AGREEMENT ON ACADEMIC COOPERATION
BETWEEN
THE ARIZONA BOARD OF REGENTS
AND
FILL IN NAME OF PARTNER

This Agreement on Academic Cooperation ("Agreement"), dated ______________, 20___, is by and between the Arizona Board of Regents for and on behalf of Arizona State University ("ASU"), United States of America, and NAME OF PARTNER ("ACRONYM"), Country. The parties recognize the value of improved intercultural understanding and enhanced educational opportunities for ASU students in country and for acronym students in the United States. The parties desire to develop these opportunities through the program of academic cooperation described herein (the “Program”).

1. Definitions.

In this Agreement, unless otherwise specified, “Home Institution” shall mean the institution at which a student is originally enrolled and from which the student intends to graduate, and “Host Institution” shall mean the institution at which a student is temporarily enrolled as a visiting exchange student. “Exchange Student” shall mean an acronym student at ASU or an ASU student at acronym.

2. Nominations and Applications.

[Institution Office] shall be responsible for the administration of the Program on behalf of acronym. The Study Abroad Office (“SAO”) of ASU shall be responsible for the administration of the Program on behalf of ASU.

Exchange Students will be nominated for the Program by the Home Institution on the basis of merit and other eligibility criteria. The Home Institution will be responsible for nominating students for exchange and will forward all required documentation to the Host Institution to comply with its application procedures. Qualified students shall normally be accepted by the Host Institution based on the endorsement of the Home Institution, but each institution reserves the right to decline to accept candidates. Nominations from the Home Institution for students commencing a period of exchange must be received no later than the application deadline and approved by the Host Institution within thirty (30) days of the deadline. Late or incomplete applications are subject to rejection and will only be reviewed at the discretion of the Host Institution.

Nominated Exchange Students must be registered as full-time undergraduate or graduate students of the Home Institution and be in good academic standing at the Home Institution. In addition, they must show the aptitude, motivation, and maturity to thrive in the environment at the Host Institution. All Exchange Students must provide proof that they have sufficient funds to pay for all fees and expenses, including living expenses, for the duration of the Program at the Host Institution, and shall be solely responsible for all such expenses. All Exchange Students shall be individually responsible for complying with all of their respective immigration, customs and any other legal requirements of the Host Institution’s country.
Acronym students intending to register for study at ASU in the fall semester or academic year must deliver their application materials to ASU by February 1 for priority consideration and no later than April 1. Acronym students intending to register for the spring semester or calendar year must deliver their application materials to ASU by September 1 in that academic year.

ASU students intending to register for study at Acronym for semester 1 or academic year must deliver their application materials to Acronym no later than June 15. ASU students intending to register for study at Acronym for semester 2 or calendar year must deliver their applications materials to Acronym no later than December 15.

Unless otherwise agreed to in writing, the student exchanges shall conform to the academic calendar year of each party. Each party shall notify the other as to the acceptability of the nominations within 30 days of receipt of the applications.

Acronym students admitted to ASU as part of the Program must have proof of a TOEFL score of 79 (ibt), 550 (pbt), 213 (cbt), or an IELTS score of Level 6.0 or above.

3. Faculty Exchange.

ASU and Acronym may exchange faculty who have sabbatical leave or leave of absence. The terms and conditions of any such faculty exchanges shall be governed by a separate written agreement between ASU and Acronym.


ASU and Acronym will exchange any number of students that is agreed upon by each institution. The parties agree to review the number of students sent and received each year and shall endeavor to maintain a numerical balance over the Term of this Agreement.

5. Promotional Materials.

On an annual basis, each party will provide to the other current catalogs, informational brochures, and other appropriate materials to help promote the Program and advise prospective students. These materials may be supplied electronically.

6. Tuition and Fees.

Exchange Students participating in the Program will pay their normal tuition and fees to their respective Home Institution. During the Term of this Agreement, the Host Institution agrees to waive application fees and regular tuition costs for Exchange Students visiting under this Agreement. The visiting Exchange Students are responsible for all other charges related to the Program, including without limitation, any special activity fees, laboratory fees, studio fees, health insurance, registration fees, identity card fees, etc.

7. Course Selection.
Exchange Students will choose their courses from the regular catalog offerings of the Host Institution for which they are qualified, as appropriate. The Host Institution reserves the right to restrict particular course areas. Each institution shall communicate the areas of restriction to the other institution annually.

8. Grade Reports.

The Host Institution will use its best reasonable efforts to forward grade reports for each Exchange Student to the office of the Home Institution identified in Section 2 above within four weeks of the end of each semester. The Home Institution will then make the academic record changes for Exchange Students in accordance with its procedures and at its sole discretion. The Home Institution may request additional information from the Host Institution related to its method of determining the grades for Exchange Students.

9. Admission as an Exchange Student.

Both parties understand that admission to the Host Institution as an Exchange Student does not constitute the Exchange Student’s admission to the Host Institution as a degree-seeking student. No credit that an Exchange Student obtains as an Exchange Student can be used to complete the requirements of a degree if an Exchange Student decides to pursue a degree at the Host Institution upon termination of Exchange Student status.

10. Privileges and Activities.

As permitted by applicable laws, policies and agreements, Exchange Students will have equal access to all of the privileges, facilities, accommodations, amenities and activities available to all students of the Host Institution on the same basis and at the same additional cost, if any.

11. Accommodation.

Each party will provide the other party with information and applications for suitable student housing and access to available student dining options.


a) Pre-Departure Information and Immigration.

