



**Stony Brook  
University**



**THE UNIVERSITY  
OF QUEENSLAND**  
AUSTRALIA

**ADDENDUM ONE**

**TO THE MEMORANDUM OF AGREEMENT**

**FOR ACADEMIC COOPERATION**

**BETWEEN**

**STONY BROOK UNIVERSITY**

**AND**

**THE UNIVERSITY OF QUEENSLAND**

**CONCERNING THE EXCHANGE OF STUDENTS**

## **1. Purpose of this Addendum.**

- 1.1 This document is an addendum to the Memorandum of Agreement between The University of Queensland and Stony Brook University.
- 1.2 This Addendum sets out the agreed conditions and procedures governing the exchange of undergraduate coursework students between the two universities. These conditions and procedures will be referred to hereafter as the Exchange Agreement.

## **2. Definitions.**

Unless the context otherwise specifically states,

- "exchange student" shall mean a student who, while remaining enrolled in an academic program at one university, undertakes study at the other university for credit towards that academic program;
- "home institution" shall mean the university at which the student is normally enrolled and from which the student intends to graduate;
- "host institution" shall mean the university which has agreed to receive the exchange student from the home institution;
- "Exchange program" shall mean the set of courses and/or other academic activity which an exchange student takes at the host institution.

## **3. Exchange Liaison Officers.**

- 3.1 The Joint Managers will appoint one person at each university to carry the prime responsibility for coordinating and managing this Exchange Agreement. These people will be referred to as the Exchange Liaison Officers in this document; though they may have other titles within their respective universities (refer Schedule 1 for Exchange Liaison Officer Details).
- 3.2 Each Exchange Liaison Officer will consult with such departments, schools or faculties as necessary, to ensure that the exchange agreement is advertised in the university, that appropriate students are selected for an exchange and that the academic environment of visiting students is appropriate.
- 3.3 The Exchange Liaison Officers will submit an annual report to the Joint Managers, with a summary of the number of students applying for this particular exchange opportunity, the number actually undertaking an exchange and the academic areas (by faculty or school as convenient) from which the exchange students came. The report should also raise any issues arising in the administration of this Exchange Agreement.

## **4. Limitations on Academic Load and Balance of Numbers.**

- 4.1 During the term, semester or year that a student is absent from the home institution and undertaking study at the host institution, the student must be enrolled in the equivalent of a standard full-time load at the home



institution. The student is then liable for the tuition and other fees normally associated with that load at the home institution. This situation is independent of the number of courses or other form of study being taken at the host institution.

- 4.2 An exchange program may not occupy more than one year at the host institution; nor may it count in excess of one year of standard full-time credit to the student's degree program at the home institution.
- 4.3 Unless the Dean of the Faculty in which the student is enrolled so recommends, and unless both Exchange Liaison Officers so approve, an exchange student will undertake a full-time academic workload for each term/semester spent at the host institution.
- 4.4 For the purpose of ensuring that there is an equal flow of students in both directions, the unit of student participation will be the *student-year*. This is defined as the normal minimum full-time academic load undertaken by a student over one academic year at the home university, in the degree program in which the student is enrolled. Under the conditions of paragraph 4.1, each student on an exchange program generates that fraction of a *student year*, which the term or semester of absence represents as a fraction of a full academic year.
- 4.5 In each calendar year, each university acting as home institution should generate the same number of *student-years*. If an imbalance develops in one year, the flow of students in the following year should be adjusted to restore a balance.
- 4.6 The Joint Managers may set an upper limit to the number of *student-years* permitted annually under this Exchange Agreement.

## **5. Selection of Participants.**

- 5.1 The home institution will screen its applicants for an exchange program, to ensure that they are of sound academic standing and appropriately prepared for the targeted program, and have the necessary language proficiency to pursue study at the host institution.
- 5.2 An exchange student must have completed at least one year of tertiary study at the home institution before commencing studies at the host institution.
- 5.3 At least 3 months before the start of the semester/term, in which a student's proposed exchange program is due to start, the home institution will send the application to the host institution. The application will include:
  - the student's academic record; and
  - A proposed study plan, approved by the dean of the faculty in which the student is enrolled (or appropriate delegate), with a provisional statement of the credit that will be granted on successful completion of each course or study activity in the study plan.
- 5.4 The host institution has the right to review all applications and refuse an application with reasons provided.

- 5.5 The host institution reserves the right to exclude students from programs or courses with restricted enrolment provisions, and to impose prerequisite conditions on enrolment in particular courses.
- 5.6 Acceptance of a student into an exchange program involving a research project is conditional on the availability of a suitable supervisor at the host institution.

