STUDENT EXCHANGE AGREEMENT
BETWEEN
THE OHIO STATE UNIVERSITY, COLUMBUS, OHIO, USA
AND
INTERNATIONAL INSTITUTION, CITY, COUNTRY*

The Ohio State University, on behalf of the Office of International Affairs (“OSU”) and University XYZ- (“International Institution”), in accordance with a mutual desire to promote further cooperation between International Institution and OSU, have found it mutually beneficial to initiate the following cooperative exchange of students pursuant to the terms of this Student Exchange Agreement (“SEA”).

(1) Academic Purpose of Exchange
[In this section, provide the relevant background information in the following way. (OSU Unit(s) involved in exchange) state(s) applicable portions of its/their mission and purpose of exchange. (International institution’s concerned unit(s) involved in exchange) indicate(s) applicable portions and purpose of exchange.) Both affirm their mutual agreement in stated goals and mutual benefits to be derived from the exchange.] For the purposes of this SEA, the party sending students shall be referred to as the “Home Institution.” For the purposes of this SEA, the party receiving students shall be referred to as the “Host Institution.”

(2) Term of SEA
This SEA will be in force for three years starting (start date day/month/year) and ending on (end date day/month/year) (“Termination Date”). Any student whose agreed upon program of study extends beyond the Termination Date shall be allowed to complete his or her program of study.

(3) Number of Participants
On an annual basis, each institution will nominate to the other (number of students of high quality in (field(s) (Partners can exchange either equal number of graduate or undergraduate students. The levels should not be mixed).

(4) Enrollment Periods
Exchange participants will be enrolled for (one, two) semesters at OSU or (one, two) semesters at International Institution. The total number of exchange slots provided under this SEA will be (number of students/semesters) equivalent to (number of students/semesters).

(5) Balancing the Exchange Program
(a) The relevant unit of accounting is one student per semester.

* Please note that the text indicated in blue should be changed to reflect your content
(b) If an imbalance arises at the end of any one year of the exchange program, the discrepancy must be closed within two years or by the end of the current contractual period of this SEA (whichever date is earlier). Each side will monitor the balances of the SEA.

(c) Any remaining internal balances at OSU will be settled between the Ohio State Unit and the Office of International Affairs by negotiation to achieve the most appropriate result by any one of the following methods:
   (i) Amending the SEA by setting revised, more realistic targets; or
   (ii) Settling imbalances by cash payment of outstanding obligations from the Ohio State Unit to the Office of International Affairs.

(d) If no satisfactory agreement can be reached as to any imbalance pursuant to paragraphs (5)(b) or (5)(c) above, then either institution may terminate this SEA by written notice to the other institution, said termination to be effective as of the date set forth in the termination notice.

(6) Conditions of Participation
Degree-seeking students of International Institution in (units) and degree-seeking students at OSU in (units) will be eligible for this exchange if they fulfill the following conditions.

(a) Criteria for student qualification (degree level, prerequisites, etc.)
(b) Qualifications of eligible students (GPA, language skills, and/or etc.)

Note: All students hosted by OSU are required to demonstrate English language skills of TOEFL 550 or higher (or a score of at least 79 on the internet-based TOEFL test), or the most current minimum score published in OSU’s admission requirements, if updated.

(c) Evidence of specific qualities (preparation, motivation, statement of intent, and/or etc.)

(7) Selection Process

(a) A complete set of application materials assembled for each exchange candidate by the Home Institution will normally consist of:
   (i) Application form;
   (ii) Official copy of the applicant's academic transcript; and
   (iii) Letter of recommendation from the official of the Home Institution who is in charge of the exchange program;

(b) The deadline for receipt of the set of required documents for all students nominated by the Host Institution for this exchange is February 15 for all terms during the following academic year at
OSU and (date) for the (term) at “International Institution”.
(c) The Host Institution reserves the right to determine the final admission eligibility of each student nominated by the Home Institution in accordance with the criteria outlined in (6) and observing its customary admissions criteria.
(d) The Host Institution will, insofar as possible, inform the Home Institution by (date) of the decisions taken regarding its applicant(s).

(8) Status of Exchange Students
The status of students nominated by OSU and admitted by International Institution will be that of (“Exchange Student”); the status of students nominated by International Institution and admitted by OSU will be that of “Continuing Education, Non-Degree.” for undergraduate students or “Graduate Non-Degree” for graduate students. (Partners can exchange either equal number of graduate or undergraduate students. The levels should not be mixed).

(9) Responsibilities of Home Institution
(a) Student participants will be given an orientation as is customary for all study abroad participants, including full information about the contents of this SEA.
(b) Student participants will continue to be eligible for all benefits of student aid at their Home Institution.

