EXCHANGE AGREEMENT

between

The University of Iowa, Iowa City, Iowa, U.S.A.

and

XXX University, City, Country

Representatives from the two universities have exchanged views on establishing a reciprocal student exchange program based on equality and mutual participation. The two institutions believe the exchange program will benefit participants by increasing their understanding and appreciation of another culture and by improving educational offerings through expanding the pool of teachers, students and facilities. The two institutions have reached an agreement as follows:

1. The University of Iowa (UI) and XXX University (XXX) shall exchange a fixed number of students in each academic year that the exchange is in effect. The exchange will be on a one-for-one basis.
2. [*Use if NEW exchange agreement.*] The exchange will become active, and the UI will accept students from XXX as soon as the UI is able to identify a student to send to XXX.

-OR-

[*Use if RENEWAL exchange agreement*.] After counting previous participants through and including [X term (e.g. Spring 2019)], both institutions agree the exchange balance for this program is XX (where 1.0=yearlong participant and 0.5=semester participant). Therefore, XXX would need to send approximately XX semester/yearlong students for the exchange to reach balance.

1. The exchange is restricted to undergraduate/graduate student participation. **[*Each exchange must be restricted to either undergraduate or graduate student participation; one agreement cannot include both types.*]**
2. UI is able to send students for a term of one academic year, one calendar year, one semester, or one summer. **[*Remove sessions that are not applicable.*]**
3. XXX is able to send students for a term of one academic year, one calendar year, one semester, or one summer. [***Remove sessions that are not applicable.*]**
4. [***Remove this section if summer is not included in the exchange.***]

The XXX University’s summer program will be included in the exchange. To calculate balances, XX UI students attending the summer program will equal 1 semester/1 yearlong student.

**-OR-**

The XXX University’s summer program will be included in the exchange. The exchange ratio for summer participants will be established before student applications are submitted. It may change from time to time to reflect the duration and academic load of the summer program.

1. Each institution will maintain their own records showing student participant name, period of study (term and year), and the value of each participant toward the overall exchange balance.
2. The number of students to be exchanged will be negotiated well in advance of each session, before student applications are submitted, by the administrators of the overseas exchange programs at each university. The home university may set a maximum capacity and should then convey this limit to the host university.
3. The host university will convey the program dates for each session to the home university no later than XX days before the start of that term.
4. Temporary imbalances will be permitted upon the mutual agreement of both institutions, but each will endeavor to ensure that the exchange shall be balanced within the term of this agreement. If there is an imbalance both parties reserve the right to not accept incoming students until the exchange is in balance. Typically UI will only consider accepting students from XXX when the exchange balance is within the range of +/-XX yearlong slots. [***Consult with the Exchange Coordinator in UI Study Abroad to determine this number.***]
5. Both the home institution and the host institution must officially approve an extension of stay for an exchange student.

2. This agreement will be open to students with a variety of academic interests.

a) Priority shall be given to XXX students specializing in [*insert program of study*], and to UI students demonstrating an academic interest in [*insert program of study*].

b) Each university may restrict enrollment in certain areas of study due to strict admissions requirements, over-subscription in courses or other reasons. Each school is obligated to inform the other of applicable restrictions.

3. No student is inherently entitled to be a participant in this exchange program. Each university is responsible for selecting their own students as nominees for the exchange, in compliance with admissions criteria established by the receiving institution. Final responsibility for admission rests with the receiving institution.

1. The home university will certify to the host university that nominees are under no academic or conduct restrictions.
2. The parties agree that the purpose of this student exchange is to facilitate an educational experience in an unfamiliar environment for participating students. To that end, students are not eligible to return to their home country to study through this exchange program.

4. Each institution shall assist the exchange student in devising suitable programs of academic instruction.

a) Applications shall be submitted with preliminary information about courses in which students wish to enroll.

b) Academic advisors or tutors of the host institution will determine the appropriateness and availability of the desired courses and will seek to enroll students in them prior to their arrival, if possible.

5. Students from each university studying abroad under the exchange agreement shall be subject to the same rules and regulations with respect to social and academic behavior as local students and may be dismissed for failure to maintain appropriate standards of conduct according to the host institution’s policies and standards. When appropriate, the host institution will work in good faith with the home institution to resolve any such issues prior to dismissal. All participating students must adhere to all course load requirements for student visas under federal and state laws. Failure to follow such laws will result in immediate expulsion from the program and the host institution. Dismissed students will be deregistered from all classes, all fees paid to the host institution will be forfeited in accordance with applicable policy, and the student so dismissed will be expelled from student housing, if applicable, and escorted to the airport by a designated official. Notice of such dismissal will be sent to the program contact designated below.

1. Each host university will provide an appropriate on-site orientation program at the start of the program to inform students of campus policies, local rules and regulations, and cultural norms. Each host university will provide advising, counseling, and other support services during the program for exchange students.
2. It is expected that the exchange students will have sufficient command of the host country's language to follow the selected course of study, including understanding lectures, participating in discussions, completion of homework, lab assignments, and exams. It is the responsibility of the student to obtain sufficient language proficiency prior to the start of the exchange. The host institution will determine whether the student meets the language proficiency level required for academic admission.

Students attending the University of Iowa must demonstrate English language proficiency through submission of a standard English proficiency test score such as TOEFL or IELTS. The UI requires all exchange students to take the English Placement Evaluation (EPE) once they arrive on campus and before course registration, unless they present a TOEFL iBT score of 100 or above. Based on the results of the EPE, students may be required to enroll in English as a Second Language courses. For specific information about the EPE, English language courses, and associated costs, please see <https://esl.uiowa.edu/programs/esl-credit-program/english-proficiency-requirement>.

