**Memorandum of Agreement**

Between

Case Western Reserve University

And

Name of Partner School

Case Western Reserve University (hereafter referred to as CWRU) and Name of School (hereafter referred to as School) agree to the establishment of an **Undergraduate Student Exchange Program** on the terms set out below to enhance educational and cultural opportunities for students and to promote mutually beneficial academic linkages.

**DEFINITIONS**

In this agreement, unless the context otherwise specifies, **home institution** shall mean the institution at which a student intends to graduate and **host institution** shall mean the institution which has agreed to receive students from the home institution.

**STUDENT EXCHANGE PROGRAM**

Each university will strive to nominate two (2) undergraduate students each semester to participate in the exchange program. The program aims for a balance in the number of students exchanged over the term of the Agreement. If either university is unable to send the maximum number of exchange students for one semester of study in any year during the agreement, then that university will be eligible to send additional exchange students, equal to the deficit, in the following year. The intention is that over time, an equal number of student-semesters will be undertaken in each direction.

This agreement will be reviewed annually by the institutions to determine the final number of students to be admitted to both institutions for the following year.

**ELIGIBILITY AND SELECTION**

The home institution should screen students for academic eligibility and likelihood of a successful term abroad. All students must complete the normal application for admission requirements set forth for all students by the host institution. Each party will respect the admission requirements and enrollment constraints of the host institution. Student exchange participants are entitled to the rights and privileges as degree-seeking students. Exchange students are also subject to the standard rules, regulations, and enrollment and academic pre-requisites of the host institution in the selection of courses. Each university reserves the right to reject candidates, in which case further candidates may be proposed.

Exchange students will be enrolled as non-degree seeking students at the host institution.

**LANGUAGE PROFICIENCY**

Students must meet minimum language proficiency requirements for students whose first language is not that of the host institution.

Courses at CWRU are taught in English. Students are subject to published language requirements for the semester in which they will be attending. As of this signing, CWRU requires a TOEFL score of 100 or higher on the IbT or 7.0 or higher on the International English Language Testing System (IELTS).

**PROGRAM EXPENSES**

Exchange students participating in the student exchange program are exempt from paying tuition at the host institution. The exchange student is responsible for the educational costs as if enrolled at the home institution during the period of the exchange.

Exchange students will be responsible for the following costs:

1. Home institution tuition and fees
2. Comprehensive medical insurance
3. Transportation to and from the host institution
4. Room and board expenses
5. Textbooks, clothing and personal expenses
6. Fees to obtain the appropriate visa
7. All other debts incurred during the period of the exchange

Students enrolling as incoming exchange students at CWRU are required to purchase CWRU’s student health insurance plan.

In addition, CWRU outgoing exchange students are considered fully eligible for financial assistance by the Office of University Financial Aid of CWRU. If School awards any financial aid or scholarship to CWRU students, School should notify CWRU of the source and amount of that aid.

The credit hours earned by the student and approved by CWRU faculty will be accepted toward the student's degree program at CWRU providing the student passes with a grade equivalent to a “C” grade at CWRU and the courses taken are applicable to the specific degree program. The number of credit hours transferred will be based on best practices and contact hour equivalencies.

**RESPONSIBILITIES OF THE INVOLVED PARTIES**

*Exchange Student Responsibilities*

Students are expected to abide by the laws, regulations, and customs of the host country, and abide by the policies and regulations of the host institution. Students are also expected to abide by the code of conduct of the home institution. Students are also expected for ensuring that the home institution receives an official copy of the student’s academic record upon completion. Note that students are expected to adhere to these responsibilities. Nothing in this agreement confers liability on either the home or host institution in the event that the student does not adhere to his/her responsibilities.

*Home Institution Responsibilities*

The home institution is responsible for:

1. Selecting and nominating the exchange students and providing application support to the students
2. Work with the students to ensure that credit is transferrable and applicable to the student’s specific degree program
3. Assigning a primary contact to monitor this agreement

*Host Institution Responsibilities*

The host institution is responsible for the following:

1. Admitting students and providing them with the appropriate documentation to secure a student visa
2. Providing information regarding on- and off- campus accommodation, though neither the home nor the host institution guarantees that accommodation on campus will be available.
3. Providing information on health insurance requirements
4. Providing academic and other advisory services
5. Providing the students and the home institution a breakdown of any fees not covered in this exchange (i.e. housing, student fees, etc.)
6. Notifying the home institutions if the student drops below full-time enrollment
7. Assigning a primary contact for monitoring the agreement

**TERMS OF AGREEMENT**

This agreement will come into force upon the date of the last approval signature and will remain in effect for five (5) years. Modifications may only be made in writing by mutual consent. This agreement may be extended upon is expiry with the written agreement of both universities.

**TERMINITION OF THE AGREEMENT**

This agreement may be terminated by either party provided that written notice of the intent to terminate is given at least six (6) months prior to termination. Commitments already in progress shall be fulfilled.

**DISPUTES**

The institutions will attempt to resolve any dispute, controversy or claim arising out of, relating to, or in connection with this agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Memorandum of Agreement as of the date of the last approval signature.

**CASE WESTERN RESERVE UNIVERSITY NAME OF PARTNER SCHOOL**

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**David Fleshler Date Name Date**

**Vice Provost for International Affairs Title**

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**John Sideras Date Name Date**

**Senior V. P. for Finance and CFO Title**