## **6. Management of Exchange Students.**

- 6.1 Exchange students will be enrolled as non-degree students at the host institution. They are not required to pay tuition, but are required to pay all university fees to the host university.
- 6.2 Exchange students must carry medical and personal insurance as instructed by the host institution.
- 6.3 An exchange student must abide by all the rules and regulations of the host institution. Exchange students are also bound by any applicable legislations of the host country.
- 6.4 Unless other arrangements were made before the exchange student was accepted by the host institution, the student is required to take examinations and other forms of assessment in a course at the times they are scheduled.
- 6.5 At the completion of the exchange program, UQ will send a statement of academic performance to SBU. This statement will contain the grades achieved in all courses or activities in which the student was enrolled, an explanation of the grading system and an indication of the credit points (or other measure of academic contribution to a degree) attributed to each course or other activity. SBU will provide instructions to the students detailing the process of requesting transcripts through the Registrar.
- 6.6 Responsibility for deciding the credit to be awarded for the exchange program rests with the home institution. The credit ultimately awarded may vary from that indicated in the original application. The parties agree that, as host institutions, they will supply all reasonable information requested about the conduct and content of courses and other academic activities, to enable the home institution to calculate credit accurately and fairly.
- 6.7 Unless the deans of the relevant faculties and the Exchange Liaison Officers agree otherwise, an exchange student must return to the home university on completion of the approved exchange program, in time to start the next standard semester or term. In the event that an extension of time spent at the host institution is approved, it may not result in additional credit to the student's degree, beyond that indicated in the original application. The parties agree that any student, who has been accepted for an exchange program, will not thereafter be accepted for admission with credit to a degree program at the host institution until the student has completed the degree at the home institution.



## **7. Duties of the Host Institution.**

7.1 The parties agree that, in addition to matters of academic management of exchange students outlined above, they will, as host institutes, render the following advice and assistance to the students.

- Supply instructions on procedures for obtaining the appropriate visa, together with any supporting documentation required from the university.
- Supply information on available accommodation for the duration of an exchange program, including contact agents and cost estimates.
- Supply information on other living costs for students, and the availability and cost of transport in the local area.
- Supply instruction on any compulsory health or personal insurance, and advice on other forms of insurance, which should be considered even if they are not compulsory.
- Supply advice on how to manage transport and initial accommodation on arrival.
- Give the name, university location and contact phone number of a liaison person.

7.2 The information listed above will be transmitted to the students through the Exchange Liaison Officers.

7.3 While the Parties agree to render this assistance, they wish to make explicit the fact that they are not in general offering financial support to visiting exchange students, beyond the waiving of tuition fees in paragraph 6.1. In particular, the students are responsible for all travel and living costs, for all forms of insurance, for textbooks and for charges arising from non-academic campus activity or from academic activity, which is not compulsory under the approved exchange program.

## **8. Other Visiting Students.**

8.1 If more students wish to visit one of the host institutions than may be accommodated under the balancing provisions of Clauses 4.4 to 4.6, the host institution may accept those students as Study Abroad Students.

8.2 Study Abroad Students will be liable for the tuition fees advertised by the host institution.

8.3 The provisions of Section 4 will not apply to Study Abroad Students. The provisions of the other Sections in this Addendum will normally apply, except where the host institution has overriding provisions or procedures, which generally govern Study Abroad Students.

8.4 When there are more students seeking to visit a host institution than may be accommodated under the balancing provisions, the home institution will select the exchange students on the basis of academic merit.

8.5 UQ can provide a 10% tuition fee reduction to all eligible students who enrol at UQ under this Study Abroad Program.


## 9. Duration of this Addendum.

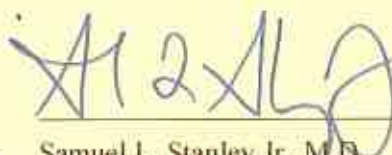
- 9.1 Both parties may at any time review and assess this Agreement and the actions taken under it, where necessary. Both Parties may recommend an amendment to the Agreement and such amendment shall take effect upon mutual written agreement.
- 9.2 This Agreement will be effective upon signature by representatives of both institutions for a period of five years, at which time it will be reviewed for possible renewal for further five year periods.
- 9.3 To terminate this Agreement, either party must give at least six months' advance written notice. Such termination shall not affect current students until completion of the academic program, unless agreed otherwise between the parties.

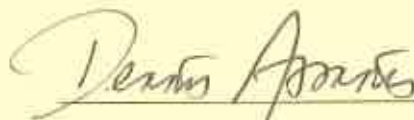
### Signed for and on behalf of:


For The University of Queensland

For Stony Brook University

  
\_\_\_\_\_  
Professor Peter Høj      Date 12/05/2013  
Vice Chancellor and President

 7/12/13  
\_\_\_\_\_  
Samuel L. Stanley Jr., M.D.      Date  
President

 7/10/13  
\_\_\_\_\_  
Dennis N. Assanis, Ph.D.      Date  
Provost  
Senior Vice President for Academic Affairs

 10/7/13  
\_\_\_\_\_  
William Arens, Ph.D.      Date  
Vice Provost, Global Affairs  
Dean, International Academic Programs and Services

**Schedule 1**  
**to Addendum One to the Memorandum of Agreement**  
**between**

**State University of New York**  
**at Stony Brook**

**and**

**The University of Queensland**

**Item 1: Exchange Liaison Officer details**

**State University of New York at Stony Brook**

Exchange Liaison Officer: Aida Mezzanotte  
Assistant Dean, International Academic Programs

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Email: aida.mezzanotte@stonybrook.edu

**The University of Queensland**

Exchange Liaison Officer: Ms Jan McCreary  
Manager, UQ Abroad

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