PROGRAM SPECIFIC AGREEMENT FOR GRADUATE 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, GEORGIA, U.S.A.

and

THE AMERICAN UNIVERSITY IN CAIRO
NEW CAIRO, EGYPT

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 (hereinafter “Georgia State” or “GSU”) and The American University in Cairo, New Cairo, Egypt (hereinafter “AUC”) agree to institute a graduate student exchange in accordance with the terms and conditions set forth in this agreement (hereinafter “Agreement”).

Georgia State and AUC hereby agree to the following:

1. Description of Program

   A. This Agreement is established to facilitate graduate student participation in an exchange program between the cooperating institutions with (hereafter referred to as the “Graduate Student Exchange”). Under the terms of this Agreement, students from the Home University may take classes at the Host University while working towards a degree at the Home University.

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

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

C. For purposes of this Agreement the term “Home University” shall mean the institution in which a graduate student is formally enrolled as a degree candidate, and “Host University” shall mean the institution that has agreed to receive graduate students from the Home University for a period of study.

D. The Home University agrees in principle that if one of its graduate students passes a course at the Host University, that student will receive credit towards his/her degree at the Home University, provided that the student obtained prior official approval from the Home University.

2. Term and Academic Years

A. 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 12 below. The agreement is renewable for additional five-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 either Georgia State or AUC assume any financial obligations by entering into this Agreement and, in no event shall the term of this Agreement extend beyond five academic years. This Agreement may be renewed for an additional academic year or five year renewal terms, as applicable, upon the advance written agreement of both parties.

B. The academic year at Georgia State consists of two regular semesters. Fall Semester begins in August and runs through mid-December, and Spring Semester begins in January and runs through early May. In addition, there is a summer semester and an abbreviated Maymester.

C. The academic year at AUC consists of two semesters, September through December and January through May. In addition, there are 3-week sessions in January, June and July, and a 6-week session in June and July.

3. Units Involved in Exchange Program

Participants in the program will be drawn from the Department of Applied Linguistics and English as a Second Language (ALES) at Georgia State, and the English Language Institute’s graduate Teaching English as a Foreign Language (TEFL) program at AUC.

4. Number of Students

A. Starting Fall 2012, the two institutions will exchange graduate students in ALES and TEFL, respectively, for one semester each during Fall or Spring.
B. Georgia State will exchange with AUC graduate students on a one-for-one basis when possible during the term and any renewal terms. The exchange will be measured according to the following formula: one full-time semester graduate student at Georgia State equals one full-time semester graduate student at AUC.

C. Georgia State and AUC 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 year, the imbalance may be carried forward from one semester to the next, if any, provided that an attempt to make necessary adjustments is made in the following year 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.

D. Initially, a maximum of two graduate students will be sent to Georgia State and an equal number to AUC for one semester each in the given academic year.

E. If a graduate 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 replacement 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 Exchange Program if the student’s academic performance or conduct warrants such action. Notwithstanding the foregoing, the Host University will, absent extenuating circumstances, attempt to consult with the Home University before implementing any of the foregoing actions set forth in this paragraph.

5. Budgetary Considerations

A. AUC students have the opportunity to apply for graduate assistantships at GSU. In return, GSU students have the opportunity to apply for free living accommodations at AUC. Details of this are contained in section 6, paragraphs F and G, below.

B. Each institution will discuss the resources outlined above annually. To the extent that any external funding is required by either party in order to implement this Agreement and funding for such purposes is not appropriated or is not otherwise available, such party shall have no further financial obligations upon such determination. Should either party not have funding to carry out any obligations of a particular exchange effort conducted under this Agreement, it shall immediately notify the other party of such fact and of such portions of this Agreement that may be deemed terminated or modified with respect to that particular project.
6. Graduate Student Exchange

A. Selection, Admissions, and Enrollment Procedures

i. Graduate students who desire to engage in full-time study at the Host University must obtain, complete, and submit an application form to the Home University. Students must meet all admission standards and obtain all required approvals by the Home University.

ii. The Home University is responsible for selecting and recommending qualified graduate students to the Host University for the exchange.

iii. The Home University will provide the Host University with details of courses that are required for individual students.

