

**International Education: Agreements of Cooperation and
Reciprocal Exchange**

- 1835.10A** **Review Form (pdf)**
1835.10B **Sample Template for MOU (pdf)**
1835.10C **Sample Template for Reciprocal Student Exchange (pdf)**

Consistent with its mission to serve Arkansas and the world, the University of Arkansas, Fayetteville, actively engages in partnerships with institutions and organizations that promote international educational exchange.

Agreements of International Cooperation and Exchange, also referred to as **Memoranda of Understanding** (MOUs), may be initiated by a department, college or the Administration when such partnerships show a strong potential for providing mutual benefit through the exchange of information, students, or faculty or through collaboration of programs or the development of resources. All such agreements, and any supplemental agreements must be approved by the dean of the originating unit and all other participating deans, such as those for Continuing Education, Honors, or the Graduate School, for example, and the Provost who will forward with recommendation for signature by either the Chancellor or the Vice Chancellor for Finance and Administration. Templates for MOUs that have been pre-approved by the General Counsel's Office are available through the Office of Study Abroad and International Exchange (OSAIE.)

Board of Trustees Policy 835.1 establishes the conditions for **Reciprocal Student Exchange Agreements** which may be entered into with selected universities outside of the U.S. Each exchange agreement must be established and conducted consistent with all applicable UA policy and procedures established through the Office of Study Abroad and International Exchange. Such exchanges must be approved by the Provost and signed by the Chancellor, after review by the General Counsel's Office.

**Guidelines for Establishing Reciprocal Student Exchange Agreements
with Institutions outside of the United States**

Board of Trustees Policy 835.1 establishes conditions for the reciprocal international exchange of students and specifies that agreements for such exchanges must be approved by the Provost and the Chancellor, after review by the General Counsel's Office. This policy requires that reciprocal exchange agreements be administered through the Office of Study Abroad and International Exchange, located in the Fulbright Institute of International Relations, and the Director of Study Abroad and International Exchange will assist faculty and departments in drafting a proposed exchange agreement which will be subject to review and approval.

Guidelines for the establishment of exchange programs consistent with this policy are provided below. The terms of each exchange should provide for a mutually beneficial and rewarding program consistent with educational and personal goals for students from both institutions.

Identifying Potential Exchange Institutions

Exchange programs should be open to a significant number of prospective students or provide mutual benefit to the institution.

The host country and the host institution should provide an attractive and realistic study abroad option in terms of the academic preparation and language ability required of the UA student for participation.

One or more academic departments or units at the host institution must provide courses, programs, or areas of study comparable to those offered by departments or units at the UA.

The host institution should offer a semester or yearlong curriculum for visiting students which can be integrated into the UA student's existing degree program.

The host institution should be recognized in its own country by the Ministry of Education or the appropriate accrediting body so that transfer work may be approved for credit by the University of Arkansas.

Drafting the Exchange Agreement

Agreements must comply with all the conditions stated in Board Policy 835.1

Once a suitable host institution has been identified, a faculty or staff member must have the support of department chair and dean to pursue an exchange relationship.

Exchange agreements will be approved and supported by the college or school that initiates the exchange and will identify the coordinator for the program by title.

Terms of the agreement should provide for reciprocity either in the number of students exchanged or in the resources expended by each institution.

The terms of each exchange agreement will determine the procedure for enrolling exchange students from both the home and host institutions.

In most instances, UA students will be enrolled as full-time students in the college-designated Study Abroad course (i.e. ARSC 300V, BADM 300V, etc.) during their study abroad program. They will pay their tuition and fees at the UA and not be charged for tuition and fees at the host institution. An official transcript from the host institution will be sent to the UA upon the student's completion of all attempted coursework.

Visiting students from the host institution will receive a full tuition and fee "waiver" from the UA in order to enroll for a full load of selected coursework. If the

agreement calls for reciprocity in the number of students exchanged, the number of incoming students must be balanced by the same number of outgoing students who have paid their tuition and fees at home but are completing coursework at the host institution.

Under the terms of some agreements, UA students will register for actual courses (pre-approved) on the home campus which will be completed under approved instructors of record at the host institution. Visiting students from the host institution who have enrolled for actual courses at their home institution will be enrolled in the college-designated Study Abroad Course (i.e. AGRI 300V) at the UA. Tuition and fees for this enrollment will not be assessed.

Implementing and Supporting the Exchange Program

University exchange agreements will be administered and coordinated by the Director of Study Abroad and International Exchange.

School and college exchange agreements will be administered and coordinated by the person holding the title specified in the agreement, and that individual will bear the responsibility of carrying out the terms of the agreement. This coordinator will work in cooperation with the Office of Study Abroad and International Exchange, which will assist and provide support services when needed.

In addition, the coordinator will be expected to communicate with the appropriate support services for international students to make sure that the needs of the visiting students are met. Visiting exchange students should be met upon their arrival to campus and be brought to the orientation for new international students. The coordinator is responsible for making sure that arrangements have been made for room and board for the students and that they receive all the benefits of being full time students on the UA campus for the duration of their studies. Reciprocal services are expected from the host institution.

While the Office of Study Abroad and International Exchange is prepared to facilitate exchanges, it has not been provided with a budget for establishing institutional linkages. Ideally, student exchanges should be established which do not entail any significant costs for the institution. However, travel by one or more university representatives back and forth and the hosting of guests for the purpose of negotiating the intended exchange agreement is usually necessary. Support for this activity must come from the college or school that proposes the exchange agreement.

If a balance in numbers cannot be maintained, the exchange agreement will be subject to non-renewal. Funding must be made available by the sponsor college to pay for scholarships needed to support extra visiting students for as long as the exchange agreement is in place, unless the agreement specifies otherwise.

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