

**Specific Agreement for Exchanges Between  
The University of New Mexico, Albuquerque, NM, USA  
and the University of Sussex, United Kingdom**

The Regents of the University of New Mexico and the University of Sussex, recognizing the value of educational exchanges, enter into this Exchange Agreement.

**1. Definitions.**

- a. "Home institution" means the institution at which the student intends to graduate or the faculty or staff member is employed.
- b. "Host institution" means the institution that receives exchange students, faculty, or staff from the home institution.
- c. "Semester, session, or academic year" means the period relevant to the host institution's academic calendar.

**2. Purpose.** The purpose of this Agreement is to establish educational relations and cooperation between the parties that will promote academic linkages and mutual understanding. Student exchanges at the undergraduate level are intended to allow enrollment in host-institution courses for academic credit that will be transferred and applied to the student's home institution degree. Faculty and staff exchanges are intended to promote collaboration.

**3. Responsibilities of the Parties.** The parties agree:

- a. To take all reasonable measures to implement this Agreement as permitted by available funding and personnel.
- b. To accept and enroll exchange students as full time, "non-award," or "non-degree-status" students for the duration of their exchange.
- c. To communicate with each other on a timely basis about, e.g., course availability, enrollment limitations and restrictions, any applicable fees, etc.
- d. Each home institution shall assume the responsibility for the selection of qualified candidates, bearing in mind the normal requirements of the host institution.
- e. After selection, each institution will forward the application materials of the selected student to the appropriate office at the host institution. For Sussex students applying to UNM: by April 1 for Autumn/Fall admission, or by October 1 for Spring admission. For UNM students applying to Sussex: by May 1 for Autumn/Fall admission, or by October 15 for Spring admission. The host institution will determine whether to admit exchange applicants.
- f. To verify that students have sufficient funds for their exchange.
- g. To provide exchange students the same academic resources and support services available to all students at the host institution.
- h. To provide each student's transcript to the home institution with the student's consent.
- i. To make reasonable efforts to involve equal numbers of students from each institution over the period of this Agreement.
- j. That the home institution will determine how much academic credit to grant a student for host-institution courses.

**4. Responsibilities of Students.** Students must:

- a. Get the home institution's prior approval for host-institution courses.
- b. Meet the host institution's applicable language-proficiency requirement.
- c. Obtain a copy of their host-institution transcript and submit it to their home institution on a timely basis.
- d. Comply with the host institution's applicable rules and procedures.

- e. Meet all applicable host-country immigration and visa requirements on a timely basis.
  - f. Comply with all applicable host-country laws.
- 5. Numbers.** The parties shall make reasonable efforts to involve equal numbers of students from each institution over the term of this Agreement. Typically, up to 5 students from each institution will participate in the exchange program each year for one or two academic sessions. The parties will adjust this number as needed to reach an overall balance of incoming and outgoing students. In assessing balance, one student registering for two academic sessions is equivalent to two students registering for one academic session. Any imbalance in a given semester ideally should be corrected in the subsequent year. If an imbalance continues for more than three consecutive academic terms (including summers), the party that has received the larger number of incoming students has the option to operate the exchange on a one-way basis until the imbalance is corrected, whereupon it will resume operating on a reciprocal basis as described above.
- 6. Selection and Enrollment of Students.** The home institution will nominate students in good academic standing as exchange applicants. Subject to the approval of the host institution, undergraduate students may participate if:
- a. they have completed at least one year of study at their home institution;
  - b. they will be enrolled at their home and host institution for the full period of the exchange; and
  - c. both institutions deem them academically qualified to succeed and have approved their enrollment proposal.
- 7. Financial Responsibilities of Host Institutions.** The host institution will provide the following at no cost to exchange students:
- a. Waiver of tuition and mandatory fees
  - b. Orientation Program
  - c. Student services normally available to other host-institution students at no cost
- 8. Financial Responsibilities of Exchange Students.**
- a. Home institution tuition and fees
  - b. Round-trip travel costs including passport, visa, etc.
  - c. Books, class materials, supplies, etc.
  - d. Any host-institution special course fees, laboratory fees, or recreation fees
  - e. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
  - f. Administrative fees applicable to all incoming international students.
  - g. Fully comprehensive health and accident insurance that meets host-institution requirements.
  - h. Fees for special programmes run by the host university, such as the International Summer School at Sussex. Sussex students wishing to participate in modules or programmes offered outside of the regular academic year (i.e., during inter-session and summer terms) should pay relevant fees, if any, accordingly.
- 9. Accommodation.** Incoming students may apply to live in the host institution's on-campus housing, but room availability is not guaranteed. Therefore, the host institution will make good faith efforts as needed to help students obtain off-campus accommodation within reasonable proximity. The host institution will provide all necessary information about housing options and application procedures with each student's notice of admission.
- 10. Families.** This agreement applies only to exchange students. No provisions or undertakings are made for the spouses, partners, or dependents of the exchange students.

**11. Other Matters**

- a. All participants must possess valid passports and visas for the period of exchange. The host institution will provide any documents necessary for the students to obtain a visa.
- b. The host institution will have the right to require an exchange student to withdraw from the host institution at any time if the student's academic work or behaviour have clearly not met the requirements of the host institution. However, this right will not be exercised without prior consultation with the appropriate office at the home institution.
- c. After the period of study, the home institution will assist the host institution by mutually agreed means to recover any debt that a student may have left behind.
- d. Both universities subscribe to a policy of equal opportunity and do not discriminate on the basis of race, gender, sexual orientation, age, ethnicity, religion, national origin or physical disability. Both institutions shall abide by these principles in the administration of this agreement.

**11. Faculty Exchanges.** The parties agree in principle to exchanges of faculty. The details will be negotiated in advance and will be governed by both parties' rules and policies. The parties are not responsible for any arrangements made by participants for exchange of accommodations, cars, etc.

**12. Program Review.** The parties will evaluate the exchange program at least every two years to make any needed changes and to explore new opportunities for collaboration.

**13. Direct Enrollment.** Students may apply for direct enrollment at the host institution through the regular admission process and must pay all required tuition, fees, and other applicable costs. This Agreement does not apply to direct-enrollment students.

**14. Term, Renewal, Amendment, Termination, and Dispute Resolution.**

- a. This Agreement shall become effective from the date of the last signature by the parties' duly authorized representatives and has no expiration date.
- b. This Agreement may not be amended except by an instrument in writing signed by the duly authorized representatives of each party.
- c. Either party may terminate this Agreement by giving the other party at least 180 days' written notice, but any students who have been accepted at either institution at the date of termination may complete their courses of study in accordance with this Agreement. Termination shall be without penalty.
- d. This Agreement is signed in good faith and in accordance with the administrative rules and procedures governing each party. Therefore, any dispute that may arise concerning its interpretation and implementation will be resolved amicably through negotiations.

**15. Counterparts by Facsimile or Email.** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

**16. Notices.** All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email transmission to the following addresses. Either Party may change its email address for notice purposes by

providing prior written notice to the other party. Any notice sent by email transmission shall be deemed to have been delivered at the time of confirmation of receipt by the addressee.

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This document memorializes the parties' entire agreement. The parties shall sign two (2) originals of this Agreement. Each party shall retain one original.

*For the Regents of the University of New Mexico*



*Chaouki Abdallah, Provost and  
Executive Vice President for Academic Affairs*

*August 25 / 2015*  
Date

*For the University of Sussex*



*Prof Michael Davies, Deputy Vice-Chancellor*

*11 September 2015*  
Date

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