



**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 COLLEGE OF ARTS AND SCIENCES,
ATLANTA, GEORGIA, UNITED STATES OF AMERICA**

And

**THE UNIVERSITY OF NOTTINGHAM
AND ITS SCHOOL OF CULTURES, LANGUAGES AND AREA STUDIES
AND ITS SCHOOL OF POLITICS AND INTERNATIONAL RELATIONS
NOTTINGHAM, ENGLAND, UNITED KINGDOM**

In order to improve 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 College of Arts and Sciences, Atlanta, Georgia, United States of America ("Georgia State") and the University of Nottingham through its School of Cultures, Languages and Area Studies, and its School of Politics and International Relations, Nottingham, Great Britain ("UN") agree to renew the student and faculty exchange in accordance with the terms and conditions set forth in this agreement ("Agreement"). Georgia State and UN hereby agree to the following:

1. Description of Program

This agreement ("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 university to take classes at the other university while working towards a degree at the university where he or she is formally enrolled (individually, the "Student Exchange") and the faculty/researcher exchange encourages faculty members and researchers from each university to visit the other university and engage in certain activities (individually, the "Faculty/Researcher Exchange").

For purposes of this Agreement, with respect to the Student Exchange, 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.

With respect to the Faculty/Researcher Exchange, as used herein, “Home University” shall mean the university where the faculty member and/or researcher is normally employed, and “Host University” shall mean the university 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 five (5) years, unless earlier terminated by either party pursuant to Section 8 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 five academic years. This Agreement may be renewed for additional academic years 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 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 a Summer semester and an abbreviated Maymester. There will be no restrictions on the participation of faculty members/researchers and students from UN.

The academic year at UN consists of two semesters running from September to January and January to June. There will be no restrictions on the participation of faculty members/researchers and students from Georgia State.

3. Number of Students, Faculty Members and Researchers

Starting in January 2016 and continuing for each year during the term of this Agreement, the two institutions will exchange faculty/researchers and graduate/undergraduate students. Each academic year, the institutions will allocate semester spaces for the partner’s exchange students, as agreed on an annual basis, between the institutions after review of the balance.

To restore the previous imbalance under which 23 UN students (for 24 semesters) attended Georgia State and only 20 Georgia State students (for 22 semesters) attended UN, the two institutions will exchange students on a two-to-one basis for two semesters. Georgia State will send two full-time semester students to UN for every one full-time semester student it receives (or the equivalent ratio) until balance is restored. After two semesters or once balance is restored, the exchange will revert to a one-to-one ratio. A student who participates in the exchange for two semesters will count as two semester spaces. [Note: In general, the exchange should be undergraduate students for undergraduate students and graduate students for graduate students.]

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

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 allowed to continue indefinitely, 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 Exchange Program

Participants in the program will be drawn from the College of Arts and Sciences at Georgia State and the School of Cultures, Languages and American Studies and the School of Politics and International Relations at UN at the discretion of both parties. Exchange students enrolled at Georgia State may take coursework in the two Schools and exchange students enrolled at UN may take coursework in the College of Arts and Sciences.

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. The minimum academic requirement at UN is a GPA of at least 3.2 on a 4.3 scale. The minimum academic requirement at Georgia State is a GPA of at least 3 on a 4-point scale. 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.

Students must be proficient in the language of instruction for courses being taken at the Host University in order to participate. At Georgia State, the language of instruction is English, and at UN the language of instruction is English. Each Host University shall have final authority over decisions regarding admission of students to its courses. For details of the current English language requirements for UN please see the English language requirements webpage at: <https://www.nottingham.ac.uk/studywithus/international-applicants/spend-part-of-your-degree-here/language-information.aspx>.

