



**VILLANUEVA**  
**CENTRO UNIVERSITARIO**  
UNIVERSIDAD COMPLUTENSE MADRID

**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**

**CENTRO VILLANUEVA UNIVERSITARIO  
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 Centro Universitario Villanueva and its College of Education, Madrid, Spain ("Villanueva") agree to institute a student exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

Georgia State and Villanueva hereby agree to the following:

**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 for transfer credit 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 16 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 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 Maymester, Summer semester, and Summer Institute. Students from Villanueva will participate during any semester.

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

### **3. Number of Students**

Starting in Spring 2018 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. In general, one (1) Georgia State credit is the equivalent to two (2) ECTS credits. However, the credit allocation is ultimately determined by the department assigning the credit. 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.)*

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

### **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 languages of instruction are Spanish and English. Students from Villanueva may submit the Georgia State English Language Proficiency Form in place of TOEFL scores. Students from Georgia State will not be required to demonstrate proficiency in Spanish. 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 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 academic records/transcript from the Host University are sent to the Home University.

#### **7. Internships / Teaching Practice Placements**

This Agreement permits students to engage in internships. Georgia State or Villanueva faculty are responsible for identifying and establishing internships, as well as ensuring students register for any relevant academic credit. Such internships will be unpaid. The Georgia State Program Director will contact International Student and Scholar Services if a Villanueva student has the option of a paid internship / teaching practice placement. This will ensure that associated U.S. immigration laws regarding paid employment in J-1 status are 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 and other background checks if necessary.

#### **8. 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 tuition and student fees to the Home University by published deadlines;
2. Payment of placement and supervision fee to Villanueva for Georgia State students teaching in the practicum placements;

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 guarantee that they have the financial resources to meet all expenses;
4. The costs of food, housing, international and local transportation, books, fees for class materials, and other educational and personal expenses;
5. When provided by the Host University, payment of housing and board costs to the Host University by the published deadlines;
6. 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 Universities, as set forth in Section 10 below;
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.
9. Providing the appropriate exchange coordinators/directors at the Host University emergency contact information; and
10. Submitting any health or immunization records required by Host University.

## **9. 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 Georgia State 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 Georgia State's International Student & Scholar Services.

## **10. Insurance Requirements for Students**

Personal health, hospitalization and accident insurance, including a repatriation and medical evacuation plan, 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 from their home countries. The Host University will assist students in identifying available insurance options designed for international students, if necessary. Students from Villanueva who do not have appropriate insurance must obtain Georgia State's international students' insurance policy. Students from Georgia State must obtain Georgia State's mandatory study abroad insurance coverage.

## **11. Housing for Students**



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.

## **12. Employment**

This agreement does not allow any type of employment of Villanueva or Georgia State students in the host country, except to the extent indicated in Section 7 regarding paid internships.

## **13. 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.

## **14. 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.

**15. Travel Warning Countries Policy**

Georgia State's Policy on Travel to Countries with Travel Warnings governs travel by Georgia State students, faculty and staff to countries for which the U.S. Department of State has issued a Travel Warning. The University does not sponsor travel for undergraduate students to a country for which a Travel Warning has been issued. Travel by faculty, staff and graduate students must be approved by specified Georgia State administrators.

Should a Travel Warning be issued during the term of this Agreement, this Agreement will be limited to reciprocal exchange for individuals whose travel is approved under Georgia State's Policy on Travel to Countries with Travel Warnings.

**16. 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).

**17. 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

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30 Pryor Street, Suite 500  
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**For Centro Universitario Villanueva**

Name: Ana Lopez Pascual  
Title: External International Coordinator –  
Education Internships Abroad

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Membership  
Costa Brava, 2, 28034 Madrid  
E-mail: [Alopez@villanueva.edu](mailto:Alopez@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  
Education and Human Development**

By:   
Paul Alberto  
Dean

**Centro Universitario Villanueva Universidad  
and its Faculty of Education**

By:   
Lorenzo Bermejo Muñoz  
Director of Institutional Relations and  
Corporate Communication

Date: 6-9-17

Date: 27/9/17