The Host Institution will provide all documents and forms that Exchange Students need to obtain proper immigration documents (including an acceptance letter) in a timely manner. The Host Institution will also provide information about and assistance with immigration procedures. The Host Institution shall not be responsible for providing any legal advice or representation to the Exchange Students that is not otherwise normally provided to its own students.

b) Orientation and Registration.

The Host Institution will provide orientation to Exchange Students, which will include health, safety, and cultural adjustment information. The Host Institution will also provide information about and assistance with course registration, which may be presented before or during orientation.
c) **Role of International Coordinators.**
Each party will appoint an International Coordinator (“IC”) responsible for dealing with matters related to the Program. During the Exchange Students’ stay at the Host Institution and before their arrival, the IC will assist Exchange Students and will be available to answer Exchange Students’ questions regarding immigration and other Program matters.

The Host Institution will be available to assist Exchange Students in emergency situations, including but not limited to family emergency, natural disaster, mental health crisis, or serious injury or illness. In some cases, this may consist of directing Exchange Students to existing institutional resources.

d) **Student Life.**
The Host Institution will make every effort to facilitate the integration of Exchange Students into the student life of the institution.

13. **Health Insurance.**
ASU policy requires that all international students, including Exchange Students, purchase ASU Student Health Insurance.

ASU Exchange Students on the Program will be required to show proof of health and accident insurance (excluding dental) or to purchase appropriate university or other health and accident insurance for the duration of the exchange visit, in accordance with the host country Immigration Service legal requirements and the Host Institution requirements.

14. **Interpretation.**
This Agreement and associated annexes represent the entire agreement and understanding of the parties and supercede any prior oral or written representations or understandings regarding the subject matter of this Agreement. This Agreement may be modified by a written memorandum signed by ASU and acronym. If one or more of the provisions set forth in this Agreement is held to be invalid or unenforceable in any respect, then that invalidity or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid or unenforceable provision had not been included in the Agreement.

15. **Non-Discrimination.**
The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration and non-discrimination, including the Americans with Disabilities Act.

16. **Non-Appropriation.**
The parties recognize that performance of this Agreement by ASU may be dependent upon the appropriation of funds by the State Legislature of Arizona (the “Legislature”). Should the Legislature fail to appropriate the necessary funds, then by written notice to acronym, ASU
may cancel this Agreement without further duty or obligation. acronym recognizes and understands that appropriation is a legislative act and is beyond the control of ASU.

17. Commitment of Funds.

No monies or monetary consideration will be exchanged between the parties in relation to the Program, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from student participation in the Program.


Both parties recognize that, as a state institution in Arizona, ASU is bound by provisions of Arizona law. In particular sections 38-511 (on conflict of interest), and 12-1518 and 12-133 (on arbitration) of the Arizona Revised Statutes apply. Copies of these statutes are available from the SAO. In the same manner, acronym is subject to provisions of country Law.

19. Relationship of the Parties.

Each party is an independent contractor and is independent of the other party. Under no circumstances shall any employees of one party be deemed the employees of the other party for any purpose. This Agreement does not create a partnership, joint venture or agency relationship between the parties of any kind or nature. This Agreement does not create any fiduciary or other obligation between the parties, except for those obligations expressly and specifically set forth herein. Neither party shall have any right, power, or authority under this Agreement to act as a legal representative of the other party, and neither party shall have any power to obligate or bind the other or to make any representations, expressed or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever. Each party acknowledges that the relationship of the parties hereunder is non-exclusive.

20. Duration and Termination.

Unless terminated earlier pursuant to mutual agreement or pursuant to the provisions of this Agreement, this Agreement will remain in force for three (3) years from the date set forth on the first page hereof upon signature by authorized representatives of the parties (the “Term”). This Agreement may be renewed for additional terms upon the mutual written approval of ASU and acronym. This Agreement becomes effective on the date it is signed by the authorized representatives of each institution. If the Term of this Agreement expires in the course of a semester during which an Exchange Student is participating, it shall remain in force until the end of the Exchange Student’s program of study. Either party may terminate this Agreement by written notice to the other party received at least one semester in advance of the desired date of termination. Neither party to this Agreement may assign or subcontract or otherwise transfer its rights or duties under this Agreement without the prior written consent of the other party.


Any notice, request, approval or other communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to be duly given if hand-
delivered or if sent by an international package courier service, postage prepaid, to the applicable address as either party may designate by notice to the other party as provided in this Section.

If to ASU:  
Study Abroad Office  
Attention: Agreements  
Arizona State University  
Box 874003  
Tempe, Arizona 85287-4003, USA  
Tel: +1-480-965-5965

If to acronym:  
Office Name  
Attention  
Name of Institution  
Address  
Address  
Address  
Tel: XXXXXXXXXX
22. Signatures

The present Agreement on Academic Cooperation is signed in duplicate by the legal representative of the interested institutions in conformity to the content.

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which taken together shall constitute one and the same instrument. A signed faxed copy of this Agreement will be accepted in lieu of the original.

The Arizona Board of Regents for and on behalf of Arizona State University

By: ________________________________
    [Name of Authorized Signatory]
    [Title of Authorized Signatory]
    Date: ________________________________

By: ________________________________
    Dr. Adam Henry
    Director, Study Abroad Office
    Date: ________________________________

By: ________________________________
    [Name of Authorized Signatory]
    [Title of Authorized Signatory]
    Date: ________________________________

[Institution Name]