

*EXCHANGE AND STUDY ABROAD AGREEMENT*

*BETWEEN*

**The Regents of the University of New Mexico, USA**

*AND*

**John Cabot University, Italy**

The University of New Mexico (UNM) and John Cabot University (JCU), recognizing the value of the educational and cultural exchanges which can be achieved between our institutions, enter into this agreement to facilitate the exchange of students and scholars.

1. Definitions

a. For the purposes of this agreement, "home" institution shall mean the institution at which the student intends to graduate and "host" institution shall mean the institution which has agreed to accept the student from the home institution.

b. *Semester, session or academic year* shall normally refer to the period relevant to the host institution's academic calendar.

2. Purpose of the Agreement

a. The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the two countries concerned.

b. The purpose of the exchanges between faculty members is to promote collaborative research, other educational developments and to further mutual understanding.

c. The purpose of each student exchange is to enable students to enroll in subjects at the host institution for credit, which can be applied towards their degree at their home institution.

3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.

a. Each institution agrees to accept and enroll exchange students as full time, "non-award" or "non-degree" status students for the duration of their exchange.

b. Each student will be provided with the same academic resources and related support services that are available to all students at the host institution.

c. It will be the responsibility of the exchange student to obtain official approval from his or her home institution for subjects taken at the host university.

d. It will be the responsibility of the exchange student to ensure he or she obtains a copy of the official academic results covering the subjects taken during the period of the exchange. In addition, each institution will forward a copy of each student's academic record to the home international exchange office or other designated office after obtaining the consent of student

e. Exchange students will be subject to the rules and procedures specified by the host institution for the academic period in which the student enrolls. The home institution will have responsibility for all matters concerning credit for subjects taken.

f. Exchange students must meet all immigration /visa requirements for student status in host country and are responsible for complying with all application procedures, laws and obligations of the host country.

#### 4. Numbers of students exchanged

a. Typically up to 2 students from UNM and up to 2 students from JCU will participate in the exchange program each year for a period of one or two academic sessions. The number could be decreased or increased for any particular semester in order to help achieve an overall balance of incoming and outgoing students for each partner.

b. The number of participants may be increased by the mutual agreement of the two parties.

c. Reasonable efforts shall be made to involve equal numbers of students from each institution in the exchange program over the period of the agreement.

d. In assessing balance, one student who registers for two academic sessions shall be considered equivalent to two students each registering for one academic session.

#### 5. Selection and Enrollment of Students

It is expected that students of high academic quality will be selected to participate in the exchange program. The home institution will screen applications from its student body for exchange. Subject to approval from the home and host institutions, undergraduate, graduate and postgraduate students are eligible to participate if they:

a. have completed at least one year of study at their home institution;

b. are enrolled at their home and host institution for the full period of the exchange;

c. have an enrollment proposal, approved by their home faculty and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will directly

communicate with the designated international exchange officers on subject and course availability, including enrollment limitations and conditions;

d. Each institution will send the other completed applications for their students at least twelve (12) weeks before the beginning of the entry semester. The host institution reserves the right of final approval on the admission of each student.

## 6. Financial Responsibilities of Institutions

Exchange students will be provided with the following, by the host institution, at no cost to the student:

a. Tuition and related costs

b. Orientation Program

c. Student services normally available to other enrolled students at no cost

d. Certain student fees or special course fees, which are not considered tuition, may be assessed to students by the host institution. The host institution will make every effort to inform students about such fees at the time of their acceptance into the program.

## 7. Financial Responsibilities of Exchange Students

Exchange Students will be financially responsible for:

a. Travel to and from the host institution

b. Books, class materials, supplies, stationary, etc.

c. Travel documentation, visas, etc.

d. Special fees assessed for some courses at the host institution

e. Living expenses (accommodation, food, transportation, etc.)

f. Certain processing fees that may be charged by the host institution that apply to all incoming international students.

g. Each student must arrange for appropriate medical/health-care insurance before leaving their home institution or upon arrival at the host institution. Each student will pay the cost of the insurance.

h. The home institution shall satisfy itself that a candidate for exchange has the ability to meet all of his or her financial responsibilities as detailed above. This may include provision for a period of vacation if a student is participating in an exchange, which spans two semesters, particularly the long December/January break.

