

Memorandum of Understanding for International Guest Student Program
between
The Regents of the University of New Mexico, Albuquerque, N.M., U.S.A.
and
Capital Normal University, Beijing, China

This Memorandum of Understanding (MOU) is entered into and effective as of the last date in the signature section below by and between the Regents of the University of New Mexico, on behalf of its School of Public Administration (hereinafter referred to as “UNM” and “SPA”), and Capital Normal University in Beijing, China (hereinafter referred to as “CNU”). The purpose of this MOU is to establish CNU as a collaborating institution for SPA’s new International Guest Student Program (“Program”) at UNM in which CNU graduate students and/or undergraduate seniors and second-semester juniors will enroll at UNM annually to take SPA courses that will transfer back to CNU and be applied toward a CNU degree.

I. Responsibilities of CNU

It is agreed that CNU will recruit students for the Program in accordance with the following guidelines:

- A. CNU shall provide students with accurate information about UNM and the Program.
- B. CNU shall provide students with UNM application and fee information, as found on the UNM website. CNU shall not charge prospective Program students any application, processing, handling, or other fees in connection with their application to the Program. Once the list of CNU Program applicants is finalized for each semester, CNU will email the name of this MOU plus the applicants’ full names and dates of birth to UNM at exchange@unm.edu so that UNM can track the applicants.
- C. CNU students will work with UNM to apply for one of the on-campus housing options offered by UNM, but room availability is not guaranteed. Therefore, UNM will make good faith efforts as needed to help students obtain off-campus accommodation within reasonable proximity. UNM will provide all necessary information about housing options and application procedures with each student’s notice of admission.
- D. CNU is responsible to ensure that CNU students comply with all financial requirements of UNM.
- E. CNU is responsible for all matters pertaining to the transfer and acceptance (including all policies and processes) of UNM course credits earned by CNU participants according to CNU degree requirements and transfer policies.
- F. CNU is responsible for assuring that students conform to the stated requirements for admission to the Program. In addition, CNU will work with UNM to assess whether students have the necessary prerequisites for the courses and programs of study that students may enroll in while at UNM.
- G. CNU will ensure that students in the Program meet the following minimum qualifications for guest student admission into UNM:
 - 1. Undergraduates: A minimum score of 6.0 on IELTS OR a minimum score of 68 on TOEFL iBT.
 - 2. Graduates: A minimum score of 6.5 on IELTS OR a minimum score of 79 on TOEFL iBT.

3. Submit all student application materials to UNM no later than 31 March for August admission or 30 September for January admission.

H. CNU will identify an academic advisor to work with UNM staff to assure that students' UNM course work fulfills the requirements of their CNU degrees.

II. Responsibilities of UNM

It is agreed that UNM will be responsible for and provide the following:

- A. Through the Program, SPA will admit qualifying students into non-degree status and allow them to take courses in its degree programs. Each year SPA will determine the number of CNU students that may enroll in the Program based on its available capacity.
 - B. Through the Program, UNM will allow duly admitted CNU students to take credit-bearing courses at SPA for 1 or 2 semesters as guest students. Those courses are listed in **Attachment A**.
 - C. As determined by SPA, some courses may not be available because they are full or have enrollment restrictions. Academic credit may be transferred, subject to CNU acceptance, to satisfy degree requirements at CNU.
 - D. SPA shall be solely responsible for all Program course-planning, organization, requirements, and administration, program development and content, instruction, and student evaluation.
 - E. SPA shall provide brochures, application forms, and other promotional materials for use by CNU as requested.
 - F. UNM will have sole authority as to the acceptance of any student according to its policies, requirements and practices. Each student accepted will be expected to participate in SPA courses at the same level of proficiency as any other student enrolled at UNM.
 - G. UNM shall issue each CNU student registered for credit programs a photo identification card. Students are entitled to use campus facilities such as libraries, athletic facilities, student health center, computer labs and the campus transportation system as permitted by UNM policies.
 - H. UNM shall issue appropriate documents for visa purposes in accordance with UNM policies and current law.
 - I. UNM shall bill students directly for tuition, fees, and, if applicable, on-campus housing and meal plans.
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- J. UNM shall provide CNU the students' UNM transcripts once they conclude their studies.

III. Responsibilities of CNU Students

Students must:

- A. Meet UNM's admission requirements.

