AGREEMENT ON STUDENT EXCHANGE

*between*

**LOUISIANA STATE UNIVERSITY AND**

**AGRICULTURAL & MECHANICAL COLLEGE**

Baton Rouge, Louisiana, USA

*and*

**PARTNER INSTITUTION**

City, Country of Institution

The purpose of this agreement is to promote international understanding and academic collaboration between Louisiana State University and Agricultural & Mechanical College, hereinafter referred to as “LSU”, and Partner Institution, hereinafter referred to as “Partner Institution Abbreviation”.

**ARTICLE 1: FRAMEWORK FOR STUDENT EXCHANGE**

1.1 Each university will send exchange students to the host university for one (1) or two (2) semesters. Universities agree on at least two (2) semesters of exchange per academic year subject to a sufficient number of candidates. Two (2) students for one (1) semester will be considered equivalent to one (1) student for the academic year. The actual number of students may vary, depending upon special circumstances arising in a certain year. The exact number of students exchanged each year will be agreed upon by both institutions. In the case of an unequal number of students under a reciprocal exchange in a given year, the universities agree to rectify the imbalance within four (4) semesters. The exchange program will include access to courses in all disciplines for which students qualify and which are commonly available in each university for international students.

1.2 In case that an imbalance cannot be addressed immediately, each partner institution maintains the option to send students under the provisions of the exchange agreement. However, these students will not be entitled to the exemptions outlined in Article 2. They will be required to pay nonresident tuition and fees at their host institution.

1.3 Each university will publicize the exchange opportunities and nominate qualified students.

1.4 In the exchange of students, neither university will be expected to take any action which would be contrary to its established policies, regulations, and practices.

**ARTICLE 2: FEES AND TUITION**

Students participating in this exchange must adhere to the following tuition and fee arrangements:

2.1 LSU will provide funds for all standard charges (resident tuition and required fees including the admission fee, technology fee, academic excellence fee, registration fee, student service health fee, other allocated fees, recommended fees, and utility surcharge) as published in the current LSU registration booklet, using funds left on deposit by the outbound LSU students in this exchange. This does not include room and board. Further, Partner Institution Abbreviation exchange students must pay for any special course or other fees not included in the above referenced fees, and LSU will provide exemptions for the nonresident fee under the authority of the 1981 LSU Board of Supervisors’ resolution, as appropriate. Partner Institution Abbreviation’s exchange students will pay all costs, other than those specifically provided for above, incurred by the Partner Institution Abbreviation students at LSU, including charges for meal plans, housing, and lab fees, books, and travel.

2.2 Partner Institution Abbreviation will provide LSU exchange students exemptions for tuition and all registration fees. Further, LSU exchange students must pay for any special course or other fees not included in the standard fees. LSU exchange students will pay all costs, other than tuition, incurred at Partner Institution Abbreviation, including charges for meal plans, housing, social security (health insurance), books, and travel.

2.3 LSU students shall ensure their social security and civil liability coverage and adhere to the relevant regulations in force in the host country.

**ARTICLE 3: ACADEMIC RECORD / CREDIT TRANSFER**

3.1 LSU agrees to: a) enroll the accepted Partner Institution Abbreviation students in course work as non-matriculating students; b) provide academic counseling; and c) at the end of the Partner Institution Abbreviation students’ period of study abroad and upon written request by the students, provide official records of academic work completed. Partner Institution Abbreviation agrees to grant its students credits for pre-approved courses successfully completed through LSU.

3.2 Partner Institution Abbreviation agrees to: a) enroll the accepted LSU students in course work as non-matriculating students; b) provide academic counseling; and c) at the end of the LSU students’ period of study abroad, upon written request by the students, provide official written records of the students’ academic work completed. LSU agrees to grant LSU students credit for pre-approved courses successfully completed through Partner Institution Abbreviation on the same basis as if LSU provided the portion of the study with Partner Institution Abbreviation.

3.3 LSU further agrees to concurrently enroll the LSU students during the contracted part of the educational program abroad. LSU will disburse all applicable student financial aid, including federal, to eligible LSU students, and Partner Institution Abbreviation will not disburse any form of United States HEA Title IV federal financial aid to participating LSU students.

**ARTICLE 4: ACADEMIC AND DISCIPLINARY REGULATIONS**

4.1 While attending the host university, each exchange student will enjoy the same academic rights and privileges enjoyed by all students enrolled at the host university.

4.2 While attending the host university, students participating in the program will be subject to the rules, regulations, and disciplinary procedures of the host university.

**ARTICLE 5: COMMITMENTS**

LSU and Partner Institution Abbreviation agree to:

5.1 Recruit, select, and nominate only those students who fulfill the admission requirements for international students at the host institution.

5.2 Transmit the selected candidates’ applications according to the instructions of the host institution, ensuring that the students fulfill all requirements for admission in the host institution.

5.3 Accept students selected and nominated who meet the host university’s admission requirements for international students.

5.4 Provide exchange students with information to apply for student visas to the host country; however, it is the individual student who assumes the ultimate responsibility of procuring said visa.

