



**RENEWAL OF THE PROGRAM SPECIFIC AGREEMENT FOR A  
STUDENT EXCHANGE PROGRAM**

**Between**

**BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
BY AND ON BEHALF OF  
GEORGIA STATE UNIVERSITY AND ITS ANDREW YOUNG SCHOOL OF POLICY STUDIES,  
ATLANTA, U.S.A.**

**And**

**NORTHUMBRIA UNIVERSITY AT NEWCASTLE AND  
ITS FACULTY OF ARTS, DESIGN AND SOCIAL SCIENCES  
NEWCASTLE UPON TYNE, UNITED KINGDOM**

In order to continue 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 Andrew Young School of Policy Studies, Atlanta, Georgia, United States of America ("Georgia State") and Northumbria University at Newcastle through its Faculty of Arts, Design and Social Sciences, Newcastle upon Tyne, United Kingdom ("Northumbria University") agree to renew a student exchange in accordance with the terms and conditions set forth in this agreement ("Agreement"). Georgia State and Northumbria University hereby agree as follows:

**1. Description of Program**

This agreement ("Agreement") is established to facilitate an exchange program at the partner institution with students from each institution (collectively, the "Exchange Program"). The student exchange program enables students working towards a degree at one institution to take classes at the other university while working towards a degree at the university where he or is formally enrolled (individually, the "Student Exchange").

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 representatives of both institutions. The term of the Agreement shall commence on the effective date and shall be in effect for five (5) calendar 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 or Northumbria University assumes any financial obligations by entering into this Agreement and, in no event shall the term of this Agreement extend beyond five academic years. This Agreement may be renewed for additional academic five-year or five 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 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. Students from Northumbria University taking classes at Georgia State will participate for up to two semester during any semester of the academic year.

The academic year at Northumbria University consists of two semesters: the first begins in September and runs through December, and the second begins in January and ends in May. Students from Georgia State taking classes at Northumbria University will be allowed to participate for up to two semesters during either semester.

### **3. Number of Students, Faculty Members and Researchers**

Starting in fall semester 2015 and continuing for each year during the term of this Agreement, the two institutions will exchange individual undergraduate and graduate students on a one-for-one basis for no more than two semesters per academic year as referenced in section 2 above. The exchange will include course work at the Host Institution and an option for internships.

Each academic year, the institutions will allocate 5 semester spaces for full-time exchange students for this Agreement. 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 and 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 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 the Student Exchange**

Participants in the program will come from the Andrew Young School of Policy Studies at Georgia State, and the Faculty of Arts, Design and Social Sciences at Northumbria University at the discretion of both parties. Exchange students enrolled at Georgia State may take coursework in Andrew Young School of Policy Studies, and exchange students enrolled at Northumbria University may take coursework in the Faculty of Arts, Design and Social Sciences or, in some situations, a course may be taken in another Faculty at Northumbria University. Georgia State students must receive a score of 50 to achieve a passing grade in a given module.

## **5. Student Exchange**

### **A. Requirements for Students to Participate**

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. At both institutions in this Agreement, the language of instruction is English. Each Host University 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 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 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 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 University to ensure academic records/transcript from the Host University are sent to the Home University.

### **C. Internships:**

This Agreement permits students to engage in internships. Georgia State students or Northumbria University students are responsible for identifying, and establishing internships, as well as registering for any relevant academic credit. Such internships may be paid or unpaid. Georgia State Program Directors should contact the International Student and Scholar Services if this program has the option of a paid internship placement due to associated U.S. immigration laws regarding paid employment in J-1 status. Participants eligible for internships may also need to purchase additional insurance to cover their internships periods and submit for criminal background checks when necessary. Georgia State students should seek guidance from Student Support and Wellbeing at Northumbria University to ensure compliance with visa regulations.

## **6. 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 all academic fees and tuition to the Home University by the published deadlines;

- B. With the assistance of the Host University, obtaining the proper visas and other documents required by the government of the Host University, including any guaranty that they have the financial resources to meet all expenses;
- C. The costs of food, housing, international and local transportation, books, fees for class materials, and other educational and personal expenses. When provided by the Host University, payment of housing and board costs to the Host University by the published deadlines;
- D. 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;
- E. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
- F. Providing the appropriate exchange coordinator/director at the Host University emergency contact information; and
- G. Submitting any health or immunization records required by Host University.

## **7. 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 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.

Georgia State students who are American citizens must possess a valid U.S. passport and entry clearance to enter the United Kingdom. Georgia State students studying at Northumbria University must apply for and meet the requirements of a Tier Four (4) student visa, and therefore must provide documentation of sufficient financial resources needed to study in the U.K. Forms and detailed information about this process will be provided by Northumbria University's International Development Office.

## **8. Insurance Requirements for Students**

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 Northumbria 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.

## **9. Housing for Students**

The Host University 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.

Georgia State students going to Northumbria University must apply for university housing on Northumbria campus on line at [www.northumbria.ac.uk/accapp](http://www.northumbria.ac.uk/accapp). Students must first be accepted into the program and have a computer user name and password to submit their application. These are issued by e-mail once the student has been accepted into the program. Students will then receive an email acknowledgement from the Accommodation Office. Georgia State students must check to make sure that they have received confirmation of their application. Georgia State students will need their personal computer user name. University housing is usually for a full academic year. Therefore, Georgia State students will need to specify that they are members of this exchange program in order to apply for university housing of only one semester's duration.

## **10. 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 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.

## **11. 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 national laws regulating the export of technologies may prohibit participation by visiting 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.

## 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 90 days in advance of the next academic semester. Termination will not affect existing 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).

## 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:** Cynthia Searcy

**Title:** Assistant Dean for Academic Programs

**Department:** Dean's Office

**Address:**  
Georgia State University  
Andrew Young School of Policy Studies  
14 Marietta Street,  
Atlanta, GA 30303  
United States

**Phone:** 404-413-0124

**Fax:** 404-413-0104

**E-mail:** csearcy@gsu.edu

### For Northumbria University

**Name:** Craig Moore

**Title:** Associate Dean for Internationalisation

**Department:** Faculty of Arts, Design and Social Sciences

**Address:**  
Northumbria University,  
Lipman Building,  
Newcastle Upon Tyne, NE1 8ST,  
United Kingdom

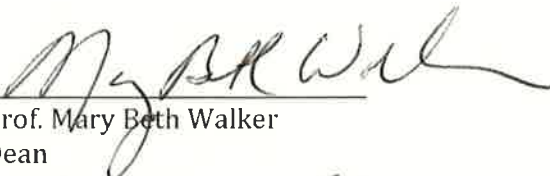
**Phone:** 44 (0) 191 243 7436

**Fax:** 44 (0) 191 227 3871

**E-mail:** craig.moore@northumbria.ac.uk

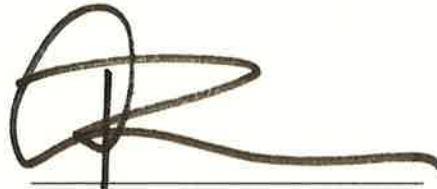
**WHEREFORE** the parties to this Agreement signify their acceptance of the terms and conditions contained herein by signing in the spaces below.

**Board of Regents of the University  
System of Georgia by and on behalf of  
Georgia State University and  
its Andrew Young School of Policy Studies**

  
\_\_\_\_\_  
Prof. Mary Beth Walker  
Dean

Date: Sept 2, 2015

**Northumbria University and its  
Faculty of Arts, Design and Social Sciences**

  
\_\_\_\_\_  
Prof Peter Francis  
Deputy Vice-Chancellor

Date: 14/10/15