- B. Meet all applicable U.S. immigration and visa requirements on a timely basis including enrolling in a full-time course of study each semester they attend UNM and demonstrating sufficient funding to pay all costs of attendance.
- C. Get CNU's prior approval for UNM courses they want to take.
- D. Comply with UNM's applicable rules and procedures.
- E. Comply with all applicable U.S. laws.

IV. Financial and Billing Considerations

CNU students enrolled in UNM coursework and studying abroad at UNM will pay UNM's applicable cost of attendance including relevant tuition and fees. Tuition and fees are posted at <http://bursar.unm.edu/> and <http://bursar.unm.edu/tuition-fees/tuition-and-fee-rates.html>. Tuition and fees pay for the cost of instruction only, and do not pay for the separate cost of room and board or other costs of attendance. A "Friendship Rate" 10% discount on (a) non-resident base tuition and mandatory student fees and (b) tuition for intensive English classes at the UNM Center for English Language and American Culture is available to CNU students attending UNM pursuant to this MOU. To qualify for the 10% discount, graduate students must enroll in at least 12 credit hours and undergraduate students must enroll in at least 15 credit hours. Costs of attendance in addition to tuition and fees include:

- A. Round-trip travel costs plus passport, visa, etc.
- B. Books, class materials, supplies, etc.
- C. Any applicable UNM course fees, laboratory fees, or recreation fees
- D. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
- E. UNM administrative fees applicable to all incoming international students
- F. Health and accident insurance that meets UNM and US federal government requirements

All costs of attendance are subject to change annually.

V. Terms of MOU

- A. This MOU shall become effective for one year from the date of the last signature, and shall be renewed automatically for additional one-year terms upon each expiry unless terminated as provided below.
- B. Any amendment to this MOU must be approved by written agreement between the parties. However, in the interest of administrative efficiency the SPA may modify the course list in **Appendix A** from time to time without the need to modify the clauses of this Agreement or to re-sign it.
- C. Either party may terminate this MOU, without cause, by giving the other party at least 90 days' prior written notice, but any students who have been accepted to UNM at the date of termination may complete their courses of study in accordance with this MOU. Such termination will not affect the validity and continuity of any incompletely discharged obligation agreed upon by the parties before termination.

D. This MOU 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.

VI. Counterparts by Facsimile or Email

This MOU 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.

VII. Publicity

Neither institution will use the name or trademarks of the other institution or issue any press release or other public announcement regarding the subject matter of this MOU, without the prior written approval of the other institution.

VIII. 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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IX. Languages

For purposes of this MOU, all communication will be in English.

The University of New Mexico

Capital Normal University


5-2-2019

Richard Wood
Acting Provost and Executive Vice President for
Academic Affairs

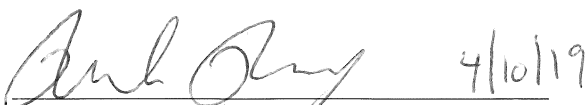
Date



2019.5.29

Li Xiaojuan
Vice President

Date


4/10/19

Mark Peceny
Dean, College of Arts and Sciences

Date

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Attachment A



Approved list of MPA Courses

Core Curriculum

The following core curriculum consists of 18 credit hours:

- PADM 500 Public Management and Policy
- PADM 521 Institutional Development and Behavior
- PADM 522 Program Evaluation*
- PADM 525 Human Resources Management in the Public Sector
- PADM 544 Public Budgeting
- PADM 596 Research Methods for Public Managers*

**Students must meet the statistics prerequisite (ex: STATS 145) before enrolling. PADM 596 is taken before PADM 522.*

Electives

- PADM 523 Administration of State and Local Government
- PADM 524 Intergovernmental Administrative Problems
- PADM 528 Employment Dispute Resolution
- PADM 529 Administrative Law
- PADM 535 Comparative Public Administration
- PADM 537 Seminar in Public Management
- PADM 538 Nonprofit Management
- PADM 540 Administration of State Government
- PADM 546 Public Financial Administration
- PADM 562 Health Governance in Global Perspective
- PADM 563 Healthcare Finance
- PADM 564 Healthcare Policy and Program Evaluation
- PADM 570 Pro-Seminar in Public Policy

Other courses may be considered with the approval of the Director of the School of Public Administration.