(10) Responsibilities of the Host Institution:
(a) The Host Institution will provide admitted students with a formal letter of admission and other documents as may be required for establishing their student status for visa and other purposes.
(b) The Host Institution will provide a post-arrival orientation to assist students in settling quickly into life in the host environment.
(c) The Host Institution will assign admitted students to the appropriate school, department, or division, and to an appropriate academic advisor.
(d) To the extent that their language competence permits, students will be permitted the same freedom of choice in course selection as that enjoyed by regularly enrolled students at the Host Institution.
(e) All student services and facilities of the Host Institution will be made available to student participants.
(f) Upon completion of studies, the Host Institution will send an academic transcript of the student’s work to the appropriate office of the Home Institution.

(11) Withdrawal from Exchange Program
If a student withdraws from the Host Institution before the end of the academic year, the Host Institution will promptly inform the Home Institution and other officials who the Home Institution has indicated need
to be informed. Questions regarding recognition of course work, its evaluation, and other contractual matters will be determined through negotiations between the two institutions.

(12) **Housing**
Whenever possible, each institution will endeavor to place students from the partner institution in university-sponsored housing facilities, at the student’s sole cost and expense; however, when not possible, the appropriate office will provide the student with alternatives, and will assist all students as necessary, provided all costs will be at the student’s sole cost and expense.

(13) **Costs**
(a) Students admitted by the Host Institution will pay the normal academic fees to their Home Institution.
(b) The Host Institution will waive or provide a means to cover all application, academic, and admissions fees normally required of non-degree students.
(c) Round-trip international travel, all room and board costs, and all personal costs (books, travel in the host country, clothing, etc.) in the host country will be the personal responsibility of each student.
(d) Both universities will provide students with information about scholarship/grant opportunities to help cover program cost, if available.

(14) **Health Insurance**
Student participants must purchase the Medical/Health Insurance required by the Host Institution. Whatever medical/health costs may not be covered by their insurance must be paid by the students. The Host Institution agrees to make emergency medical services available to each student; provided, however, any costs for such services shall be borne by the student receiving such services at the student’s sole cost and expense.

(15) **Other Conditions**
Exchange students will be expected to abide by the laws, regulations, and customs of the host country, and abide by the policies and regulations of the Host Institution.

(16) **Export Control**
It is recognized and understood that this Agreement is subject to all applicable U.S. export control laws and regulations controlling the transfer of technical information or items out of the U.S. The transfer of certain technical information or items may require a license from the U.S. Government. All parties must comply with all applicable export control laws and regulations and no party may export or allow the export or re-export of any information or item when to do so would constitute a violation of those laws or
(17) **Security Arrangements**
The OSU Study Abroad Health and Safety Committee will review any arrangements regarding student health and safety conditions in the host country and at the Host Institution on behalf of the OSU Exchange Student in accordance with its standards of expectations, and shall have approval over the Exchange Student attending the Host Institution. *(Parallel clause for international institution as appropriate.)*

(18) **Renewal of SEA**
During the last year of the SEA, the decision to renew or renegotiate the terms will be made on the basis of mutual consultation between the two institutions, with neither party having the obligation to extend or renew the SEA, or to enter into a new SEA.

(19) **Amendments to SEA**
No changes, amendments or modifications of this SEA shall be effective or enforceable unless made in writing and executed by the parties hereto.

(20) **Termination of SEA**
Notwithstanding any provision of this SEA to the contrary, either institution may also terminate the agreement in advance of the Termination Date, for any reason or no reason, by giving six months advance written notice to the other institution. In the event any party exercises the aforesaid termination right, students already participating in the exchange will be allowed to continue their studies at the Host Institution under conditions spelled out at the time of their selection as exchange participants. This SEA shall automatically terminate in the event it shall become illegal and/or prohibited under any law or regulation of the United States of America, or the State of Ohio, for OSU to conduct business with, and/or fulfill its obligations under the terms of this SEA, with the International Institution or host country.

(21) **General Conditions**
This SEA is subject to all general conditions regulating Memoranda of Agreement established by The Ohio State University. The SEA cannot be subject to Binding Arbitration. This SEA shall be governed by, construed, enforced and interpreted in accordance with the laws of the State of Ohio applicable to agreements made and to be performed entirely within such State, without giving any effect to any conflicts or choice of laws principles which otherwise might be applicable. Any action or proceeding against any of the parties hereto relating in any way to this Agreement or the subject matter hereof shall be brought and enforced exclusively in the competent courts of Ohio, and the parties hereto consent to the exclusive jurisdiction of such courts in respect of such action or proceeding.
(22) Liaison Offices Responsible For Implementing SEA Provisions
The liaison offices for this agreement will be:

Office of International Affairs
100 Oxley Hall
1712 Neil Avenue
The Ohio State University
Columbus, OH 43210-1219 (USA)
Tel. +1-614-292-6101
Fax +1-614 292-4275
e-mail: abroad@oia.osu.edu

(23) Signatures
Agreed to by The Ohio State University: Agreed to by (International Institution):

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Geoffrey S. Chatas Date
Senior Vice President for Business and Finance and CFO