

**Agreement for a Bridge, Exchange, and Study Abroad Program between  
Sungshin University in the Republic of Korea and  
The University of New Mexico, Albuquerque, NM, USA**

The Sungshin University (SU) and The Regents of the University of New Mexico (UNM), recognizing the value of international education, enter into this Agreement to establish a program for Bridge, Exchange, and Study Abroad Students (“BESA Program”) as described below.

**1. Definitions.**

- a. Academic Session means, for each Host Institution:
  - ◆ UNM: Fall semester from August to December, spring semester from January to May, and summer term from June to July (summer programs vary in duration)
  - ◆ SU: Fall semester from September to December, spring semester from March to June, and summer term from June to July (summer programs vary in duration)
- b. Bridge Student means an Exchange Student who enrolls in intensive English classes at UNM’s Center for English Language and American Culture (CELAC) or in Korean classes at SU’s Institute for International Culture and Education (SUICE) and in up to two academic courses.
- c. Exchange Student means a student who pays tuition and fees at the Home Institution.
- d. Home Institution means the institution at which the student intends to graduate or the faculty or staff member is employed.
- e. Host Institution means the institution that receives students, faculty, or staff from the Home Institution.
- f. Study Abroad Student (also known as “Guest Student”) means a student who pays non-resident tuition and fees at the Host Institution.

**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.

- a. Bridge programming allows students who don’t meet Host Institution’s language requirement to take part in the exchange.
- b. Exchanges allow students to enroll in Host Institution courses for academic credit that is transferred and applied to the students’ Home Institution degree.
- c. Study abroad allows students to enroll in Host Institution courses for academic credit that is transferred and applied to the students’ Home Institution degree.
- d. Faculty and staff exchanges promote collaboration.

**3. Financial Responsibilities of Students.**

- a. Bridge Students: Home Institution tuition and fees plus Host Institution’s language program tuition and fees.
- b. Exchange Students: Home Institution tuition and fees
- c. Study Abroad Students: Host Institution tuition and fees at non-resident rates
- d. Round-trip travel costs including passport, visa, etc.
- e. Books, class materials, supplies, etc.
- f. Any host-institution special course fees, laboratory fees, or recreation fees
- g. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
- h. Administrative fees applicable to all incoming international students.
- i. Health and accident insurance that meets host-institution requirements.

**4. Other 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.

- 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. Financial Responsibilities of Host Institutions.** The Host Institution will provide the following:

- a. Waiver of tuition and mandatory fees for academic courses taken by Bridge Students and Exchange Students.
- b. Orientation Program
- c. Student services normally available to other host-institution students

**6. 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 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. To send completed BESA Program applications to the Host Institution by published deadlines. The Host Institution will determine whether to admit applicants.
- e. To verify that incoming students have sufficient funds for their Program.
- f. To provide students the same academic resources and support services available to all students at the Host Institution.
- g. To provide each student's transcript to the Home Institution with the student's consent.
- h. To make reasonable efforts to involve equal numbers of students from each institution over the period of this Agreement.
- i. That the Home Institution will determine how much academic credit to grant a student for host-institution courses.

**7. 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 10 students from each institution will participate in the BESA Program each academic year for a total of 20 semesters (or summer equivalent) per year. The parties will adjust this number as needed to reach an overall balance of incoming and outgoing students. In assessing balance:

- a. 1 student in any category registering for two Academic Sessions is equivalent to 2 students in any category registering for one Academic Session.
- b. 2 summer Exchange Students are the equivalent of 1 semester Exchange Student.
- c. 1 Bridge Student is the equivalent of a 0.5 semester Exchange Student.
- d. 1 Study Abroad Student enrolled at a Host Institution is the equivalent of the next year's 1 Exchange Student to that *same* Host Institution for the *same* type of Academic Session. At the same time, above mentioned 1 Study Abroad Student is the equivalent of the next year's 1 Exchange Student from that *same* Host Institution for the *same* type of Academic Session.

i.e.) Expected Balance of Exchange Students

	Study Abroad (current year)	Exchange (next year)
SU ↔ UNM	4	4
	In case there are 4 Study Abroad students enrolled in each university in current year, both parties are allowed to send up to 4 Exchange Students next year. (exceptions are possible)	

Any imbalance in a given year ideally should be corrected in the subsequent year. If an imbalance continues for more than three consecutive Academic Years (including summers), the party that has received the larger number of incoming students has the option to operate the BESA Programs on a one-way basis until the imbalance is corrected, whereupon it will resume operating on a reciprocal basis as described above.

- 8. Selection and Enrollment of Students.** The Home Institution will nominate high-achieving students as BESA Program applicants. Subject to the approval of the Host Institution, undergraduate, graduate and post-graduate students may participate if:
- they have completed at least one year of study at their Home Institution (exceptions are possible);
  - they will be enrolled at their home and Host Institution for the full period of the BESA Program; and
  - both institutions deem them academically qualified to succeed and have approved their enrollment proposal.
- 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 information about housing options and application procedures with each student's notice of admission.
- 10. Families.** A student's proposal to bring his or her spouse and/or dependents is subject to the Host Institution's approval. The student will pay all additional costs.
- 11. Faculty and Staff Exchanges.** The parties agree in principle to exchanges of faculty and administrative staff. 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. BESA Program Review.** The parties will evaluate this 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.**
- This Agreement shall become effective for an initial term of five (5) years from the date of the last signature by the parties' duly authorized representatives and shall automatically renew for successive five-year terms unless terminated as provided below.
  - This Agreement may be amended by an instrument in writing signed by the duly authorized representatives of each party.
  - 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.
  - 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.

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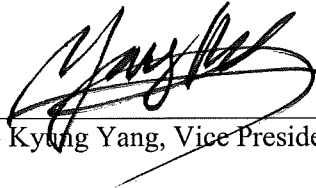
**16. Notices.** All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email transmission to the following addresses. Either Party may change its email address for notice purposes by providing prior written notice to the other party. Any notice sent by email transmission shall be deemed to have been delivered at the time of confirmation of receipt.

Dean, Office of International Affairs  
Sungshin University  
2, Bomun-ro 34da-gil, Seongbuk-gu  
Seoul, South Korea  
+82 2-920-7809;  
[email:international@sungshin.ac.kr](mailto:international@sungshin.ac.kr)  
<http://www.sungshin.ac.kr/senglish.html>

Executive Director, Global Education  
Initiatives  
University of New Mexico  
MSC06 3850  
Albuquerque, NM 87131-0001 USA  
1-505-277-4032; e-mail: [geo@unm.edu](mailto:geo@unm.edu)  
<http://geo.unm.edu/>

This document memorializes the parties' entire agreement.

**Sungshin University**



Bo Kyung Yang, Vice President

20 Nov. 2017  
Date

**Regents of the University of New Mexico**



Craig White, Interim Provost and Executive  
Vice President for Academic Affairs

12/6/17  
Date

BESA Agreement Sungshin-UNM