5.5 Provide special advising at the host university, as far as it is reasonably possible, to assist exchange students in meeting their academic needs.

5.6 Provide each other electronic catalogs and/or websites on course offerings and other information about their university’s academic programs and support services.

5.7 Assume responsibility for providing official transcripts of classes taken, as well as credits and grades earned by the exchange students while at the host institution.

5.8 Require and ensure that all students purchase, at their own expense, and provide proof of insurance coverage that conforms to the requirements as established for all international students at the host university. (cf: Article 6 for LSU international student requirements) Each university will update said information annually.

5.9 Assist the incoming exchange students, as far as it is reasonably possible and prior to their arrival, in locating standard and appropriate student housing for the period of the students’ study abroad exchange. Exchange students will pay their own housing and living costs at the host university.

**ARTICLE 6: MANDATORY MEDICAL HEALTH INSURANCE REQUIREMENTS FOR EXCHANGE STUDENTS AT LSU**

6.1 All non-immigrant, F/J international students are required to have adequate medical health insurance that meet or exceed United States Department of State (USDOS) and LSU requirements. These criteria vary with the type of visa. Students coming to LSU through this Exchange Visitor Program will be issued J-1 visa documentation.

See <https://www.lsu.edu/intlpro/is/insurance.php> for details.

6.2 Medical health insurance policies are permitted that include provisions for co-insurance under the terms of which an Exchange Visitor may pay up to a maximum of twenty-five percent (25%) of the covered benefits per accident or illness and all other USDOS requirements.

6.3 Medical health insurance requirements are specified at the following website: <https://www.lsu.edu/intlpro/is/insurance/mandatory.php>

6.4 If insurance meets LSU requirements, exchange students must submit proof of medical health insurance to the LSU provider of health insurance. See link in article 6.3 for more details.

**ARTICLE 7: PROGRAM COORDINATION**

The administrative responsibility for the exchange program shall be placed upon:

7.1 International Programs at LSU

7.2 Appropriate Partner Institution Office at Partner Institution Abbreviation

**ARTICLE 8: FINANCIAL**

This agreement does not create a financial obligation between the parties; therefore, no money shall be exchanged between the parties. Both parties will undertake to make their best efforts to obtain the necessary financial assistance from institutions providing support for such cooperative programs.

**ARTICLE 9: OTHER PROVISIONS**

9.1 Special efforts will be undertaken to arrange cooperative ventures beyond the direct exchange of staff, including educational research projects, exchanges of teaching resources, and cooperative curriculum development efforts.

9.2 The designated representatives at each institution will develop a plan for special activities that are undertaken.

9.3 Partner Institution Abbreviation and LSU agree to exchange publications, scholarly materials, and official publications as appropriate.

9.4 To the extent allowed by law, each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors. Neither party hereto shall be liable to the other for any incidental, consequential, or punitive damages.

9.5 Other international cooperative projects between Partner Institution Abbreviation and LSU, such as conferences and joint research projects, may be developed when a mutual interest is expressed. Details of the costs of such projects will be worked out, on an individual basis, well in advance of the proposed activity and shall be agreed to in a sub-agreement signed by both institutions.

9.6 Should any intellectual property emerge involving faculty, the parties agree to enter into a separate, mutually acceptable inter-institutional agreement, in good faith, concerning intellectual property ownership, management, commercialization, and sharing of income and expenses.

9.7 It is contemplated that the parties will enter into separate, suitable confidentiality agreements, chemical/biological material transfer agreements, or prototype transfer agreements, as appropriate, concerning transfer of any information and/or material that the providing party considers confidential and proprietary.

9.8 This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified in this agreement. No amendment, consent, or waiver of terms of the agreement shall bind either party unless it is in writing and signed by all parties.

9.9 The rights and obligations arising under this agreement are personal to each party, and said rights and obligations may not be encumbered, transferred, or assigned in any manner.

9.10 The text of this agreement is drawn up in English.

**ARTICLE 10: EFFECTIVE DATE AND DURATION**

This agreement shall be effective upon signature of both institutions involved. It shall continue in force for a five (5) year period.

Upon expiration of this five (5) year period, it may be renewed by written agreement between the institutions for a further period of five (5) years. Any proposal to amend the current agreement shall be approved in writing by each institution. It will constitute an amendment to be attached to the present agreement.

This agreement may be terminated by either party upon giving nine (9) months written notice to the other party. In the event of such notice of termination, exchange participants already staying at either university under this agreement will be permitted to complete their studies, teaching, and/or research under their original conditions.

Each of the undersigned signatories hereby certifies that he/she has the authority to bind his/her respective institution to this agreement.

**ARTICLE 11: RENEWAL**

This agreement may be renewed upon written request, including the summary of the activities having taken place under the auspices of the agreement, submitted one (1) year prior to the expiration date by either party and agreed to by both parties. The renewal must be agreed to and signed by both parties in order to take effect.

**PARTNER INSTITUTION**

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Authorized Partner Signatory Date

Title

**LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE**

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Samba Dieng Date

Senior Internationalization Officer

and Executive Director, International Programs

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Stacia L. Haynie, PhD Date

Executive Vice President and Provost