1. The home university will assist its own participants in obtaining the appropriate visa for the period of exchange. The host university will provide any documents (e.g. invitation letter) required for the visa application process. Notwithstanding the foregoing, each participant shall ultimately be responsible for obtaining their visa, passport, and other necessary documents for their own entire travel period and paying for the same. The universities shall not be liable to each other or to any participant for the failure of the participant to obtain the same.

6. Mutual credit will be given for class work completed during the exchange, provided that course content is sufficiently similar. The home institution will have final approval on how credit earned at the host institution shall be applied toward a student’s degree.

a) UI students will be eligible to take final examinations administered by XXX. The UI students must obtain, and XXX agrees to provide, an end-of-course assessment of their work by the instructor and/or signed transcript issued by XXX.

b) XXX students will be eligible to take final examinations administered by UI. The XXX students must obtain, and UI agrees to provide, an end-of-course assessment of their work by the instructor and/or a signed transcript issued by UI.

c) The exchange is not intended to provide a mechanism for students to obtain a degree at the host university. Upon completion of the exchange period, students are expected to continue as candidates for degrees at their home university.

7. Participating students from both universities shall pay tuition, mandatory computer fees, application, registration and student health fees to their home institutions and then study at the host institution without further charges for tuition and fees. Exceptions are special lab, materials, field trip or other fees associated with enrollment in specific classes. Such expenses are to be borne by the individual student.

8. Participating students are responsible for paying room and board fees to their host institutions, (or alternatively, for private accommodations abroad). The host university exchange coordinator will link arriving exchange students with housing resources.

9. Participating students from both universities shall be required to cover the cost of textbooks and other required course materials.

10. Refunds for students who discontinue the program prematurely are generally not available.

11. Participating students shall be solely responsible for making and paying for their own travel arrangements.

12. Participating students must have medical insurance coverage that meets standards set by the host country.

1. UI students who will be attending XXX on exchange will be enrolled in Iowa Regents coverage. Iowa Regents coverage is mandatory and would be in addition to any local coverage mandated by the XXX nationality government.
2. XXX students who will be attending UI will be automatically enrolled in Student Health Insurance Plan (SHIP) coverage at the students’ own expense unless they can satisfactorily demonstrate that they are covered by a comparable accident and hospitalization insurance plan.

13. Each institution agrees to inform the other of any crisis or emergency related to their respective student(s).

* 1. For emergency incidents pertaining to a student’s health, safety, and well-being while abroad such as, but not limited to, death, serious injury or illness, and/or being the victim/perpetrator of a serious crime: (except where a student is deceased) where possible the student’s consent will be sought to share data with the home institution. However, if it is not possible/appropriate to obtain consent, the host institution will share information such as necessary and lawful to ensure the vital interests of the student and the legitimate interests of the host/home institution.
  2. The host university will monitor attendance of exchange participants (through collecting class attendance or some other means) and communicate immediately with the home university emergency contact designated below if a participant should stop attending classes or fail to attend required program activities without adequate explanation.
  3. If for any reason a program needs to be cancelled, students need to be evacuated, different program arrangements including delivery of the academic program need to be made, communications to that effect will be sent immediately to the emergency contact designated below.

14. Each institution shall designate an individual and/or an office responsible for the administration of this exchange. For XXX, this contact shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For the UI, this contact shall be the Study Abroad Office which can be reached at [study-abroad@uiowa.edu](mailto:study-abroad@uiowa.edu) or by phone at 1-319-335-0353.

15. For the purposes of 24/7 emergency communication, the contact persons and 24/7 contact information for this exchange will be:

**For XXX University (for emergency purposes only) For the University of Iowa (for emergency purposes only)**

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| Name: | Name: Autumn Tallman |
| Title: | Title: Associate Director, International Health, Safety and Security |
| 24/7 Phone: | 24/7 Emergency Phone: 1-319-530-2540 |
| Email: | Email: [safety-abroad@uiowa.edu](mailto:safety-abroad@uiowa.edu) (for follow-up communication only, not checked 24/7) |

16. Modifications to this agreement may be made at any time in writing by mutual consent.

17. Neither institution shall bear responsibility for any liabilities arising from the conduct of their respective students.

18. This agreement shall be effective upon approval by both universities and shall remain in effect for an initial period of five years. Based upon an evaluation of the progress and quality of the mutual cooperation, the Agreement may be extended for an additional five-year period by negotiating a new agreement. Either institution may terminate this Agreement by giving at least six months written notice.

19. It is the policy of The University of Iowa and XXX University to guarantee the basic rights of their students and faculty by entering into exchange agreements only with institutions whose selection procedures for participation are based solely on the level of ability and quality of performance of candidates.

Both institutions subscribe to the policy of equal opportunity and nondiscrimination. The University of Iowa and XXX University shall abide by these principles in the administration of this agreement, and neither institution shall impose criteria for exchanges of scholars or students which would violate the principles of nondiscrimination as expressed in the University of Iowa Human Rights policy. The UI and XXX reserve the right to terminate this agreement at any time if violations of this policy are brought to their attention and confirmed.

20. Where applicable, this Agreement will be governed by the laws and jurisdiction of the State of Iowa.

**for XXX University**

Name, Title Date

Name, Title Date

**for the University of Iowa**

Dr. Kevin Kregel Date

Executive Vice President and Provost

Dr. Russell Ganim Date

Associate Provost and Dean of International Programs