Agreement on Student Exchange

Between

University of Alaska Fairbanks
Fairbanks, Alaska, USA

And

[Other University Name]
[City, State, Country]

Relative to:
[Scientific and technological cooperation; one sentence description of agreement]

Point of Contact:
For UAF: [Name, Title, School/College/Institute/Unit, Email, Phone]
For Counterpart: [Name, Title, School/College/Institute/Unit, Email, Phone]

To further the parties’ mutual objectives detailed in this agreement, each party shall appoint a person to act as the point of contact for the Memorandum of Understanding and to keep the other party informed if there are changes.

Physical or Geographical Location of Work:
[Note city and state of location]

Period of Agreement:
[Effective on the date of signature by second party through termination]

Start Date
End Date

In this Agreement on Student Exchange the University of Alaska Fairbanks and XXXXXXXX University agree to establish a student exchange program between their universities on the following terms:

1. Students wishing to participate in this student exchange program must apply to participate with their home institution, which is the university where the student is a matriculated, full time graduate or undergraduate student.

2. The student’s home institution will determine if the student is eligible for this exchange program by ensuring that the student is in good academic standing in the home institution and that the student has no pending disciplinary proceedings and no prior disciplinary sanctions.
3. Students accepted by the home institution for participation in this exchange program must apply for admission to the host institution. Students in any field are eligible for the exchange, provided they are qualified and the host institution offers courses compatible with the student's course of study. The final decision about acceptance of the student rests solely with the host institution.

4. The host institution agrees to waive any requirements for entrance examinations with the exception of the UAF English language proficiency requirements outlined in paragraph 7.

5. Language competency for participating students must be at a level that will allow them to attend classes taught in the primary language of the host institution.

6. The host institution will advise visiting exchange students concerning course selection and the host institution’s administrative procedures and requirements.

7. XXXXXXXX University students applying to UAF will be advised on course selection according to the following English proficiency guidelines:
   a. To be considered for admission as exchange students at UAF, XXXXXXXX University students must achieve a minimum cumulative score of 52 on the TOEFL Internet-based Test (iBT) with scores of at least 13 in reading, 13 in listening, 13 in speaking, and 13 in writing.
   b. Students who score between 52 and 64 on the iBT and who achieve the required minimum scores in each area will be required to enroll in a minimum of 12 credits of intensive English coursework. These students may request approval of the UAF academic exchange advisor to enroll in additional coursework up to a maximum of 16 credits.
   c. Students who score between 65 and 69 on the iBT will be required to enroll in a minimum of 3 credits of intensive English coursework and a minimum of 9 credits according to their program objective. These students may enroll in a maximum of 16 credits.
   d. Students who score 70 or above on the iBT will enroll in a minimum of 12 credits according to their program objective.

8. The host institution will provide information to the students about university accommodation. Visiting exchange students are responsible for applying for, securing and paying the costs of their own accommodation.

9. The host institution will provide information to visiting exchange students about available health care options and health insurance requirements. Visiting exchange students are responsible for securing and paying for required health insurance and for paying the costs of their own health care.
10. Visiting exchange students will pay all required enrollment fees and tuition, where applicable, to the student's home institution. Each student will be responsible for his or her own transportation to and from the host institution, as well as for room and board, day-to-day living expenses, and all non-tuition fees required for attendance at the host institution, such as course materials, books and supplemental required class reading materials, technology equipment and/or user fees, parking charges, and fee-funded services.

11. The universities agree to limit the number of visiting exchange students to XX students per year from each university.

12. If the number of students wishing to participate in this exchange program exceeds the number of students specified in Paragraph 11, the universities may agree to additional exchange placements or to additional study abroad placements. Students in study abroad placements will pay all enrollment fees and tuition to the host university and be responsible for all additional expenses as outlined in paragraphs 9 and 10.

13. Student exchange placements outlined in Paragraph 11 will be for a full academic year. Each university has the option to meet academic year placements by placing two students for one semester each.

14. Visiting exchange students must comply with all laws of the host country and must comply with all the rules, policies, regulations, and student disciplinary codes and procedures of the host institution.

15. Each university agrees to provide the other with the student’s transcripts, course information, course level, course outlines and syllabi and other information needed to accurately assign academic credit at the student’s home university. The student’s home university has the final authority to decide whether to accept the credits from the host institution and to determine the number of credits earned.


17. Both institutions subscribe to the policy of equal opportunity and will not discriminate on the basis of race, sex, age, ethnicity, religion, citizenship or national origin. Both institutions shall abide by these principles in the administration of this agreement and neither institution shall impose criteria for the exchange of students which would violate the principles of non-discrimination.
18. If applicable, students participating in this program must comply with the immigration and travel laws and procedures of the country of the host institution.

19. The universities agree that this Agreement on Student Exchange does not create legally enforceable obligations for either party nor does it establish a standard of care attributable to the activities outlined in this document.

20. This agreement shall enter into force in the 2015 academic year and shall remain in force until further notice. Either party may terminate this arrangement at any time and for any reason. If a party terminates this arrangement in mid-semester, the universities agree that the student participants may finish the classes they are taking that semester, provided that class may be completed by the end of the semester.

For the University of Alaska Fairbanks

Brian Rogers
UAF Chancellor
Date: 

For XXXXXXXX University

Date: