

**AGREEMENT BETWEEN**

**THE \_\_\_\_\_**

**and**

**THE UNIVERSITY OF KENTUCKY  
Lexington, Kentucky, U.S.A.**

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**ARTICLE 1: STUDENT EXCHANGES**

1. The primary purpose of this agreement is to establish a reciprocal student exchange program between the University of \_\_\_\_\_, (City), (Country), and the University of Kentucky, Lexington, Kentucky, United States of America, to be initiated with effect from the date of this agreement. This agreement subsumes all previous agreements between the institutions. This agreement applies to all Colleges, Faculties, Schools, Departments or other subdivisions of both institutions and their affiliated bodies. The exact number of students exchanged in each cycle shall be by mutual agreement and may not necessarily be exactly in balance, nor should there be a requirement to exchange like for like: students may be at a variety of academic levels and from any subject area.

2. Each institution, conforming to the admission requirements of the host institution, shall assume full responsibility in the assessment and selection of qualified candidates. These students will have completed, at least, one year of their course at their home institution.

3. Selection to the Exchange Program shall be without regard to race, sex, color, religion, sexual orientation, marital status, national origin, age or beliefs.

4. All students will be expected to respect the culture, customs, laws and traditions of the host country and, by accepting a place on the Exchange Program, agree to abide by the Regulations, Rules and Statutes of the host institution and its governmental entities.

5. Exchange students will receive the services normally provided to the home students of each institution and will have the same rights and responsibilities afforded to the home students. In addition, the host institution undertakes to provide specific assistance to incoming students with regard to accommodation, induction and orientation to the host environment.

6. A student may be returned home for violations of conduct considered serious by either institution but only after consultation between the parties responsible for administering the Exchange Program. These parties are named in *Article 3: Principal Contacts for the Agreement*.

7. Housing shall be arranged as follows:

a) Kentucky will assist in seeking appropriate accommodations for incoming students from \_\_\_\_\_.

b) University of \_\_\_\_\_ will assist in seeking appropriate accommodations for incoming Kentucky students.

8. Students participating in the exchange will be responsible for paying their individual tuition fees at their home institution.

9. Students will also be responsible for transportation costs to and from the receiving institution. Students are responsible for all costs incurred at the host institution, those involving books, stationery, study materials and course-specific fees such as key deposits, costs of fieldwork, laboratory deposits. In addition, students will pay their own accommodation (room and board) and living costs. Students are responsible for the costs of health and other insurance in line with current regulations in the host institution and as may be varied from time to time by that institution. Students must comply with all Health Regulations currently in force in the host institution.

10. The obligations of each institution are limited under this agreement to the exchange of students and do not extend to partners or dependants. Expenses of accompanying partners and/or dependants are the responsibility of the exchange student.

11. Default of any payment due to the host institution will be considered default in the home institution and the appropriate sanctions will be applied by the home institution to attempt to recover such debt on behalf of the host institution.

12. The academic program for each student shall have been determined before departure and shall be agreed between the appropriate members of Academic Staff/Faculty in the home and host institutions according to their normal custom and practice. The home institution will also specify the credit arising from courses/modules taken at the host institution that will be allowed to count to the award of the home institution.

13. The grades awarded to students for the courses/modules taken at the host institution will be sent directly by the host institution to the student's home institution, at the conclusion of each semester, once all outstanding financial balances, if any, have been paid. It shall be the sole responsibility of the home institution to convert these grades into its own grading system.

14. While the institutions will attempt to maintain an even trading balance on an annual basis, any imbalance at the end of the initial three-year period shall be resolved as follows:

a) If this agreement is to be renewed on the expiry of the initial three-year period, the imbalance shall be corrected by adjusting the number of students to be exchanged in the following three-year period thereafter, unless otherwise agreed upon.

b) If this agreement is not renewed on the expiry of the initial three-year period, the institution having hosted the larger number of student-semesters to that point shall be entitled to rectify any existing imbalance within two years from the date of the expiry of the initial three-year period of this agreement; and for this specific and sole purpose, this agreement shall be deemed to be extended for a period of two years from such date of expiry.

## **ARTICLE 2: TERMS**

1. This agreement shall be in effect with the \_\_\_\_ academic year. The term of this agreement shall be from \_\_\_\_\_ through \_\_\_\_\_.
2. This agreement shall be reviewed, evaluated and adjusted, if needed, every three years.
3. It may be terminated, at the end of the academic year in progress, by either party, by official, written notification duly signed by the appropriate officer of the notifying party. This written notification to the other institution must be delivered before the end of October preceding the beginning of the next academic year.
4. In the event of the agreement not being renewed at the end of the initial three-year period, whilst an exchange imbalance exists, the agreement shall be deemed to be extended for a period of two years, from such date of expiry, for the specific and sole purpose of rectifying the existing imbalance. Cf. *Article 1: Student Exchanges*, paragraph 14. a) and b) above.

**ARTICLE 3: PRINCIPAL CONTACTS FOR THE AGREEMENT**

1. At the University of Kentucky the responsible parties for administering this Exchange Program will be the \_\_\_\_\_, or his/her designee.
2. At the University of \_\_\_\_\_, the responsible parties for administering this Exchange Program will be the \_\_\_\_\_ or his/her designee.

Any agreement between the institutions on other matters of collaboration will be subject to specific approval, and will be agreed by a further Agreement or Memorandum of Cooperation.

In witness whereof, the parties hereto have caused this agreement to be executed as and of the day and year first written above.

**UNIVERSITY OF KENTUCKY**

**UNIVERSITY OF**

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 David J. Bettez  
 Director,  
 Office of International Affairs

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