# Memorandum of Agreement — Student Exchange

## ACADEMIC EXCHANGE AGREEMENT

between

**The Curators of the University of Missouri (USA) for the University of Missouri in Columbia [on behalf of the MU School/College (if applicable)]**

and

**[Name of partner institution (country)]**

The purpose of this agreement is to allow for the exchange of undergraduate students between the University of Missouri in Columbia (hereafter referred to as MU) [on behalf of the MU School/College (if applicable)] and [Name of partner institution], (hereafter referred to as [XYZ]) that may result in new cultural and intellectual explorations and a broadening of academic, professional and cultural perspectives of the students at 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

* The academic year at [XYZ] extends from [add the dates for the partner’s academic and semester terms as described for MU below].
* 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).
* Students from both institutions may enroll for any of the above semesters or designated summer programs.

### 3. Selection of exchange students

Exchange candidates will be selected based on 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 the decision by requesting reconsideration. Specifically:

* The candidates will be students who are enrolled full-time and are in good academic standing in an undergraduate program at their home institution.
* The candidates will have had a minimum of one year of college/university studies at their home institution prior to participating in the program.
* [XYZ] students must meet minimum English language requirements for their desired course of study at MU as detailed on the MU International Admissions website ([mizzou.us/english-requirements](https://mizzou.us/english-requirements)).
* [If applicable:] MU students must meet the minimum language requirements for their desired course of study at [XYZ] as detailed on [list and link website].

### 4. Number of exchange students

Each institution will accept up to [XX] full-year exchange students ([XX] 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. An extension of stay for an exchange student at the host institution must be mutually approved by both the home and host institutions.

Each year, each university may send an equal number of students to participate in the exchange program. Although a one-for-one exchange is desirable, if 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:

* The institution having sent the larger number of students shall reduce the number or suspend the sending of students until the balance is restored.
* The institution having send the fewer number of students may increase the number by mutual agreement until the balance is restored.

### 5. Program of studies

* 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 MU academic unit allows enrollment of [XYZ] students.
* Exchange students will be given full-time registration status at the host institution and accorded all rights and privileges commensurate with this status. Full-time registration status at MU requires a minimum credit load of 12 credit hours per semester. [XYZ] exchange students are not allowed to enroll in MU courses in the School of Journalism or Master of Business Administration program, and may have limited options in the School of Accountancy.
* Students from MU may enroll in courses offered by [XYZ] 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 U.S. 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 activity, student health and recreation center fees.

### 7. Registration, accommodation and transportation

* MU will provide limited arrival assistance, assistance with course registration, advising services and reserved on-campus residential accommodation for [XYZ] students. [XYZ] will provide similar services for MU students.
* [XYZ] and MU will each accept exchange students selected by the other institution, if mutually acceptable academic or professional standards and qualifications are met. Each institution will treat the other’s students in a non-discriminatory manner in carrying out the provisions of this agreement insofar as these provisions are consistent with all other institutional policies and requirements. Exchange students shall have full access to all services and activities usually provided for regular students.
* 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 an exchange student shall not affect the agreement regarding other participating students.
* Upon completion of the exchange period at the host institution, the exchange students must return to their home institutions. No extension of stay shall be authorized unless specific by the home institution.

### 8. Transcripts of academic records

The host institution will provide the home institution with the official transcript of academic record for each exchange student upon completion of their 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 [XYZ’s name, address and contact person to receive transcripts]. [XYZ] transcripts should be issued directly to MU International Programs: [contact person], N52 Memorial Union, Columbia, MO 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 or state.

The host institution shall have the right to terminate the participation of any student in the exchange program or any other program, service or benefit at any time if such student’s academic work or behavior is not suitable in the judgment or the host institution. Whenever practicable, such termination of participation in the exchange program will not be enacted 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’s [international health and emergency security evacuation insurances](https://international.missouri.edu/health-safety-security/health-and-travel-insurance/). In compliance with U.S. regulations for students in J-1 status, MU requires that all international and exchange students be automatically enrolled in and billed for MU’s [student health insurance](https://international.missouri.edu/isss/current-students/health-insurance/). [XYZ] students will be billed for the cost of insurance coverage upon registration at MU and should not purchase a health insurance policy in their home country for their stay in the United States. The cost of any health insurance required hereunder, as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange student.

### 11. Nondiscrimination

In connection with the furnishing of equipment, supplies and/or services under the contract, the contractor and all subcontractors shall not discriminate against any recipients of services or employees or applicants for employment on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, age, disability, protected veteran status, or any other status protected by applicable state or federal law and federal funds, if any, may not be used for programs that discriminate based on any such protected status.

### 12. Liaisons

The primary contact person responsible for coordinating this exchange for MU International Programs will be Dr. Paulina Brouder, director of study abroad (brouderp@missouri.edu, 573-882-6007). The person responsible for coordinating this exchange for [XYZ] will be [name, title (contact info)].

### 13. Academic continuity, financial responsibility and international travel policy

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

* MU and [XYZ] will ensure academic continuity by moving courses online if needed for any students. Students might have the option to complete all their classes online and, thereby, earn full academic credit for all the classes in which they have enrolled at the host institution.
* MU and [XYZ] will work closely to provide students with refunds for expenses they are able to recover.
* MU and [XYZ] will work closely to provide support and guidance to students should their international travel policies be triggered by any critical events before or during the program.
	+ Review the MU Student International Travel Policy ([international.missouri.edu/travel-policy-high-risk](https://international.missouri.edu/travel-policy-high-risk)).
	+ Review the [XYZ] travel policy [add link or relevant information].

### 14. 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 MU Police Department at 573-882-7201 in the event of a health, safety or security emergency affecting an MU student at their institution. This includes, but is not limited to, a life-threatening situation; serious illness or injury; death of a student; student is a victim of violent assault; student is a victim of an incident related to sexual harassment, sexual assault, sexual misconduct or discrimination; arrest of a student; threat of harm to self; 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 or security incidents or other issues affecting the well-being of an MU student (including issues/changes in housing and robbery or burglary). Similarly, [XYZ] staff will inform MU of any students showing signs of academic disengagement (e.g., unexcused absences from class, poor academic performance, absence from scheduled program activities, plagiarism). Incidents should be reported in writing to Barbara Lindeman, director of international health, safety and security (lindemanb@missouri.edu) and Dr. Paulina Brouder, director of study abroad (brouderp@missouri.edu).

### 15. Revision or termination

This agreement shall become effective upon signing by both institutions and may be terminated at any time by mutual consent. Termination of this agreement should be made in writing with six months' notice to allow for appropriate closure of the exchange administration. If either institution terminates the agreement, the host institution shall honor the terms of this agreement for participants whose programs were approved prior to the termination as if the agreement remained in force for the period of each program.

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 its signing. During the last year of the agreement, the decision to renew or negotiate the terms shall be made based on mutual consultation between the two institutions.

In witness whereof, both institutions have offered their signatures:

**For the Curators of the University of Missouri: For [XYZ]:**

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Mary Stegmaier, Ph.D. [Name]

Vice provost for International Programs Title

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Casey Forbis

Senior business services consultant

MU Business Services

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_