## 8. Accommodation

- a. Incoming students may apply for campus housing at the host institution, but will not be guaranteed accommodation on-campus. Good faith efforts will be made to assist the students to obtain on-campus or alternatively off-campus accommodation, within reasonable distance from the campus.
- b. The host institution will provide all necessary information about housing options and application procedures with the students' notice of admission.
- c. Students are responsible for complying with all housing application procedures and contract obligations and for all costs associated with accommodation.

## 9. Exchange Students Families

It is not anticipated that spouses and dependents will accompany an exchange student. Where such arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional costs incurred by accompanying spouses and dependents are the responsibility of the exchange student.

## 10. Faculty and Staff Exchanges

The two institutions agree in principle to the possibility of exchanges by general administrative staff and faculty members. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members covering exchange of accommodations, cars, etc.

## 11. Exchange Program Review

Both institutions will be responsible for a regular review of the exchange program on at least a two yearly basis. The review is essential in order to make appropriate and mutually agreed modifications as may be required and to identify new opportunities for co-operation in scholarship and research.

## 12. Fee-for-Service Study Abroad Program

In addition to the student exchange program detailed above, UNM recognizes JCU as an officially sponsored UNM study-abroad program in Italy which UNM students can attend on a fee-for-service basis.

- a. JCU agrees to accept UNM applicants who apply through the UNM Global Education Office (GEO), and who have achieved a grade point average of 2.67 or higher. Students with a GPA less than 2.67 may be accepted on a case-by-case basis.
- b. Visiting UNM students will be subject to the same academic policies and

standards of conduct at JCU as degree-seeking students.

c. The academic record of each visiting UNM student will be sent to UNM at the conclusion of the period of study. Course credits and grades of those students will be recorded on a JCU transcript.

d. UNM students may attend JCU for up to a full academic year.

### 13. Treatment and Conduct

a. UNM students will be treated as full student members of JCU and will have access to the library, computing, and social facilities of JCU on the same basis as JCU degree-seeking students.

b. JCU reserves the right to expel any student from the program, without compensation, for any reason JCU deems appropriate. No disciplinary action will be taken without consultation with the Study Abroad Office at UNM.

c. Violation of local laws in Italy may subject the student to immediate withdrawal of academic sponsorship by UNM, and to expulsion from JCU.

d. Transcripts will be withheld if the student is in debt to JCU.

### 14. Application Procedure

a. Juliana Di Bona in JCU Admissions will handle all applications. The e-mail is [jdibona@johncabot.edu](mailto:jdibona@johncabot.edu); phone from the US is 011 39 06 681 912170; all questions should be directed to her.

b. The contact for UNM will be Ken Carpenter, Associate Director of the Global Education Office (GEO), E-mail [carpenk@unm.edu](mailto:carpenk@unm.edu), phone 001-505 277-4032.

c. UNM students must apply for the program through GEO, which will handle the application process and communications with JCU. Registration at JCU will be done through GEO and all applicants must have selected courses approved by their academic advisor prior to attendance. UNM will accept the aforesaid courses for credit.

d. JCU will provide UNM, sufficiently prior to each semester, a comprehensive description and listing of the courses to be offered. Under mutual agreement and consultation with UNM, JCU will add additional courses when necessary to better reflect the needs of the visiting UNM students.

e. UNM will submit, for each study abroad student, the following documents to JCU at least six weeks prior to the start of each semester:

- A completed application (this can also be done by the student on-line) as well as the mandatory Italian Privacy Statement.

- A scanned transcript of the student's grades from the study abroad coordinator directly sent to Jessica Samet ([jsamet@johncabot.edu](mailto:jsamet@johncabot.edu)) (students cannot submit these themselves – transcripts must come through GEO)

f. In the case of a GPA *lower* than 2.67 a signed recommendation and approval of GEO is requested.

g. The JCU Application Fee and the Tuition Deposit are waived for UNM students applying through GEO.

#### 15. Housing

a. JCU will secure the best available housing among published housing options and prices for all UNM students. All UNM students are required complete a Housing Request Form to be sent to JCU and must contract their housing through JCU.

b. JCU will bill students directly for housing costs and a housing deposit.

c. Costs for damages, excess cleaning, or utilities will be charged to the student.

#### 16. Insurance and Health

a. UNM students must have health insurance for the period they will study in Italy. Students requiring medical assistance for minor illnesses will be directed to an English-speaking doctor. The Italian Emergency Health Insurance, required by law, covers emergency treatment or a stay in a public hospital. In addition, all students should have insurance to cover transit to Italy, and any travel within Italy or to or through countries outside Italy.

b. If JCU determines, in its good faith judgment, that a UNM student is involved in an emergency situation, JCU will promptly notify GEO, even if the student in questions requests JCU not to do so. In such an event, JCU will fully cooperate to determine what further action, if any, appears to be appropriate in the circumstances.

#### 17. Services for Study Abroad Students

JCU's services for our visiting students include:

a. Providing pre-arrival materials, support and information to UNM and the students in the study abroad program

b. Airport shuttle to JCU housing upon arrival

c. Assistance with the required *Permesso di Soggiorno* (permit to stay in Italy)

d. Offering specific study abroad student orientation and support services

e. Providing a support contact for students during their stay at JCU

f. Providing a diverse selection of activities including social activities and sports designed for visiting students in Italy.

#### 18. Payment for Services

a. JCU will bill students directly for tuition, fees, and housing.

b. The exact cost per student will be addressed in an Addendum each Academic Year to reflect changing tuition and fees. This Addendum will be agreed upon prior to the start of the Academic Year in question.

c. All fees are payable to JCU by each student in a timely manner.

d. UNM Students at JCU are responsible for all individual expenses not covered under this arrangement, including, but not limited to, transportation to and from Rome, passport expenses, excess baggage shipment, meals, books, other supplies, storage of any items, repatriation, international and domestic travel and all telephone charges.

#### 19. Program Promotion

a. GEO may promote the program by developing its own promotional materials and literature with full autonomy and use of the name of JCU in that material. In addition, JCU will make available JCU promotional materials.

b. JCU authorizes UNM to place a JCU website link [www.johncabot.edu](http://www.johncabot.edu) and/or JCU banner on the UNM website in order to promote the UNM study abroad program in Italy.

c. The agreement does not obligate UNM to send study abroad students who come to Rome exclusively to JCU. Any restrictions on students' study abroad choice are determined by UNM.

#### 20. Period of Agreement

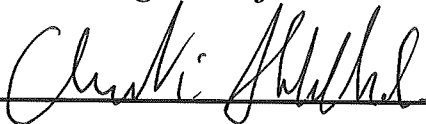
a. This agreement will come into effect from the date of signature by both parties, will remain in force for five years, and may be renewed by mutual consent. Any alteration of the provisions of this agreement will become effective only upon the mutual written consent of both institutions.

b. The agreement may be terminated by either party provided six months written notice is given to the other party.

21. Signatures:

*This agreement constitutes the entire agreement between the parties. No amendments to this agreement shall bind either party unless in writing and signed by both parties.*


***For the Regents of the University of New Mexico:***

  
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*Chaouki Abdallah, PhD. Provost and Executive Vice President for Academic Affairs*      *10/16/13*  
Date

  
\_\_\_\_\_  
*Stephen Nussbaum, Director, Global Education Office*      *9/24/13*  
Date

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***For John Cabot University***

  
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*Mary Merva, PhD, CFA, Vice-President and Dean of Academics*      *Nov 3 2013*  
Date

**Financial Addendum:**

- Tuition and Fee discount of 10 percent applies to all UNM students.
- Diversity scholarship: For each 10 tuition-and-fee-paying UNM study abroad students, JCU will award one scholarship that reduces the UNM discounted tuition and fees by 50%. Please see the attached May 1, 2013 letter from John Cabot University President Dr. Franco Pavoncello for operational details.