iv. The Host University will make the final acceptance decision according to its admission policies and its enrollment constraints, and will notify the Home University in writing. The Home University will notify the student of this decision. The Host University retains the right to approve or reject any recommendation based on whether the candidate’s qualifications meet admission requirements at the Host University.

v. The Home University is responsible for maintaining its own graduate student enrollment status at the Home University for the duration of the program.

vi. The Home University is responsible for recruitment, selection, and pre-departure orientation of its students.

vii. The Host University will assist graduate exchange students in registering for the appropriate classes.

viii. Students must be proficient in the language of instruction at the Host University in order to participate. At Georgia State, the language of instruction is English, and at AUC the language of instruction is English. Because AUC students submit TOEFL scores to be admitted to AUC, they are not required to submit TOEFL scores to participate in the exchange program. Any language requirements apply only to the students and not to their spouses and dependents.

ix. AUC graduate students must enroll in a minimum of nine credit hours at Georgia State. Georgia State students must enroll in a minimum of nine credit hours at AUC. Any imbalance in the number of courses taken will be factored into the ‘balance’ over the period of this Agreement.

B. Academic Counseling, Credits and Reports

i. 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.

ii. Each Host University will provide orientation for the incoming graduate students.

iii. Each Host University will provide academic and other advisory services for the incoming graduate students within the constraints of capacity and availability of courses.

iv. 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.

v. 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. At Georgia State University, transcript requests are ordered online by the student and can be ordered any time after the formal grading process has been complete. Students can receive the copy in person or request that it be mailed through the United States Postal Service. AUC will provide GSU with a final transcript for each student within six (6) weeks after the conclusion of the academic term in which the student was enrolled, on condition that the student has cleared his/her financial accounts with AUC and has no other unfulfilled obligation to AUC that would restrict the release of his/her records and grades. The registrar sends the transcript by secure pouch to AUC’s New York Office, which mails the transcript to the address that the student has provided in his/her application form.

C. Graduate Student Responsibilities and Expenses

Unless otherwise indicated in an appendix hereto, graduate students on this Exchange Program will be responsible for the following:

i. Payment of all student fees and tuition to their Home University prior to participating in the program
ii. 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;
iii. The costs of international travel, food, local transportation, books and other educational and personal expenses;
iv. For GSU students, AUC provides free housing in a student dormitory (subject to budget constraints); AUC students pay for housing either on GSU campus or off-campus;
v. 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 section E below:
vi. Abiding by the same regulations and performance standards that pertain to other graduate students at the Host University;
vii. 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;
viii. Submitting to criminal background checks and purchasing relevant insurance if they are participating in an internship/teaching practice placement at the Host University;
ix. Submitting any health or immunization records required by Host University, per section E; and
x. Complying with Georgia State’s Study Abroad Management Policies. The Georgia State program director should notify the GSU 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

i. The Georgia State contact person/program director will forward all necessary international student/scholar 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. Relevant information must be received at Georgia State approximately three (3) to four (4) months preceding the international student/scholar’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.

ii. GSU College of Arts & Sciences students who are American citizens must possess a valid U.S. passport and entry clearance to Egypt. All GSU College of Arts & Sciences 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 Egypt for citizens of their home country. International students may be required to provide evidence of sufficient financial resources upon registration with the local authorities in Egypt.

E. Insurance and Immunization Requirements for Students

i. AUC 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 AUC health documentation.

ii. 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.

iii. Students from AUC who do not have appropriate insurance must obtain Georgia State’s international students’ insurance policy. Students from Georgia State must purchase the mandatory GSU Study Abroad insurance. The GSU mandatory insurance qualifies for an exemption from the AUC mandatory health insurance policy. Each GSU student must provide proof of such insurance to AUC. AUC will direct students from GSU requiring medical assistance to AUC’s student health facilities and, if necessary, other appropriate facilities. The student will be responsible for any medical expenses not covered by the student’s health insurance plan. If AUC determines that a GSU student is in an emergency situation, AUC will promptly notify GSU and cooperate fully in determining what additional actions may be required.

