IFT will be allowed to participate without restrictions regarding semester.

3. Number of Students, Faculty Members and Researchers

Under this Agreement renewal, starting spring 2014 and continuing for each year during the term of this Agreement, the two institutions will exchange faculty, researchers, and students, as indicated below.

a. A maximum of six (6) undergraduate students per year may be sent to Georgia State and an equal number to IFT, and a maximum of two (2) faculty members and researchers per year may be sent to Georgia State and an equal number to IFT. These maximum numbers may be amended and the formula for achieving balance adjusted in a written instrument signed by Georgia State and IFT;
b. Georgia State will exchange with IFT a group of students, faculty members and researchers on a one-for-one basis when possible during the term and any renewal terms. When applicable, total credit hours may also be used to verify reciprocity in the case of students attending short programs;
c. Georgia State and IFT will endeavor to maintain an evenly balanced exchange during the term of this Agreement. However, if conditions exist that render such equity impossible to maintain 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 throughout the term of this Agreement by both institutions. Either party to this Agreement may refuse admission to additional incoming students or exchange of faculty until the exchange balance is restored; and

d. If either Institution should wish to send more students to the other Institution than the number identified above or if the exchange is out of balance, then these ‘non-traditional exchange students’ will be responsible for paying full tuition at the host institution. Such ‘non-traditional exchange students’ will be accorded all the rights and responsibilities allowed to other exchange students.

4. Units Involved in Exchange Program

Participants in the program will be drawn from the School of Hospitality and other academic departments in the J. Mack Robinson College of Business at Georgia State, and any degree program at IFT at the discretion of both parties.

5. Requirements for Students to Participate

Students who wish to participate in the Student Exchange will be screened for eligibility for admission by the Home Institution, which shall respect the admission requirements and enrollment constraints of the Host Institution. Each Host Institution shall have final authority over decisions regarding admission of students to its courses.

a. IFT will send to RCB a letter certifying the IFT candidates’ good academic standing;

b. Upon receipt of recommendation, RCB will direct IFT candidates through the application process. IFT students will complete appropriate RCB applications to be accepted as transient (visiting) students;

c. Students must submit appropriate financial documentation to allow Georgia State to certify them as eligible for J-1 visa status. All documents must be received at RCB by stipulated deadlines;

d. RCB will recommend students to IFT. Students must be in good academic standing in their program with a minimum GPA of 2.5 at the undergraduate level;

e. Upon receipt of recommendation, IFT will direct RCB candidates through the application process. All application documents must be received by the deadlines stipulated by IFT;

f. Students will be required to comply with the standard rules and regulations of the Host Institution regarding health documentation; and

g. Students will be required to comply with the standard rules, regulations, and enrollment restrictions of the Host Institution in the selection of courses, including the requirement of language proficiency. Undergraduate Students from IFT will be required to submit a minimum composite TOEFL iBT score of 80 or IELTS scores must be in the band of 6.5 or greater. If the language of instruction for desired courses at IFT is not English, students from Georgia State will be required to demonstrate proficiency in the language of instruction via placement testing as determined by IFT. These language requirements apply only to the students and not to their spouses and dependents.
6. 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-privileged information to assist in determining course equivalency.

a. 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. Students will not be permitted to enroll in courses for which they do not have the prerequisites;

b. Students will register for and carry a normal load of classes appropriate to their visa status and equivalent to full-time status each semester. Students must take a minimum of 12 credits and a maximum of 15 credits per semester;

c. Georgia State students will receive institutional credits under this Agreement;

d. 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; and

e. This Agreement permits students to engage in unpaid internships. IFT students must receive approval from RCB Program Coordinator and International Student and Scholar Services (ISSS) prior to engaging in any internship. If approved for an internship, IFT students are responsible for identifying, and establishing internships, as well as registering for any relevant academic credit. RCB students must receive approval from IFT prior to engaging in any internship. Participants eligible for internships may also need to purchase additional insurance to cover their internship periods and submit for criminal background checks when necessary.

