

# Memorandum of Agreement – Student Exchange

## ACADEMIC EXCHANGE AGREEMENT

between

The CURATORS of the UNIVERSITY OF MISSOURI (USA)

**NAME OF PARTNER UNIVERSITY (COUNTRY)**

The purpose of this Agreement is to allow for the exchange of undergraduate students between the Curators of the University of Missouri on behalf of the University of Missouri-Columbia, U.S.A. (hereafter referred to as “MU”) and **NAME OF PARTNER UNIVERSITY** (hereafter referred to **XYZ**) that may result in new cultural and intellectual explorations and a broadening of academic, professional, and cultural perspectives of the students of both universities.

### *1. Definition.*

In this agreement, unless the content otherwise specifies, home institution shall mean the institution at which a student is originally enrolled and intends to graduate and host institution shall mean the institution at which a student is temporarily enrolled as a visiting exchange student. Exchange students shall mean **XYZ** students at MU or MU students at **XYZ**.

### *2. Academic Year*

- a. The regular academic year at **XYZ** extends from **please add the date for partner’s academic year and semester terms as described by MU below.**
- b. The academic year at MU extends from mid-August to mid-May (Fall Semester: mid-August to mid-December; Spring Semester: mid-January to mid-May).
- c. Students from both institutions may enroll for any of the above semesters or designated summer programs.

### *3. Qualifications*

Exchange candidates will be selected on the basis of academic excellence and other criteria imposed by the home institution’s selection committee and will be recommended to the host institution. They must meet the admission requirements of the program they plan to pursue at the host institution. The host institution retains the right to approve or reject any recommendation based on whether the candidate’s qualifications meet admission requirements at the host institution. However, the home institution may appeal a decision by requesting reconsideration. Specifically:

- a. The candidates will be students who are enrolled full-time and are in good academic standing in an undergraduate program at their respective institutions.
- b. The candidates will have had a minimum of one year of college/university studies at their respective home institutions prior to participating in the program.
- c. The candidates will be selected by their respective home institutions to participate in the

- exchange, provided that they satisfy the admission requirements of the host institutions.
- d. Students must meet minimum English language requirements for their desired course of study at MU as detailed on the MU International Admissions website:  
<https://admissions.missouri.edu/apply/international/english-language-requirements/>
  - e. Students must meet minimum language requirements for their desired course of study at **XYZ** as detailed on the **XYZ** Program website.

#### **4. *Number of Exchange Students.***

Each university will accept up to **2 exchange students (4 semester students) each year**. Standard lengths of stay for exchange students will be one semester or a full academic year. Two one-semester students will be counted as the equivalent of one full-year student.

Every year, each institution may send an equal number of students to participate in the exchange program. Although a one-for-one exchange is desirable, it would not be a serious problem if in a given year either institution is unable to send an equal number of students, provided that over a period of three years there is a balance in the number of students who participate in the exchange from both institutions. Should an imbalance in the exchange occur, both institutions will make adjustments at the end of a three-year cycle. The imbalance should be corrected in one of the following ways:

- a. The partner having sent the larger number of students shall reduce the number, or suspend the sending of students until the number is restored.
- b. The partner having sent the fewer number of students may increase the number by mutual agreement until the balance is restored.

#### **5. *Program of Studies***

- a. Students from **XYZ** will be placed in the regular undergraduate program at MU provided they meet all prerequisites for a particular course, as long as the course limits have not been reached and the individual Department/College allows enrollment of students from **XYZ**.
- b. Exchange students will be given full-time registrations status at the host institutions and accorded all rights and privileges commensurate with this status. Full-time registration status at MU requires a minimum credit load of 12 credits per semester, but no more than 15 credits per semester are required. Exchange students from **XYZ** will not be allowed to enroll in the School of Journalism courses, Accountancy Program or graduate courses in Business Administration (MBA) at MU.
- c. Students from MU may enroll in courses offered by the **XYZ** Program and regular courses, and will be required to take an academic program comparable in weight to the academic program of a full-time **XYZ** student and equivalent to 12-15 US credit hours.

## **6. Tuition and Other Fees.**

Exchange students will not be charged tuition or application fees at the host institutions. All other personal and living expenses, including room and board, textbooks and supplies, round-trip international travel, and travel while in the host country, will be the personal responsibility of the exchange students. MU will pay the following fees on behalf of XYZ students: Student Health Center Fee, Student Activities Fee, and Recreation Facility Fee. All students enrolled at MU, including students from XYZ, are required to pay the MU Information Technology Fee. In addition, XYZ exchange students who wish to take classes in the following areas will be assessed supplemental fees: Health Related Professions and Applied Music and any applicable supplemental fees set by study programs.

## **7. Registration, Accommodation, and Transportation**

- a. MU will provide limited arrival assistance, assistance with course registration, advising services, and will reserve on-campus residential accommodation for XYZ students. XYZ will provide similar services for students from MU.
- b. XYZ and MU will each accept the participants selected by the other party, if mutually acceptable academic and/or professional standards and qualifications are met. Each school will treat the other's participants in a non-discriminatory manner in carrying out the provisions of this Agreement insofar as these provisions are consistent with all other University policies and requirements. Exchange students shall have full access to all services and activities usually provided for regular students.
- c. Upon consultation between the home and host institutions, the host institution reserves the right to dismiss any participating students at any time for academic or personal misconduct in violation of established regulations. The dismissal of a participant shall not affect the arrangement regarding the other participants.
- d. Upon completion of the exchange period at the host institution, the participating students must return to the home institutions. No extension of stay shall be authorized unless specified by the home institutions.

