



**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 EDUCATION AND
HUMAN DEVELOPMENT, ATLANTA, U.S.A.**

And

**VILLANUEVA UNIVERSITY AND ITS AREAS OF EDUCATION AND PSYCHOLOGY
MADRID, 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 and Human Development, Atlanta, Georgia, United States of America ("Georgia State") and Villanueva University and its Areas of Education and Psychology, Madrid, Spain ("Villanueva") (previously under the Complutense University Madrid and granted private university status in 2020 by the government of the Community of Madrid) agree to institute a student exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

At the time this Agreement is signed, the COVID-19 pandemic has disrupted travel and academic operations. Therefore, the parties agree that before this Agreement is implemented, each party must confirm that the timing and plans are acceptable. The implementation of the Agreement may be postponed or cancelled at the request of either party.

Georgia State and Villanueva hereby agree to the following:

1. Description of Program

This 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 for transfer credit at the other institution.

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 15 below. Notwithstanding anything to the contrary contained herein, the term of this Agreement shall not extend beyond one academic year if Georgia State or Villanueva assume 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 academic years or five (5) 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 an abbreviated Summer Term and Summer Institute. Students from Villanueva may participate during any term or any semester.

The academic year at Villanueva consists of Fall (September-December) and Spring (January-May). Students from Georgia State taking classes at Villanueva may participate during any semester. Georgia State students will participate primarily through semester exchanges but may also participate through a 5-week student teaching program for three (3) Georgia State credits.

3. Number of Students

Starting in Spring 2022 and continuing for each year during the term of this Agreement, the two institutions will exchange students on a one-for-one basis, according to credit hours. Each academic year, the institutions will allocate semester spaces for the partner's full-time exchange students. If an institution sends a student for the academic year, this counts for two semesters of that year's total. (*Note: In general, the exchange should be undergraduate students for undergraduate students or graduate students for graduate students.*)

In order to rectify an imbalance where Villanueva has sent the equivalent of three (3) credits more than Georgia State has sent to Villanueva, Georgia State will agree to send one (1) additional student for the 5-week student teaching program. If Villanueva sends one (1) student in Fall 2022 or Spring 2023, the imbalance will be 15 credits, and Georgia State agrees to send five (5) students (the equivalent of 15 credits) to Villanueva by Fall 2023 to restore balance. The exchange will then resume on a one-to-one basis according to credit hours.

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 annually 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 Education and Human Development at Georgia State and Areas of Education and Psychology at Villanueva at the discretion of both parties.

Exchange students enrolled at Georgia State may take coursework in the College of Education and Human Development, and exchange students enrolled at Villanueva may take coursework in the Areas of Education and Psychology.

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 Villanueva the language of instruction is Spanish and English. Students from Villanueva will be required to submit English language proficiency test scores appropriate for admission: TOEFL or IELTS scores. At the discretion of the Program Director, undergraduate students from Villanueva may submit the Georgia State English Language Proficiency Form in place of TOEFL/IELTS scores. Students from Georgia State will not be required to demonstrate proficiency in Spanish, except if they want to take courses taught in Spanish at Villanueva, in which case they will have to demonstrate a level of Spanish proficiency equivalent to a B2 of the Common European Framework of Reference for Languages (CEFR). These language requirements apply only to the students and not to their spouses and/or 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/non-confidential information to assist in determining course equivalency. Students will carry a normal load of classes appropriate to full-time status at the home and host institution(s).

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 academic records/transcript from the Host University are sent to the Home University.

7. Student Responsibilities and Expenses

1. Payment of tuition to the Home University and mandatory student fees to the Home University by published deadlines;
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 guarantee 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. When provided by the Host University, payment of housing and board costs to the Host University by the published deadlines;
5. Purchasing the required health/hospitalization/liability insurance, including a repatriation and medical evacuation plan (and, for students going to Georgia State, complying with the insurance requirements of the U.S. Affordable Care Act, as applicable), 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;
6. Submitting any health or immunization records required by Host University;
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; and
9. Providing the appropriate exchange coordinator/director at the Host University emergency contact information.

8. Visa Requirements

Each Host University will provide the necessary documentation (e.g., official letters of admission, immigration documents) for exchange students to apply for 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, including health insurance coverage, needed to study in the U.S. Forms and detailed information about this process will be provided by Georgia State's International Student & Scholar Services.

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 from Georgia State must obtain Georgia State's mandatory study abroad insurance coverage. Students from Villanueva must obtain Georgia State's international students' insurance policy.

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

This Agreement does not allow any type of employment of Villanueva and/or Georgia State students in the host country.

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 province 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.

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 in the host country. 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 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.

14. Travel Advisory Policy

Georgia State's Travel Advisory Policy governs international travel by Georgia State students, faculty and staff and may affect the ability of Georgia State to participate in the Program. Travel must be approved by specified Georgia State administrators.

15. 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).

16. 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 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: Laura May
Title: Associate Professor
Department: Early Childhood and
Elementary Education
Address: 30 Pryor St. Suite 500,
Atlanta, GA 30303
Phone: +1-404-413-8020
Fax: +1-404-413-8023
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For Villanueva University


Name: José Gabriel Rodríguez Pazos
Title: Director
Department: International Office
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Madrid 28034, Spain
Phone: +34-917-34-0413
Fax: N/A
Email: grodriguez@villanueva.edu

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 and Human Development

Villanueva University and its Areas of Education and Psychology

By: Paul Alberto
Paul Alberto
Dean

By: 
Pedro Irastorza Vaca
President

Date: 05/26/2022

Date: 06/15/2022

By: 
Javier Sota Ramos
General Secretary

Date: 06/15/2022