**Student Exchange Agreement** (Version: 2021May17)

**between**

**Auburn University ("Auburn")**

**and**

**(Partner)**

**BACKGROUND**

Auburn and the (Partner, country) desire to enrich their respective teaching and research programs and to strengthen and expand the mutual contacts between both Universities. In order to achieve these goals the parties wish to implement the exchange of students between both Universities. This Agreement establishes the terms and conditions for the exchange of students within the following academic fields or disciplines:

For Auburn with the College of \_\_\_\_\_\_

For the (Partner, their colleges, departments)

**THE AGREEMENT**

1. **Definitions**. The terms "Host University" and "Home University" have the following meanings:

a. Host University - the university accepting the exchanged students;

b. Home University - the university providing the exchanged students.

2. **Period of Agreement**. This Agreement becomes effective on the date of the last signature and will continue in effect for five (5) years. Official review of the Agreement will take place five years after the date executed to allow extension.

3. **Initiation of Exchange**. The respective departments, colleges, schools or disciplines of the parties will initiate each exchange. Auburn students will travel first on the exchange, or simultaneous with the partner institution’s students.

4. **Period of Exchange**. Each exchange is for 1 academic year or 1 academic semester. Different models may be utilized, but these must be agreed upon by the international offices of each institution. Exchange is based on credit hours and their normal bundling within recognized academic terms.

5. **Implementation of Exchange**.

a. Exchange Ratio: The parties will exchange students on a one-to-one equal exchange basis (one year exchange being equal to two semesters). The parties will agree on the number of equal exchanges by March 1 for academic year and fall semester students (applications due in Auburn on March 15); and October 1 (applications due in Auburn on October 15) for spring semester students. If an unequal exchange ratio occurs in any year, a balance will be achieved over the following two-year period.

b. Responsibilities of the Home University are as follows:

(1) to maintain its own students registered at the Home University during the program;

(2) to recruit, select, and administer pre-program orientation of student participants;

(3) to forward the applications of selected participants to the Host University for final approval;

(4) to provide the Host University details of essential courses within its students' curricular plan;

(5) to advise the Host University of any circumstances that may affect the student's year abroad (e.g. known medical problems); and

(6) to advise its students about academic and cultural expectations at the Host University.

(7) to transcript courses and grades from the Host University as equivalent Home University coursework and grades.

c. Responsibilities of the Host University are as follows:

(1) to accept students recommended by the Home University;

(2) to provide orientation for the incoming students;

(3) to endeavor to ensure that students are admitted to courses regarded as essential;

(4) to provide academic and other advisory services for incoming students;

(5) to assist the incoming student participants in securing housing;

(6) to inform the incoming student of health insurance requirements and availability; and

(7) to provide the Home University a final transcript or official university document describing the student's academic performance;

(8) to inform the Home University immediately as to any change in the enrollment status of the student(s).

d. Responsibilities of the student are as follows:

(1) After 1 semester or 1 academic year of study, to return to the Home University unless both universities approve an extended stay;

(2) to pay the tuition and fees of his/her Home University to his/her Home University prior to participating in the program;

(3) to pay room and board costs at the Host University;

(4) to secure necessary health insurance and to pay medical costs;

(5) to pay for books, living expenses and any other costs; and

(6) to pay the cost of transportation to and from the Host University.

e. Students are subject to the academic rules and discipline of the Host University.

6. **Monitoring and Assessing Academic Quality**

The appropriate faculties of the Home and Host universities will collaborate annually to designate equivalent and approved coursework for students within the exchange. Equivalency of learning outcomes, teaching methods, textbooks, and faculty credentials must be determined by the respective academic units through correspondence, videoconferencing, or on-site visits as assisted by the International Offices on each campus.

When evaluating, accepting, and transcripting credits awarded through this exchange agreement, the Home and Host universities must examine courses accepted in transfer from the partner institution to ensure that course work and learning outcomes are at the collegiate level and are comparable to those of the home university's own degree programs. For Auburn University, this is the SACSCOC Principles of Accreditation. Faculty from the Home and Host institutions should take an active role in working together to design and teach courses. Each must ensure that the process for course approval meets all accreditation requirements, including approval of instructor credentials, and regular course outcome and teaching assessments. This assessment and monitoring should be done by the respective faculties and is best done jointly to ensure the success of the exchange.

The appropriate Auburn University department(s) signing this agreement will periodically review the agreement to insure that it is compliance with the mission of Auburn University.

7. **Designated Administrative Officials**. The administrative officials authorized to endorse exchanges in accordance with the provisions of Article 5 are,

For Auburn: Andrew Gillespie, Ph.D.

Assistant Provost for International Programs

For the Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. **Termination**. Either party may terminate this Agreement providing the other gives written notice of its intent to terminate. The terminating party will give notice at least 1 semester prior to the effective date of the termination. Termination will not affect exchanges in effect prior to the effective date of the termination.

9. **Non-discrimination**. Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.

10. **Modification**. The parties may change or modify the terms of this Agreement only by written amendment signed by the parties.

11. The Administrative and Emergency Contact Sheet attached is part of this agreement.

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| AUBURN UNIVERSITY | (Partner) |
|  |  |
| Christopher B. Roberts | (Rector) |
| President |  |
|  |  |
| Date | Date |
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**ADMINISTRATIVE AND EMERGENCY CONTACT INFORMATION   
FOR THE AGREEMENT BETWEEN   
AUBURN UNIVERSITY  
AND   
(Partner)**

**ADMINISTRATIVE CONTACT**(Person responsible for the general operation of this agreement)

|  |  |  |
| --- | --- | --- |
|  | **(Partner)** | **Auburn University** |
| Name |  |  |
| Department |  |  |
| Address |  |  |
| Phone |  |  |
| email |  |  |

**EMERGENCY CONTACT**

(First person to be contacted in the event of an emergency related to this agreement)

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| --- | --- | --- |
|  | **(Partner)** | **Auburn University** |
| Name |  | Andrew Gillespie  Assistant Provost for International Programs |
| Department |  | Office of International Programs |
| Address |  | 228 Foy Hall, Auburn University, AL 36849-5159  USA |
| Office Phone |  | 334-844-5009 |
| Emergency Phone (24 hrs) |  |  |
| email |  | arg0014@auburn.edu |