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. Student Responsibilities and Expenses

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

1. No application fee is required to participate in the exchange program;
2. Payment of all mandatory student fees and tuition to the Home University by the published deadlines. All exchange students must register/enroll and pay tuition and other fees to the home institution. They will not be required to pay any tuition or other fees to

- the Host Institution other than those for non-academic or non-obligatory facilities, services and functions of the host institution;
3. With the assistance of the Host University, obtaining the proper visas and other documents required by the government of the Host University, including any guarantee that they have the financial resources to meet all expenses;
 4. The costs of food, housing, international and local transportation, books, fees for class materials, and other educational and personal expenses;
 5. When provided by the Host University, payment of housing and board costs to the Host University by the published deadlines;
 6. 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 E below;
 7. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
 8. In compliance with the Family Educational Rights and Privacy Act (FERPA), requesting official transcripts to be sent by the Home University to the Host University;
 9. Providing the appropriate exchange coordinator/director at the Host University emergency contact information; and
 10. Submitting any health or immunization records required by Host University.

D. 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. Georgia State's International Student & Scholar Services will provide forms and detailed information about this process. Georgia State students spending six months or more at UN will be required to pay an Immigration Health Surcharge when making their visa application to travel to the UK. The surcharge is published annually by the UK Visas & Immigration Service and is calculated upon the length of visa that could be granted. Payment of the surcharge will enable students to access National Health Service facilities for the duration of their stay in the UK.

E. 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 UN 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. Georgia State students spending six months or more at UN will be required to pay an Immigration Health Surcharge in all scenarios in accordance with UKVI requirements. This will enable them to access National Health Service facilities for the duration of their stay in the UK. Georgia State Students studying for less than six months at UN will not be required to pay an Immigration Health Surcharge but students must ensure that they have necessary private health insurance in this scenario.

F. 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.

G. Employment

This agreement allows for the part-time employment of UN students in the USA. Students will follow appropriate steps to obtain authorization of employment and will follow regulations of their student visas and host university. Georgia State students studying for six months or more at UN and who are in the UK under a Tier 4 PBS Student Visa will be permitted to work part time during term time and up to full time during vacation periods. Georgia State students studying for less than six months at UN and who are in the UK under a 'Short-Term Study Visa' will not be permitted to work in the UK.

H. 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.

6. Faculty/Researcher Exchange

A. Requirements for Participation

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

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

B. Faculty/Researcher Responsibilities

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 University has not agreed to pay;
2. With assistance from the Host University, and any financial assistance from the Home University, obtaining proper visas and other documents required by the government of the Host University, including any guarantee that they have the financial resources to meet all expenses;
3. Purchasing the required health/hospitalization and liability insurance, including repatriation & 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 Universities, with any assistance offered by the Home University;

4. Abiding by the same regulations and performance standards that pertain to other faculty and researchers at the Host University;
5. Submitting to criminal background checks, if necessary;
6. Submitting any health or immunization records required by Host University; and
7. Complying with the Home University'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 will pay the salary, air transportation, health insurance, passport and visa fees, and the cost of any procedures needed to adhere to the health regulations for any Georgia State faculty/researchers who participate in this Exchange Program. Financial assistance in paying for housing for any Georgia State faculty/researchers while participating in this Exchange Program may be negotiated by such faculty/researchers and the appropriate unit at Georgia State.

UN will pay the salaries for any UN faculty and researchers who participate in this Exchange Program. Financial assistance in paying any other expenses for UN faculty and researchers while participating in this Exchange Program will be negotiated by such faculty/researchers and UN. All faculty/researchers from UN 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 University 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 University communicating scholar information three (3) to four (4) 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 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. Georgia State's International Student & Scholar Services will provide forms and detailed information about this process.

F. Office Space and Support

Each Host University 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 county 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 University with respect to that faculty member/researcher. No replacements will be sent to the Host University for faculty members/researchers who do not complete the Exchange Program. Furthermore, each Host University 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 University will, absent extenuating circumstances, attempt to consult with the Home University 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 by visiting students, faculty, and researchers on specific research projects. 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 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. Institutional Insurance

Both institutions shall for the duration of this Agreement maintain appropriate liability insurance.

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 ninety (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 (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 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

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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 College of Arts and Sciences**

By: 
William J. Long
Dean, College of Arts and Sciences

Date: 12/8/15

**The University of Nottingham
and its School of Cultures, Languages and Area Studies
and its School of Politics and International Relations**

By: 
Hai-Sui Yu
Pro Vice-Chancellor (Internationalisation)

Date: 8/1/2016