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 EDUCATION,
ATLANTA, U.S.A.

And
UNIVERSIDAD de ALCALÁ
ALCALÁ de HENARES, SPAIN

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 Education, Atlanta, Georgia, United States of America ("Georgia State" or "GSU") and University of Alcalá, Alcalá de Henares, Spain ("University of Alcalá" or "UAH") agree to institute a student and faculty exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

Georgia State and University of Alcalá hereby agree to the following:

1. **Description of Program**

   This agreement ("Agreement") is established to facilitate an exchange program between 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 to encourage faculty member and researchers from each university to visit the other university and engage in certain activities (individually, the "Faculty/Researcher Exchange").

**Student Exchange Program Type:** Please check the appropriate box(es) to indicate program type.

- [x] Non-Degree Program
- [ ] Joint Degree Program
- [ ] Dual Degree Program
- [ ] Articulation Program
- [ ] Certificate Program
- [ ] Other, please specify
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.

In each Student Exchange, the Home University agrees in principle that if one of its students passes a course at the Host University, that student will receive credit at the Home University, provided that the student obtained prior official approval from the Home University.

In connection with the Faculty/Researcher Exchange, this Exchange Program is intended to permit faculty members and researchers from each Home University to take advantage of the following opportunities:

1. Short visits in which to familiarize themselves with the Host University in conjunction with other activities;
2. Joint research or supervision/participation in the teaching activities of the Host University; and
3. Collaborative research and teaching activities that can be pursued more fully by the faculty member and researcher during a visit that is a year or more in length;

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 three (3) years, unless earlier terminated by either party pursuant to Paragraph 9 below. The agreement is renewable for additional three-year terms upon the advance written agreement of both parties. 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 three academic years. This Agreement may be renewed for additional academic year or three 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/September 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. Faculty members/researchers and students from University of Alcalá may participate in any of them.

The academic year at University of Alcalá consists of 2 semesters. the first begins in August/September and runs through December, and the second begins in January and runs through May. Students from Georgia State taking classes at University of Alcalá will be allowed to participate in either term.

3. Number of Students and Faculty Members and Researchers

Starting Fall 2013 and continuing for the term of this agreement the two institutions will exchange faculty, researchers and students at the graduate and undergraduate levels, as applicable.
Georgia State and University of Alcalá 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 academic semester, such imbalance shall be corrected in the immediate subsequent semester to restore balance. Either party to this Agreement may refuse admission to additional incoming students or faculty members and/or researchers until the exchange balance is restored.

Georgia State will exchange with University of Alcalá a group of students, faculty members and researchers on a one-for-one basis 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 University of Alcalá and one full-time semester faculty member and/or researcher at Georgia State equals one full-time semester faculty member and/or researcher at University of Alcalá. Additionally, graduate students will be exchanged for graduate students and undergraduate students will be exchanged for undergraduate students.

Initially, a maximum of 4 students will be sent to Georgia State and an equal number to University of Alcalá, and a maximum of 4 faculty members and researchers will be sent to Georgia State and an equal number to University of Alcalá. These maximum numbers may be amended in a written instrument signed by Georgia State and University of Alcalá.

4. Units Involved in Exchange Program

Participants in the program will be drawn from the College of Education at Georgia State University, and Faculty of Education at University of Alcalá at the discretion of Georgia State and University of Alcalá.

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 and at Georgia State, health documentation. University of Alcalá students must submit immunization documentation, including but not limited to Measles, Mumps and Rubella or MMR, Tetanus, Diphtheria, Varicella, Hepatitis B) for enrolment. Georgia State students will submit any required University of Alcalá 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 University of Alcalá the language of instruction is Spanish and English. Students from University of Alcalá will be required to submit a minimum TOEFL CBT score of 250 and a score of 5 on the TOEFL essay or a minimum composite TOEFL iBT score of 80, with a Writing score of at least 22 but will not be required to submit a score for the Test of Spoken English (TSE). If the language of instruction of the courses being taken is not English, students from Georgia State will be required to demonstrate proficiency in Spanish (B1 in the European Framework of Reference for Languages or the equivalent).

Each Host University shall have final authority over decisions regarding admission of students to its courses.

B. Academic Counseling, Credits and Reports
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. Georgia State students will register for and take a minimum of 15 credit hours for each semester.

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 institutional credits under this Agreement.

At the end of each semester or academic term, academic transcripts are updated after the formal grading and academic standing processes are complete. The official transcript includes academic program data as well as courses taken, credit hours earned, and final grades. Transcript requests are ordered online by the student and can be ordered anytime after the formal grading process has been completed. Students can receive the copy in person or request that it be mailed by Postal Service.

Internships / Teaching Practice Placements:
This Agreement permits students to engage in internships. College of Education or University of Alcalá students are responsible for identifying, and establishing internships, as well as registering for any relevant academic credit. Such internships will be unpaid. The GSU Program Director should contact International Student and Scholar Services if this program has the option of a paid internship/teaching practice placement for Alcalá students. This will ensure that associated U.S. immigration laws regarding paid employment in J-1 status is properly addressed. Participants eligible for internships/teaching practice placements will also need to purchase additional insurance to cover their internship/teaching practice placement periods and submit to criminal background checks if necessary.

C. 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 admission application fees.
2. Payment of tuition to the Home University and student fees to the Host University.
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 guaranty that they have the financial resources to meet all expenses;
4. The costs of international travel, food, housing, local transportation, books and other educational and personal expenses;
5. Purchasing the required health/ hospitalization/liability insurance 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 5E below:
6. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
7. 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;
8. Submitting to criminal background checks and purchasing relevant insurance if they are participating in an internship/teaching practice placement at Host University;
9. Submitting any health or immunization records required by Host University; and
10. For Georgia State students, complying with Georgia State’s Study Abroad Management Policies. The Georgia State contact person/program director should notify the Study Abroad Programs office at least 3 months prior to students’ departure in order to ensure the completion of mandated pre-departure crisis prevention documentation and processes.

