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

SOOKMYUNG WOMEN’S UNIVERSITY AND ITS SCHOOL OF ENGLISH
SEOUL, SOUTH KOREA

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 (“Georgia State”) and Sookmyung Women’s University through its School of English, Seoul, South Korea (SMU) agree to institute a student exchange in accordance with the terms and conditions set forth in this agreement (“Agreement”).

Georgia State and SMU 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. This is a non-degree program.

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) 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 academic
years. 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 semesters: the Fall semester begins in August and runs through December, and the Spring semester begins in January and runs through May. In addition, there is a summer semester and an abbreviated Maymester. Students from SMU taking classes at Georgia State will be allowed to participate during any term.

The academic year at SMU consists of three semesters: the first begins in March and runs through June; the second semester begins in September and runs through December; and a summer semester that runs from July through August. Students from Georgia State taking classes at SMU will be allowed to participate during any of the three semesters.

3. Number of Students

Starting in spring 2015 and continuing for each year during the term of this Agreement, the two institutions will exchange undergraduate and graduate students for an equal amount of credit hours. [Note: In general, the exchange should be undergraduate students for undergraduate students and graduate students for graduate students.] Unless otherwise agreed upon by both parties in writing, full time undergraduate students participating in this Exchange Program will receive 12 credit hours for each fall or spring semester and 6 credit hours for each summer semester. Graduate students participating in the Exchange Program will receive 9 credit hours during each fall or spring semester and 4.5 credit hours for each summer semester.

If an institution sends a student for the academic year, this counts for two semesters of that year's total. In general, the exchange should be undergraduate students for undergraduate students and graduate students for graduate students. 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 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 be drawn from the College of Arts & Sciences’s Applied Linguistics and English as a Second Language Department at Georgia State, and the School of English at SMU at the discretion of both parties. Exchange students enrolled at Georgia State may take coursework in the Applied Linguistics and English as a Second Language Department, and exchange students enrolled at SMU may take coursework in the School of English. Georgia State students enrolled at SMU over the summer term may also take classes in its Summer School.
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.

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 SMU the language of instruction is English. At the discretion of the Program Director, students from SMU may submit the GSU English Language Proficiency Form in place of TOEFL scores. In addition to language proficiency documentation, students from SMU will undergo an additional interview phase with the GSU program directors. Students from Georgia State will not be required to demonstrate proficiency in Korean. 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.

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 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 University, but this remains at the discretion of the Home University. 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 that academic records or transcripts are sent from the Host University 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 section 9 below;
5. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
6. Providing the appropriate exchange coordinator/director at the Host University emergency contact information; and
7. 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 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 GSU’s International Student & Scholar Services Office.

9. Insurance Requirements

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 “International Institution” 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 making living arrangements in the host country.

11. Employment

This agreement allows employment of SMU students and Georgia State students in the host country. Students will follow appropriate steps to obtain authorization of employment and will follow regulations of their student visas and host university.

12. 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. 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 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.
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 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 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. Students pledge to disclose any intellectual property developed as a result of joint research to both Georgia State and "International Institution" unless such disclosure is unlawful under the law of the country.

14. **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 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: Kris Acheson-Clair  
Title: Director of Undergraduate Programs  
Department: Applied Linguistics & ESL  
Address: 34 Peachtree St., Suite 1200  
Phone: +001-404-413-5200  
E-mail: kclair@gsu.edu

Name: Youjin Kim  
Title: Assistant Professor  
Department: Applied Linguistics & ESL  
Address: 34 Peachtree St., Suite 1200  
Phone: +001-404-413-5200  
E-mail: ykim39@gsu.edu

**For Sookmyung Women’s University**

Name: AeJin Kang  
Title: Chair of TESL  
Department: School of English Language and Literature  
Address: 501 Hangpa Faculty Building  
Sookmyung Women's University  
Cheongpa-dong, Yongsan-gu, Seoul, Korea  
(140-742)  
Phone: 82-2-710-9823  
E-mail: ajkang@sookmyung.ac.kr
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

By: [Signature]
William J. Long
Dean

Date: 12-19-14

Sookmyung Women’s University
and its School of English

By: [Signature]
Hyung-Jin Lee
Dean

Date: 11-25-2014