

STUDENT EXCHANGE APPENDIX
to the
AGREEMENT OF COOPERATION
between
THE STATE UNIVERSITY OF NEW YORK AT STONY BROOK
And
UNIVERSITY OF HERTFORDSHIRE
HATFIELD,
UNITED KINGDOM


In accordance with Section II of the Agreement of Cooperation, the following mechanisms designed to encourage and facilitate the exchange of students are hereby established:


1. Students are to be exchanged for one full academic year or for one semester.
2. The number of students to be exchanged each year shall be determined by mutual consent no later than February 1 of the preceding academic year. UH and SBU agree to achieve full reciprocity for the student exchange within three years. This balance may be achieved by an exchange of an equal number of students or other academic exchanges.
3. Study Abroad Conditions
 - I) In the event that there is an imbalance in the number of students wishing to exchange, the parties may agree to establish a Study Abroad program additional to the above student exchange program for students from the home university to study at the host university.
 - II) Students enrolled in such a Study Abroad program will be subject to all of the exchange conditions listed within this agreement with the exception of tuition waivers.
 - III) Study Abroad students may incur a specified fee as agreed to by the institutions.
 - IV) Payment of fees for Study Abroad students undertaking studies at the host institution will be in accordance with the fee collection procedures of the host institution.
4. Initial selection of students will take place at the home institution; however, the host institution reserves the right to deny admission to any student not meeting its general admission criteria.
5. Student dossiers should be received at the host institution no later than March 15 for fall admissions and October 15 for spring admissions.
6. Each host university shall assist incoming students in arranging accommodation. Students shall be responsible for their own housing and meal costs.
7. Admitted students shall be responsible for normal and customary tuition, orientation, housing and meal costs. Where reciprocity exists, the host university shall waive tuition costs for incoming students.

8. Exchange students shall be required to enroll in the mandatory SBU insurance program and shall be responsible for all deductible costs related to health care services.
9. Students must be enrolled in a full-time course load at the host university for the duration of the program and in accordance with the student's degree program.
10. Students shall be free to choose courses from the full range of courses available at the host university, provided they satisfy course prerequisites.
11. Students shall comply with all rules and regulations of the host university, including relevant academic standing and conduct requirements.
12. Students who participate in the exchange program will not be degree candidates at the host university.
13. On the request of the student, at the end of a student's program overseas, the host university shall send to the home institution an official record of coursework completed at the host university.
14. Each university shall assess the academic work completed at the other university and shall award credit to its students in accordance with its own academic policies and regulations. Neither university shall be liable for the acts of the other or for the acts of students participating in this exchange.
15. The host university shall assist incoming students to obtain visas and other documents required for entry to the host country. To comply with host country regulations, exchange students shall be required to provide a guarantee that they have financial resources sufficient to meet all expenses.
16. This Appendix shall be in effect for the same period as the Agreement of Cooperation and may be adjusted in writing upon mutual agreement of the two parties. For matters not covered in Appendix, the universities shall consult their Agreement of Cooperation.

For University of Hertfordshire

For Stony Brook University

 28.04.08
R.J.T. Wilson, Ph.D. Date
Vice Chancellor

 10/13/08
Shirley Strum Kenny, Ph.D. Date
President