Renewal of the Student Exchange Agreement

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

The Université de Savoie
Chambéry, France

In furtherance of the initial agreement executed on March 30, 2006 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 J. Mack Robinson College of Business, Atlanta, Georgia, United States of America ("Georgia State" or "GSU") and The Université de Savoie ("Savoie") through its Institute of Management ("IMUS") agree to renew a student exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

1. Description of Program

This agreement ("Agreement") will continue to facilitate a student exchange program at the partner institution ("Exchange Program"). The program will enable students working towards a degree at one institution to take classes at the other institution.

Student 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.

2. Term and Academic Years

This agreement becomes effective on the date it is duly signed by the last required institutional representative. 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 14 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 (5) academic years. This Agreement may be renewed for additional five 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. Students from Savoie taking classes at Georgia State will be allowed to participate only during the fall or spring semesters.

The academic year at Savoie consists of two regular semesters: the first begins in September and runs through December, and the second begins in January and runs through May. Students from Georgia State taking classes at Savoie will be allowed to participate during the fall or spring semesters pending verification that there are a sufficient number of courses offered in English to provide full time status to the student or the student has sufficient language proficiency to take course work in French.

Under this agreement, the enrollment of students at the Host Institution is limited to one semester.

3. **Number of Students**

Under this agreement renewal, starting fall 2013 the two institutions will continue to exchange undergraduate students, however, in order to correct the imbalance of students from the past three-year agreement, Georgia State will send two (2) RCB students to Savoie for every one (1) Savoie student that is received at Georgia State. This arrangement will remain in effect until the agreement is balanced, at which point the exchange will proceed on a one-for-one basis as indicated below.

Points 3a, 3b and 3c below, do not apply until balance of the past three-year agreement has been achieved.

- a. A maximum of three (3) undergraduate students per year may be sent to Georgia State and an equal number to Savoie.
- b. Georgia State will exchange with Savoie a group of students on a one-for-one basis when possible during the term and any renewal terms. The exchange will be measured according to the following formula: one full-time semester student at Georgia State equals one full-time semester student at Savoie.
- c. Georgia State and Savoie 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 immediate subsequent semester to restore balance. In no event shall an imbalance in the exchange be carried forward beyond one semester. 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 until the exchange balance is restored.

4. **Units Involved in the Student Exchange**

Preference will be given to RCB hospitality majors, but the program is open to all undergraduate RCB majors at Georgia State. Savoie participants will be drawn from the Department of Tourism, Hospitality and Leisure. Participation of students in this program will be at the discretion of Georgia State and Savoie.

5. **Requirements for Participation**

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. Savoie will send to RCB a letter certifying the Savoie candidates’ good academic standing.
b. Upon receipt of recommendation, RCB will direct Savoie candidates through the application process. Savoie 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 April 1 for fall enrollment and August 1 for spring enrollment.
d. RCB will recommend students to Savoie. Students must be in good academic standing in their program with a minimum GPA of 3.0. RCB students must satisfy any additional prerequisites of Savoie courses prior to being accepted in the exchange program.
e. Upon receipt of recommendation, Savoie will direct RCB candidates through the application process. All application documents must be received by the deadlines stipulated by Savoie.
f. Students will be required to comply with regulations of the Host Institution regarding health documentation. Savoie students must submit immunization documentation, including but not limited to Measles, Mumps and Rubella or MMR, Tetanus, Diphtheria, Varicella, Hepatitis B for enrollment. Georgia State students will submit any required Savoie health documentation.
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. Students from Savoie 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. A lower score than stipulated will have to be accompanied by a written recommendation from Savoie. If the language of instruction for desired courses at Savoie is not English, students from Georgia State will be required to demonstrate proficiency in the language of instruction via placement testing as determined by Savoie. 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;
b. The Home Institution will confirm that their students meet the prerequisites for the courses selected at the Host Institution. Students will not be permitted to enroll in courses for which they do not have the prerequisites. Students will not be permitted to change their course selection once approved, without seeking approval of the new course selection. Savoie will provide its students with alternative courses in case first choices are not available. RCB Students will register for Savoie courses before departure from Georgia State;
c. Students will register for and carry a normal load of classes appropriate to their visa status and equivalent to full-time status each semester;
d. A maximum of three (3) students may enroll in any one section of a Host Institutions course;
e. Georgia State students will receive institutional credits under this Agreement;
f. Georgia State students have the option of pursuing language classes and students whose fluency in French meets the standards of Savoie may have the option of enrolling in the corresponding business modules taught in French;

g. This Agreement does not permit students to engage in internships; and

h. 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.

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;

c. With the assistance of the Host Institution, obtaining the 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;

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

e. Purchasing the required health/hospitalization/liability insurance, including 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 Institution, 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. Notifying the appropriate exchange coordinator/director at the Host Institution by e-mail when traveling away from the city in which the Host Institution is located, and, to the best of their ability, providing emergency telephone numbers where they can be reached; and

h. Submitting any health or immunization records required by Host Institution as set forth in Section 5f above.

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 support. 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 Georgia State’s International Student and Scholar Services (ISSS).

Georgia State students who are American citizens must possess a valid U.S. passport and entry clearance to enter France. RCB students should complete the necessary documentation with the French Embassy in preparation for their study in France.
All Georgia State students 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 France for citizens of their home country. International students may be required to provide evidence of sufficient financial resources as determined by host country.

9. Insurance Requirements

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 Savoie 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

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 allows employment of Savoie students at Georgia State, so long as the work is directly related to their major field of study and work authorization has been approved by ISSS prior to engaging in employment.

RCB students are allowed to have employment so long as it does not violate visa requirements and it has been approved by Savoie prior to engaging in employment.

Georgia State and Savoie are not responsible for providing employment.

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. 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 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
Institution 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 Institution unless such disclosure is unlawful under the law of the Host Institution's country.

14. **Modification, Termination, Renewal of Agreement**

The status of the 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 or 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.

15. **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 and Student Services, RCB  
Address: 35 Broad Street, Suite 618  
Atlanta, GA 30302-3988  
Phone: 404-413-7144  
Fax: 404-413-7162  
E-mail: jcallahan@gsu.edu

**For Université de Savoie**

Name: Marie-Line Fournier  
Title: International Relations Officer  
Department: IAE Savoie Mont Blanc  
Address: Domaine Universitaire de Jacob Bellecombette, Bat 23/24  
B.P. 1104-73011 CHAMBERY  
Phone: 33 (0)4 79 75 85 58  
Fax: 33 (0)4 79 75 84 53  
E-mail: ri-iae-chy@univ-savoie.fr
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: H. Fenwick Huss
Dean
Date: 8/20/13

By: Debra F. Cannon
Director Cecil B. Day School of Hospitality
Date: 8/19/13

Université de Savoie

By: Denis Varaschin
President
Date: 08.10.2013

By: Claude Jameux
Director of the Institute of Management
Date: 30/08/2013

By: Paul Constable
Director Hospitality Management Program
Date: 9 Sept, 2013