D. Visa Requirements

The Georgia State contact person/program director will forward all necessary international student data to Georgia State’s International Student and Scholar Services office to enable the exchange student to obtain a J-1 visa. Documentation of sufficient financial resources in the United States is also required. Forms will be provided by Georgia State.

The above information must be received at Georgia State approximately three (3) to four (4) months preceding the international student’s arrival to the U.S. This documentation enables Georgia State to sponsor the students as part of this Agreement but does not commit the institution to any financial sponsorship.

GSU College of Education students who are American citizens must possess a valid U.S. passport and entry clearance to enter Spain. All GSU College of Education students who do not possess a U.S. Passport (including US lawful permanent residents and 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 Spain for citizens of their home country.

GSU students attending classes at the University of Alcalá will be required to comply with Spanish Immigration rules and regulations.

E. Insurance Requirements for Students

Personal health, hospitalization and accident insurance, including repatriation & medical evacuation plans, as well as liability coverage, are 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 their home countries. Students from University of Alcalá who are deemed not to 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.

F. Housing for Students

Subject to the terms and conditions set forth herein, the Host Institution may, upon request, offer advice and assistance in finding accommodations for the period of exchange but shall not be responsible for providing accommodations for exchange students. At the request of the College of Education coordinator, the Georgia State Housing Office will provide University of Alcalá students information about university housing. University of Alcalá students are responsible for negotiating leasing agreements with the Georgia State Housing Office as appropriate. Housing space at Georgia State is limited and available on a first-
come, first-serve basis. University of Alcalá students who wish to live in Georgia State housing must complete the application process at least four (4) months preceding their arrival.

At the request of the College of Education or the interested student, the office of International Relations at the University of Alcalá will provide GSU students information about university housing.

G. Employment

This agreement does not allow any type of employment of University of Alcalá and/or Georgia State students in the host country.

H. 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 exchange students must pursue the approved course of study for the agreed period.

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 the arrangements regarding other students. If a student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the Exchange Program, the program will be considered complete 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.

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.

Faculty and researchers should be proficient in the language of the Host University in order to participate. At Georgia State, the language of instruction is English, and faculty/researchers from University of Alcalá will be required to have proficiency in English. The language of instruction at University of Alcalá is Spanish and English and faculty/researchers from Georgia State will be required to have proficiency in, at least one of these languages. Language requirements apply only to the faculty and researchers and not to their spouses and dependents.

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 guaranty 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, if applicable. Georgia State faculty/researchers are strongly advised to purchase insurance as referenced above, and register their travel on the Office of International Initiatives’ website. Georgia State University faculty are also subject to the crisis management provisions of Georgia State’s Study Abroad Management Policies. Additionally, all participants need to ensure they are aware of and have observed all applicable local and federal export control regulations including without limitation any regulations which may prohibit (a) traveling abroad with certain electronic devices, information or software or (b) disclosures of certain information to non-U.S. persons.

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.

All faculty and researchers visiting Georgia State as part of this Exchange Program must be registered by the participating department with the Georgia State Structured Volunteer Program.

D. Salaries and Expenses

If there is a one-to-one exchange of faculty, 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.

University of Alcalá will pay the salaries for any University of Alcalá faculty and researchers who participate in this Exchange Program. Financial assistance in paying any other expenses for University of Alcalá faculty and researchers while participating in this Exchange Program will be negotiated by such faculty/researchers and University of Alcalá. All faculty/researchers from the University of Alcalá 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

The Georgia State contact person/program director will forward all necessary international exchange scholar information to Georgia State’s International Student and Scholar Services office to enable the exchange scholar to obtain a J-1 visa. Documentation of funding from University of Alcalá, as well as any additional financial resources needed is also required to issue the DS-2019. Forms will be provided by Georgia State.
The above information must be received at Georgia State approximately three (3) to four (4) months preceding the international scholar's arrival to the U.S. This documentation enables Georgia State to sponsor the scholars as part of this Agreement but does not commit the institution to any financial sponsorship.

GSU College of Education faculty/researchers who are American citizens must possess a valid U.S. passport and entry clearance to enter Spain. All GSU College of Education faculty/researchers who do not possess a U.S. Passport (including US lawful permanent residents and other foreign nationals employed at Georgia State) must follow the process for proper entry clearance required by Spain for citizens of their home country. International faculty/researchers may be required to provide evidence of sufficient financial resources as determined by the partner country.

F. Office Space and Support

Each Host University agrees to attempt to provide office space and appropriate administrative support for visiting faculty and researchers.

G. Compliance with Rules and Regulations

Exchange faculty/Researchers 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 faculty/researcher's conduct or lack of compliance with any of the host country's laws. Each institution reserves the right to dismiss any exchange faculty or researcher 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 faculty or researcher shall not abrogate this Agreement, or the arrangements regarding other faculty or researchers. If a faculty/researcher voluntarily withdraws or is dismissed for disciplinary reasons before the end of the Exchange Program, the program will be considered complete by the Host University with respect to that faculty/researcher. No replacements will be sent to the Host University for faculty/researchers who do not complete the Exchange Program.

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 national laws regulating the export of technologies may prohibit participation by visiting students, faculty, and researchers 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 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. **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 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).

9. **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: John Kesner
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For the University of Alcalá

Name: Cristina Tejedor-Martínez
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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 Education

By: [Signature]
Paul Alberto
Dean

Date: 5-10-13

University of Alcalá

By: [Signature]
Elena López Díaz-Delgado
Vice-President of International Relations

Date: 17-05-2013