7. Student Responsibilities and Expenses

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

a. Payment of admission application fees; WAIVED;

b. Payment of all student fees and tuition to the Home Institution when the Agreement is in balance. Payment of all tuition and fees to the Host Institution when the Agreement is out of balance, as stipulated in Section 3d;

c. Obtaining the appropriate visa and other documents required by the government of the Host Institution, including any guaranty that they have the financial resources to meet all expenses;

d. Cost of food, housing, international and local transportation/travel, books, fees for class materials, and other educational and personal expenses;

e. Purchasing the required health/hospitalization/liability insurance, including repatriation and medical evacuation plans, 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 9 below;

f. Abiding by the same regulations and performance standards that pertain to other students at the Host Institution;
g. Providing the appropriate exchange coordinator/director at the Host University emergency contact information;

h. Submitting to criminal background checks and purchasing relevant insurance if they are participating in an internship at Host Institution; and

i. Submitting any health records required by Host Institution as set forth in Section 5f.

8. 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 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 ISSS at Georgia State.

9. 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 study abroad insurance coverage.

10. Housing for Students

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

11. Employment

This Agreement does not allow paid employment of IFT and/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 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 arrangements regarding other students. No replacements will be sent for students who do not complete a semester at either institution.

13. **Faculty/Researcher Exchange Requirements for Participation**

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 and IFT, the language of instruction is English. 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.

14. **Faculty/Researcher Responsibilities**

Each faculty member and researcher participating in this Exchange Program will be responsible for the following:

a. Payment of all expenses and fees that his or her Home Institution has not agreed to pay;
b. 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 guaranty that they have the financial resources to meet all expenses;
c. 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 Institution, with any assistance offered by the Home Institution;
d. Abiding by the same regulations and performance standards that pertain to other faculty and researchers at the Host Institution;
e. Submitting to criminal background checks, if necessary;
f. Submitting any health or immunization records required by Host Institution; and
g. Complying with the Home Institution's Travel and Safety Guidance, including observing applicable local and federal export control regulations.

15. **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.

16. **Salaries and Expenses**

Georgia State does not guarantee compensation or financial assistance to its faculty who wish to participate in this program. Requests for compensation and financial assistance will be reviewed on a case by case basis and awarded based on budgetary availability.

IFT will pay the salaries for any IFT faculty and 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 will be negotiated by such faculty/researchers and 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.

17. 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 scholar’s responsibility to obtain the appropriate visa, as required by the host country. Exchange scholars coming to Georgia State are required to obtain a J1 visa, and therefore must provide documentation of sufficient financial resources. Forms and detailed information about this process will be provided by ISSS at Georgia State.

18. Office Space and Support

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

19. Compliance with Rules and Regulations

Exchange faculty/Researchers 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 Institution will assume no responsibility for a faculty/researcher’s conduct or lack of compliance with any of the host country’s laws. Each institution reserves the right to dismiss any exchange faculty or researcher 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 scholar shall not abrogate this Agreement, or arrangements regarding other scholars.

20. 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. 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 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.

21. Modification, Termination, Renewal of Agreement

This Exchange Agreement will be evaluated annually, and will be formally reviewed and evaluated before each renewal.

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 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 defined in Section 2.

22. 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: Jenny Callahan
Title: Coordinator of International Programs
Department: Graduate Recruiting & Student Services, RCB
Address: 35 Broad Street, Suite 605, Atlanta, GA 30303
Phone: 404-413-7144
Fax: 404-413-7162
E-mail: jcallahan@gsu.edu

For Institute for Tourism Studies

Name: Tannia O
Title: Functional Head, International Affairs
Department: Technical and Academic Support Division
Address: Institute for Tourism Studies, Macao, China
Phone: 853 85983-126
Fax: 853 85061-273
E-mail: louisa@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: [Signature]
H. Fenwick Huss
Dean

Date: 5 March 2014

Institute for Tourism Studies

By: [Signature]
Fanny Vong Chuk Kwan
President

Date: Jan 27, 2014