F. Housing for Students

i. The international specialist in the College of Arts & Sciences at Georgia State will provide AUC students information about university housing. AUC students are
responsible for negotiating leasing agreements with the Georgia State Housing Office or an off-campus apartment complex as appropriate. Housing space at Georgia State is limited and available on a first-come, first-serve basis. AUC students who wish to live in Georgia State housing must complete the application process at least three (3) months preceding their arrival.

ii. GSU students have the opportunity to apply for free accommodations in AUC shared dormitories in one of the two dormitory complexes. If space is available, this might be upgraded to a one-bedroom apartment on the New Cairo campus for one semester. Students not interested in the free housing are responsible for their own living arrangements. The AUC International Student Affairs office can provide information to assist those students. This housing arrangement is subject to budget constraints.

G. Employment and Financial Support

i. This agreement allows employment of AUC and/or Georgia State students at the Host University when funding is available in the host department. Employment is only allowed on campus.

ii. AUC students have the opportunity to apply for graduate assistantships at GSU. The typical stipend is $2000 per semester. The position could either be a graduate research assistantship (GRA) in the Department of Applied Linguistics or a graduate teaching assistantship (GTA), subject to budget constraints.

iii. If Georgia State graduate students studying at AUC wish to teach in AUC’s English Language Institute, they will be eligible to apply for part-time employment, if available. Such employment cannot be guaranteed in advance.

H. Compliance with Rules and Regulations

i. Exchange students will be subject to the rules and regulations of the Host Institution, and the laws and procedures of the state in which the institution is located. The exchange students must pursue the approved course of study for the agreed period.

ii. 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.

iii. If a student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the Graduate Student 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 Graduate Student Exchange Program.
7. 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: Sara Weigle
Title: Associate Professor & Chair
Department: Applied Linguistics & ESL
Address: 34 Peachtree St. Suite 1200
Atlanta, GA 30303
Phone: (404) 413 5192
Fax: 404-413-5201
E-mail: sweigle@gsu.edu

For AUC
Name: Robert S. Williams
Title: Associate Professor
Department: ELI/TEFL/Applied Linguistics
Address: AUC Avenue, P.O. Box 74
New Cairo, Egypt 11835
Phone: 20.2.2615.1926
Fax: 20.2.2795.7565
E-mail: rwilliams@aucegypt.edu

Correspondence related to the graduate student exchange must be also sent to:

Name: Ashley Mastin
Title: International Specialist
Department: College of Arts & Sciences
Address: P.O. Box 4038
Atlanta, GA 30302-4038
Phone: 001.404.413.5488
Fax: 001-404-413-5117
Email: amastin1@gsu.edu

Name: Mohamed Aboul Seoud
Title: Director, Study Abroad
Department: International Programs Office
Address: AUC Avenue, P.O.Box 74
New Cairo, Egypt 11835
Phone: 20.2.2615.3817
Fax: 20.2.2795.7565
E-mail: aseoud@aucegypt.edu

Changes to the contact persons above must be communicated in writing. All such notices shall be effective only when received by the addressee.

8. Relationship of the Parties

This Agreement shall not be construed to create a relationship of partners, brokers, employees, servants or agents as between the parties. The parties to this Agreement are acting as independent contractors.
9. **Use of the Institutions' Name, Advertising and Publicity**

Aside from publicity to attract graduate students to the program and news bulletins afterwards concerning the students' successful participation in the program, neither party shall use the other institution's name in any advertising, promotion or sales literature without first obtaining the written consent of the other institution.

10. **Research**

A. To the extent allowable by law and subject to the availability of funding, 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.

B. If exchange graduate 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 graduate 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 graduate students will be bound by the confidentiality and nondisclosure terms of such agreement.

C. Exchange graduate 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.

11. **Equal Opportunity**

Both parties to this Agreement subscribe to a policy of equal opportunity, and will not discriminate on the basis of race, color, gender, age, ethnicity, religion, national origin, or disability, in accordance with the laws of the respective countries in which each party is located.
12. **Modification, Termination, Renewal of Agreement**

This Agreement may be modified, revised, or renewed only upon the mutual consent of the parties in writing. Either party may terminate this Agreement by written notice submitted at least six months in advance of the next academic semester. Termination will not affect existing 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.A. above).
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: William J. Long
Dean

Date: 21/11/12

The American University in Cairo

By: Medhat Haroun
Provost

Date: 21 February 2012