PROGRAM SPECIFIC AGREEMENT FOR A STUDENT EXCHANGE

Between

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF GEORGIA STATE UNIVERSITY
AND ITS COLLEGE OF ARTS & SCIENCES, ATLANTA, U.S.A.

And

SHANGHAI UNIVERSITY AND ITS
SCHOOLS OF FOREIGN LANGUAGES AND INTERNATIONAL EDUCATION
SHANGHAI, CHINA

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 & Sciences, Atlanta, Georgia, United States of America (“GSU”) and Shanghai University, Shanghai, China (“SHU”) agree to institute a student exchange in accordance with the terms and conditions set forth in this agreement (“Agreement”). Georgia State and SHU hereby agree as follows:

1. Description of Program

This agreement (“Agreement”) is established to facilitate a student exchange program at the partner institution (“Exchange Program”). The program enables students working towards a degree at one institution to take classes at the other institution.

Student Program Type: Please check the appropriate box to indicate program type.

☑ Non-Degree Program
☐ Joint Degree Program
☐ Dual Degree Program
☐ Articulation Program
☐ Certificate Program
☐ Other, please specify __________________________

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.
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 Paragraph 14 below. The agreement is renewable for additional five-year terms upon the advance written agreement of both parties.

The academic year at Georgia State consists of two regular terms:
  • the Fall term begins in August and runs through December,
  • the Spring term begins in January and runs through May.
In addition, there is a summer semester and an abbreviated Maymester. Students from SHU taking classes at Georgia State will be allowed to participate during either the Fall or Spring term, or for both Fall and Spring terms of the same academic year.

The academic year at SHU consists of three twelve-week terms:
  • the first runs from the beginning of September to the end of November
  • the second runs from the end of November to mid-March (with a one month break for the Chinese New Year)
  • the third runs from the end of March to the beginning of June
Students from Georgia State taking classes at SHU will be allowed to participate in one or two consecutive terms in Shanghai during the same academic year (i.e., first and second terms, or second and third terms).

Number of Students

Starting in Fall 2013 and continuing for each year during the term of this Agreement, the two institutions will exchange undergraduate/graduate students on a one-for-one basis. The exchange will be measured according to the following formula: one full-time student per term at Georgia State equals one full-time student per term at SHU. The balance of exchange may be measured by number of terms of exchange, not necessarily by number of students. Thus, one student for two terms would be considered equivalent to two students for one term each in the exchange. In general, the exchange should be undergraduate students for undergraduate students/graduate students for graduate students. Initially, a maximum of five students will be sent to each institution annually. For example, two students from each university may participate during the fall term plus three in the spring, for a total of no more than five for the 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 immediate subsequent term to restore balance. In no event shall an imbalance in the exchange be carried forward beyond one term. 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.

Units Involved in the Student Exchange

Participants in the program will be drawn from the College of Arts & Sciences at Georgia State, with preference given to students in the Department of Applied Linguistics and ESL, and the School of Foreign Languages at SHU at the discretion of both parties. Exchange students enrolled at Georgia State may take coursework in the College of Arts & Sciences, and exchange students enrolled at SHU may take coursework in the School of Foreign Languages.
5. **Requirements for Participation**

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, and health documentation. SHU 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 SHU health documentation.

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 SHU the languages of instruction are Mandarin Chinese and English. Students from Georgia State will not be required to demonstrate language proficiency. To satisfy language proficiency requirements at GSU students from SHU can submit either (1) a minimum TOEFL CBT score of 250 and a score of 5 on the TOEFL essay, (2) a minimum composite TOEFL iBT score of 80, with a Writing score of at least 22 (not be required to submit a score for the Test of Spoken English (TSE)), or (3) the J-1 exchange student proficiency form.

These language requirements apply only to the students and not to their spouses and dependents. Each Host University shall have final authority over decisions regarding admission of students to its courses.

**OR**

In cases where the TOEFL is not required, the ‘English Proficiency Form for perspective J-1 Exchange Students’ may be submitted by the Program Director from “International Institution” in place of TOEFL scores. If the required interview was conducted in English by the GSU host professor, the form may be completed by that same GSU host professor. Otherwise, the form must be completed by an English Instructor at an academic institution or by an English Language School. The form will be provided by Georgia State University.

6. **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 to assist in determining course equivalency. Students will carry a normal load of classes appropriate to full-time status.

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 University, but this remains at the discretion of the Home University. Georgia State students will receive institutional credits under this Agreement. At the end of each 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.
7. **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 student fees and tuition to the Home University;
2. 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;
3. The costs of food, housing, international and local transportation, books, fees for class materials, and other educational and personal expenses;
4. 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 Paragraph 9 below;
5. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
6. Notifying the appropriate exchange coordinator/director at the Host University by e-mail when traveling away from the city in which the Host University is located, and, to the best of their ability, providing emergency telephone numbers where they can be reached;
7. Submitting to criminal background checks and purchasing relevant insurance if they are participating in an internship at Host University; and
8. Submitting any health or immunization records required by Host University.

8. **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 GSU 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 GSU’s International Student & Scholar Services.

GSU students who are American citizens must possess a valid U.S. passport and entry clearance to enter China. All GSU 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 China 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 & medical evacuation plans, 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 SHU 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 University may offer advice to exchange students regarding accommodations, but it is the responsibility of the students themselves to make living arrangements in the host country.

11. **Employment**

Students from SHU and GSU are permitted to work within the requirements of their student visas. The Program Director at each Host University shall have final authority over decisions regarding the employment of students.
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 GSU**

Kris Acheson-Clair  
Director of Undergraduate Studies  
Applied Linguistics & ESL  
34 Peachtree St. Suite 1200  
P.O. Box 4099  
Atlanta, GA 30302-4099 USA  
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**For SHU**

Enping Zhuang  
Associate Dean  
School of Foreign Languages  
Shanghai University  
99 Shangda Road, 034  
Shanghai 200444 PRC  
Phone number 862166133047  
enpingz@hotmail.com
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 & Sciences

Shanghai University and its
Schools of Foreign Languages and
International Exchanges

By: 

Professor Dr. William J. Long
Dean

Date: June 11, 2013

By: 

Professor Dr. Zhou Ping
Dean, School of Foreign Languages

Date: June 4, 2013

By: 

Professor Dr. Kris Acheson-Clair
Program Director

Date: June 9, 2013

By: 

Professor Dr. Yao Ximing
Dean, School of International Exchanges

Date: June 4, 2013