International Student Exchange Agreement
Memorandum of Understanding
Between
University of Canberra and The University of Tennessee, Knoxville

Recognising the mutual benefits to be gained through a cooperative program promoting scholarly activities and international understanding, the

The University of Canberra (ABN 81 633 873 422), a body corporate established by the University of UC Act 1989 of the Australian Capital Territory having its office at University Drive, Bruce, ACT 2601 (hereinafter called “UC”)

and

The University of Tennessee, Knoxville having its office at The Center for International Education, 1620 Melrose Avenue, Knoxville, TN 37996-3531 (hereinafter called “UTK”)

Each university agrees to enter into this UC/UTK - student exchange agreement, based on the foundation of mutual trust and to further academic cooperation and friendship between the two institutions.

The agreement enables appropriately qualified students from each University to undertake undergraduate studies consistent with admission requirements at the University.

Selection of Participants

All students shall be bona fide students of the home institution and be enrolled in a degree-oriented course of study. Prospective exchange students will be selected for the exchange program by the home institution. The host institution will reserve the right to make the final decision regarding the admission of each student nominated for the exchange.

A maximum of 1 student per semester will be exchanged. However, at least six months prior to the anticipated date of enrolment, the designated officers at each university can negotiate the number of exchange students.

The Universities agree that the exchange program shall operate on a reciprocal basis. However, each party should be prepared to consider a disparity in a given semester during the term of agreement. Any imbalances should be resolved within 1 year. Parity in numbers of exchange students is required over the term of the agreement.

An exchange placement is for one semester. A student can study on exchange for a maximum of two semesters. An exchange of two semesters must be negotiated prior to the student's enrolment at the host university.

Where there is an imbalance in student exchange numbers, the host university may admit additional students as fee-paying study abroad students. The current study abroad tuition fees will apply, both students and their home university will be notified of the tuition fee.
Admission and Enrolment

Exchange participants hosted by each institution will be admitted as undergraduate, non-degree students, and must submit all documents requested by the host university.

Exchange students must meet the language admission requirement of the host university. If required a supplement document will be attached to this agreement, detailing the language admission requirements of each university.

The host university should receive participants' applications and all supporting documents four months prior to their expected date of enrolment. The host university will inform the exchange student of their selection into the exchange program at least 3-4 months before the beginning of semester.

Units studied by an exchange student at the host university should be part of their undergraduate degree program and hence recognised by their home University. Course credit transfer is the responsibility of the student's home university.

A student on exchange for two semesters who fails to obtain the satisfactory pass grades in semester one will either discontinue as an exchange student. Students must pass 12 UTK credits to stay in good standing with U.S. Immigration.

Fee Payment and Accommodation

Students will pay the normal tuition fees at their home university for the period of the exchange. The host institution will waive tuition fees and general services fees for participating students. Fees for English Language tests taken at University of Canberra cannot be waived.

Exchange students studying at the University of Canberra must pay the prescribed Overseas Student Health Cover fee. This fee is paid when applying to participate in the exchange program. UC students' tuition and fees will be covered in the exchange but their insurance must be purchased at UTK.

UTK students who opt to enrol at UC as fee-paying (or Direct) will pay tuition and all fees that apply to international students at the University of Canberra. These students will not be counted as Exchange students.

Neither institution will charge exchange students an application fee.

The host university will assist the exchange students in finding housing in residence halls or alternative accommodation as may be necessary.

Exchange students wishing to live in the university residence must submit their application, with the required application fee, at the time of their exchange application. Students are responsible for payment of their residential fees.

Exchange participants are responsible for arrangement and cost of their own in-country and international travel, medical insurance, passport and visa application fees, textbooks and personal items.
Additional Information

Exchange participants hosted by each institution will be required to comply with the insurance policies and procedures for international students.

Selected exchange students shall abide by all applicable rules and regulations of the home and host universities and by all applicable laws, rules, and regulations of the home and host countries. Each institution reserves the right to dismiss any participating students at any time for academic or personal misconduct in violation of its established regulations. The dismissal of a participant shall not abrogate the arrangement regarding other participants.

Validity of Agreement

This agreement shall take effect on the date that it is signed and shall be valid for a period of five years. All modifications to this agreement must be in writing and signed by both parties.

This agreement may be renewed or terminated by mutual consent expressed in writing. A minimum period of six months notice will be required from either party wishing to terminate the agreement. In the event of termination of this agreement each University will honour all commitments to the students who are participating in the program.

During the final year of the agreement, renewal for an additional five year period will be considered. If the exchange is out-of-balance at the time of renewal, a mutually agreement shall be reached on the method of "balancing" the exchange before the agreement can be renewed.

CONCLUSION

The agreement is effective from the date of signature. This agreement is valid for the period of five years from the date recorded below.

Signed

Roger Dean
Vice-Chancellor
University of Canberra

Dr. Loren W. Crabtree
Chancellor
The University of Tennessee, Knoxville

13 September 2004
9/23/04