## **8. Transcripts of Academic Records.**

The host institution will provide the home institution with the official transcript of the academic record of each exchange student upon completion of studies provided that all financial obligations have been met. Transcripts will be mailed within one month of students' return to the home institution. MU transcripts should be issued directly to the please add XYZ's name, address, and contact person to where to send MU transcripts and XYZ's transcripts should be issued directly to the International Center at MU (University of Missouri, International Center, N-52 Memorial Union, Columbia, Missouri 65211-7030). The granting of credits for studies undertaken at the host institution will be at the discretion of the home institution in accordance with its own policies and regulations.

## **9. Exchange Students' Obligations.**

Exchange students are required to observe the rules and regulations set forth by the host institution as well as the immigration regulations and laws of the host country governing the

resident status they possess. Any breach of these rules and laws will be dealt with in accordance with the disciplinary policy of the host institution and the law of the host country and/or state. The host institution shall have the right to terminate the participation of any student in the exchange program and in any other program, service, or benefit at any time if such student's academic work or behavior is not suitable in the judgment of the host institution. Whenever practicable, such termination of participation in the exchange program will not be effected without prior consultation by the host institution with the home institution.

#### ***10. Health and Accident Insurance.***

MU students at XYZ are required to enroll in the MU Study Abroad Insurance Policy, a comprehensive health insurance policy which also provides emergency travel insurance. In compliance with US regulations for students in J-1 status, MU requires that all international and exchange students at MU to be automatically enrolled in and billed for MU mandatory student health insurance coverage. XYZ students will be billed for the cost of insurance coverage upon registration at MU. Therefore, XYZ students should NOT purchase a health insurance policy in their home country for their stay in the U.S. The cost of any medical insurance required hereunder, as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange students.

#### ***11. Liaisons***

The primary contact person responsible for coordinating this exchange for MU International Programs will be the Director of Study Abroad, Dr. Paulina Brouder [brouderp@missouri.edu](mailto:brouderp@missouri.edu) ; 573-882-6007. The primary contact person responsible for XYZ will be the please add name, title, email, and phone number. Each year, a report of activities conducted through this agreement will be compiled.

#### ***12. Academic Continuity, Financial Responsibility, & International Travel Policy***

Should any unprecedented critical circumstances interrupt the normal in-person operations of the exchange program:

- 1. MU & XYZ will ensure academic continuity** by moving courses online if needed for any student(s). Students might have the option to complete all of their classes online, and, thereby, earn full academic credit for all of the classes in which they have enrolled at the partner institution.
- 2. MU and XYZ will work closely to provide students with refunds for expenses they are able to recover.**
- 3. MU & KMOU will work closely** to provide support and guidance to students should **their international travel policies be triggered** by any critical events before and during the program. To learn more about MU International Travel Policy please visit: <https://international.missouri.edu/health-safety-security/mu-student-international-travel->

[policy/mu-student-international-travel-policy-for-u-s-department-of-state-level-3-or-level-4-countries-regions-and-cdc-level-3-countries/](#)

To learn about the XYZ travel policy please refer to (partner university will add information about its travel policy on this section).

### 13. Health, Safety, and Security Clause

As a study abroad partner of MU, XYZ will inform MU International Programs staff members on-call immediately by calling the University of Missouri Police Department at (573) 882-7201 in event of a health, safety or security emergency affecting a MU student abroad including, but not limited to, a life-threatening situation, a serious illness or injury, a student is a victim of violent assault, a student is a victim an incident related to sexual harassment, sexual assault, sexual misconduct and/or discrimination, arrest of a student, threat of harm to self and/or other incidents deemed as true emergencies by XYZ. In addition, XYZ will inform MU in writing within 24 hours of all other health, safety, security, and/or affecting the well-being of a MU student (including issues/changes in housing and robbery or burglary) and incidents related to sexual harassment, sexual assault, sexual misconduct and/or discrimination. Similarly, XYZ staff will inform MU of any students showing signs of academic disengagement (unexcused class absences, poor academic performance, absence from scheduled program activities, and/or plagiarism). Incidents should be reported in writing to Barbara Lindeman, Director of Student International Health, Safety, & Security ([lindemanb@missouri.edu](mailto:lindemanb@missouri.edu)) and Dr. Paulina Brouder, Interim Director of Study Abroad, ([brouderp@missouri.edu](mailto:brouderp@missouri.edu)).

The MU International Programs staff will also apply the same terms and conditions of this clause with XYZ students studying at MU and will communicate with the XYZ program liaison.

### 14. Revision and/or Termination.

This agreement shall become effective upon signing by both parties and may be terminated at any time by mutual consent. Termination of this agreement should be made in writing, giving one year's notice to allow for appropriate closure of the exchange administration. Any proposals to change the terms of this agreement should be negotiated and officially approved by both institutions. This agreement will remain in force for five years from the date of signing of this agreement. During the last year of agreement, the decision to renew or negotiate the terms shall be made on the basis of mutual consultation between the two institutions.

In witness whereof, both parties have offered their signatures:

For the Curators of University of Missouri:

For XYZ:

\_\_\_\_\_  
Mary Stegmaier, Ph.D.

\_\_\_\_\_  
Name

Vice Provost – International Programs

Title

Associate Professor, Truman School of Public Affairs

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Casey Forbis

Senior Business Services Consultant

MU Business Services

Date \_\_\_\_\_