



Activity Agreement

_____, **University of Cincinnati**
And

_____, _____
Student Exchanges

This activity agreement (hereafter referred to as this “Agreement”) is made by and between the University of Cincinnati, a public university of the state of Ohio, United States, on behalf of its College of _____ (“UC”) and _____ each an “Institution” and collectively the “Institutions.”

Whereas, the Institutions have expressed mutual intent to facilitate collaboration and cooperation in areas of mutual interest by executing an institutional collaboration agreement in 20____;

Whereas, the Institutions have a mutual interest in exchanging students;

Now, therefore, the Institutions agree as follows:

MANAGING THE EXCHANGE

- 1. Selection and Approval.** Each institution will screen exchange student applicants in an appropriate manner, and recommend the most suitable to the partner institution, at least four months prior to their arrival on campus (but see “Housing” below). Recommendations must include the name of the intending exchange student, a proposed course of study, and a transcript. Both the students and the course of study need to be approved, in advance, by both institutions. Coordinators may ask for additional information at any time.
- 2. Tuition.** Exchange students at partner institutions do not have to pay tuition to that institution. At UC, exchange students will not have to pay either the General Fee or the Technology fee.

3. **Other Fees.** Exchange students may, however, be required to pay certain other fees (e.g., lab fees). A list of these will be sent to the Coordinator on each campus before applications are approved.
4. **Health Insurance.** Exchange students coming to UC will be required to have UC health insurance. Outbound UC students will be required to have adequate insurance, as defined by the UC Coordinator in consultation with his/her counterpart at the host institution. In either case, exchange students will be responsible for the cost of required insurance.
5. **Financial Aid.** Exchange students under this agreement are not normally eligible for any financial aid from their host institutions. Any exceptions to this policy should be made clear to the respective Coordinators as early as possible.
6. **Other Student Expenses.** Exchange students under this agreement will be expected to pay the costs of visas, accommodations, travel, books, equipment, food, living expenses, and other incidental expenses at the host institution. Coordinators should exchange information about such costs at each institution before exchanges occur.
7. **Housing.** The host institution will provide reasonable assistance to exchange students to help them find suitable housing. However, housing cannot be guaranteed for students. Students coming to UC for the Fall Quarter should apply for housing no later than the preceding January. Those coming for other quarters (Winter, Spring, Summer) should apply no later than four months prior to arrival. Coordinators should exchange information about housing availability, procedures, and costs before exchanges begin.
8. **Student Status.** Exchange students will be accorded the normal privileges that other students at the host institution have, and will be subject to the same rules and regulations as all students. Coordinators are responsible for exchanging information in advance about student privileges and obligations.
9. **Transcripts.** Exchange students will be provided with a transcript from the partner university within two months of completing their exchange program.
10. **Course Loads.** This exchange arrangement is intended for students planning to study for no more than two semesters or three quarters at the host institution. It is not intended for students seeking a degree. While at the partner institution,

students will normally be expected to take a full academic course load. Any exceptions to these rules must be in writing.

11. **Advising.** Exchange students will be provided with an advisor while at the partner institution. Coordinators should provide this information before an exchange begins.
12. **Termination.** Any student's exchange can be terminated by the partner institution, if in the opinion of the Coordinator, the student is not making acceptable progress, is not fulfilling the requirements of the exchange, or has contravened the institution's disciplinary code.

GENERAL PROVISIONS

13. **Reciprocity.** The exchange program is intended to be balanced and reciprocal over the life of the agreement. For quarter/semester exchanges, we will use a point system, where one semester at the host institution equals 3 points, and one quarter at the host institutions equals 2 points. The period of exchange will not exceed two semesters or three quarters, and it is not for purposes of obtaining a degree at the host institution. Upon completion, students are expected to return to their home institution.
14. **Term.** This Agreement commences on the date both Institutions have signed and expires three years thereafter. The Institutions agree to review this Agreement and the programs annually and the Agreement can be renewed or altered at any time by the procedures set forth under "Amendment" below.
15. **Termination.** Either party can terminate the agreement with six months advance notice in writing. Students already in the program will be allowed to finish their period of study.
16. **Amendment.** The written provisions contained in this Agreement constitute the sole and entire agreement made between the Institutions and supersedes all prior or contemporaneous agreements, discussions, or representations, oral or written, with respect to the subject matter hereof. Any amendments or renewals to this Agreement shall not be valid unless made in writing and signed by both Institutions.
17. **Force Majeure.** An Institution shall not be responsible for failure to perform any of the obligations imposed by this Agreement, provided such failure shall be occasioned by fire, flood, explosion, lightning, windstorm, earthquake, subsidence of soil, failure or destruction, in whole or in part, of machinery or equipment or failure of supply of materials, discontinuity in the supply of power, governmental interference, civil commotion, riot, war, strikes, labor disturbance, transportation

difficulties, labor shortage, or any other cause beyond the reasonable control of such Institution.

18. **Agency.** The Institutions agree that, during the term of this Agreement, the Institutions are engaged with each other as independent contractors and not as a joint venture, partnership, trust, association, corporation, or formal business organization of any kind. Except as expressly provided herein, neither Institution shall have the right to bind or obligate the other Institution in any manner without the other Institution's prior written consent.
19. **Language.** If this agreement is translated into a language other than the English language, the document in the English language shall be the official, binding version.
20. **Program Coordinators.**

Each institution will designate an office and individual within that office (Program Coordinator) to oversee the student recruiting and admissions process.

The UC Coordinator will be responsible for advising UC students interested in participating in the exchange and assisting them with the application process. The UC Coordinator will also be responsible for admitting _____ students to UC (including expediting the visa application process in the University of Cincinnati), and advising _____ students during their period of study at UC.

The ____ Coordinator will be responsible for advising _____ students interested in participating in the exchange and assisting them with the application process. The _____ Coordinator will also be responsible for admitting UC students to _____ (including expediting the visa application process in _____), and advising UC students during their period of study at _____.

Coordinators may assign or delegate aspects of their program responsibilities to other people, such as faculty or staff. Coordinators are responsible for ensuring that these individuals successfully perform their jobs.

The Coordinator at the University of Cincinnati will be:

Ryan Meyer, 3134 Edwards One, PO Box 210640, University of Cincinnati, Cincinnati, OH 45221-0640; Tel: +1 (513) 556-0395; Fax: +1 (513) 556-2990; ryan.meyer@uc.edu.

The Coordinator for _____ will be:

In witness whereof, authorized officials of each Institution have signed below.

University of Cincinnati

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Title: Contracting Officer

Title: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Title: Dean, College of _____

Title: _____

Date: _____

Date: _____

Signed: _____

Signed: _____

Printed Name: Kurt Olausen, Ed.D.

Printed Name: _____

Title: Director, International Programs

Title: _____

Date: _____

Date: _____