

Memorandum of Agreement

For a Student and Staff Exchange Programme
Between
University of Surrey Roehampton (London, United Kingdom)
And
Otterbein College

Definitions:

- 'Exchange Students':** undergraduate students who participate in the exchange programme from the Home or Host institution
- 'Exchange Staff':** academic staff employed by the Home or Host institution who participate in an exchange
- 'Home Institution':** the institution in which the student is originally registered
- 'Host Institution':** the institution to which the Exchange Students or Exchange Staff are attached for the duration of the exchange
- 'Host Country':** the country in which the Host Institution is situated
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1. Exchange of Undergraduate Students

- 1.1 Exchange Students will be nominated by their Home Institution. They must be of good academic standing and have completed at least one full year of their programme of study before they embark on the exchange
- 1.2 Exchange Students will be permitted to register at the Host Institution on any course for which they are qualified and will pursue a programme developed in consultation with the Home Institution. It is accepted that vacancies on all courses at the Host Institution cannot be guaranteed.
- 1.3 Exchange Students will continue as candidates for degrees at their Home Institution and will not be candidates for degrees from the Host Institution.
- 1.4 Exchange Students will be subject to the rules, regulations and discipline of the Host Institution.
- 1.5 Exchanges will only take place in autumn semester and will be 2 students from each institution.
- 1.6 if an Exchange Student voluntarily withdraws before the end of the course, it will be considered as a completed exchange. There will be no replacement for that Exchange Student for the semester/year.

- 1.7 The exchange is based on the principle of reciprocity. If a balance of Exchange Students is not achieved one year then efforts will be made to correct the imbalance the following year. If the imbalance still exists after two years the institution which has sent more Exchange Students will have to pay tuition fees, at the international rate, to the other institution for any students it wishes to send in the third and subsequent years until a balance is again achieved.
- 1.8 Exchange Students will pay tuition fees to their Home Institution as applicable and will not be required to pay tuition fees at their Host Institution, except for additional fees associated with particular courses.
- 1.9 Exchange Students will be responsible for all other expenses than tuition fees including, but not limited to, accommodation, food, travel, visas, insurance, books and equipment.
- 1.10 The Host Institution will provide Exchange Students, as far as possible, with the same facilities available to its own registered students, such as use of the Learning Resources Centre, information technology facilities, Students' Union and sports facilities.
- 1.11 Exchange Students will be entitled to use the medical services of the Host Institution. However, all exchange students, hosted by either institution must obtain, at their expense and before travelling to the Host Institution, medical insurance that is suitable for the host country, or satisfy the Host Institution that they will participate in its approved group policy if applicable.
- 1.12 The Home Institution will pass names of exchange students to the Host Institution by April 30 for start for following September and by October 30 for start the following February. Appropriate application forms must be received by the Host Institution no later than one month after these dates.
- 1.13 The Host Institution will endeavour to provide accommodation on campus, at the normal price, for exchange students who request it. However, if this is not possible, the host institution will provide direct assistance to help find appropriate off campus accommodation in advance of their arrival.
- 1.14 Each institution will ensure that adequate arrangements are made for the induction of Exchange Students and will work towards the integration of Exchange Students into student life of the host institution.
- 1.15 At the end of the exchange period the Host Institution will send academic transcripts to the Home Institution. Recognition of the academic work carried out by the Exchange Student is at the discretion of the Home Institution. The Host Institution will not incur any formal responsibility in connection with conferment of degrees or diplomas towards which credit has been earned by participation on the exchange programme.
- 1.16 If Exchange Students wish to pursue a degree programme at the Host institution after the exchange is completed they must meet the admissions requirements and pay all fees applicable to international students at the Host Institution. It is at the Host Institution's discretion that the student is admitted.

2. Exchange of Academic Staff

- 2.1 Members of academic staff of one institution may be invited to serve as visiting academic staff at the other institution. They will be required to engage in teaching and/or research related to their specialism and the needs of the host institution.

- 2.2 Staff exchanges would not normally be expected to last more than one year. The exact duration of the exchange will be determined in consultation with both institutions.
- 2.3 The Home Institution will continue to pay the salary of the Exchange Staff. Other financial matters, such as, but not limited to, travel, accommodation, living expenses, medical insurance are normally the responsibility of the Exchange Staff and/or the Home Institution.
- 2.4 The Host Institution will endeavour to provide office space, access to information technology, assistance with immigration formalities and to help the Exchange Staff find suitable accommodation.
- 2.5 Exchange Staff will be entitled to access the same resources and support services as normally provided to members of staff at the Host Institution.
- 2.6 Staff exchanges are subject to the consent of the relevant School at the Host Institution. The activities to be undertaken by the Exchange Staff will be agreed in writing prior to the exchange.


Terms:

This agreement is for three (3) years from 1st September 2002 and it will become effective upon signature by both the Rector of the University of Surrey Roehampton the President of Otterbein College.

This agreement may be renewed for a similar period, if agreed in writing by both parties.


Even so, any one of the parties may terminate this agreement in writing, giving the other party six (6) month's notice. In this case it is understood that all activities that are already developed will be concluded in accordance with the agreement.

Administration of this agreement shall be the responsibility of the Head of International Centre, University of Surrey Roehampton and for the exchange of undergraduate students, the Director of International Student Programs, Otterbein College, and for the exchange of academic staff, the Vice President for Academic Affairs, Otterbein College. Operational management may be devolved to another member of staff in each institution.



Dr B. Porter
Rector
University of Surrey Roehampton

Date: 6/12/07



Dr C. Brent De Vore
President
Otterbein College

Date: 11/27/07