

**AGREEMENT FOR THE ESTABLISHMENT OF A  
STUDENT EXCHANGE BETWEEN  
THE UNIVERSITY OF EAST ANGLIA (UNITED KINGDOM)  
AND  
THE REGENTS OF THE UNIVERSITY OF NEW MEXICO (UNITED STATES)**

**1. SCOPE**

- 1.1. This exchange shall be between students on undergraduate degree programmes at the University of East Anglia (UEA) (referred to hereafter as "UEA students"), and students at the University of New Mexico (UNM) (referred to hereafter as "UNM students").

**2. PERIOD OF CONTRACT**

- 2.1. The agreement shall take effect from the date of final signature and shall remain in effect for five (5) years, after which it will be subject to review and may be renewed by mutual written consent of both parties.

**3. NUMBER OF STUDENTS**

- 3.1. The number of students to be exchanged in any one academic year shall typically be agreed in writing by the Parties no later than October of the preceding year. The exchange shall be on a one-for-one basis. It is recognised, however, that circumstances may preclude an even exchange of students in a particular year. Temporary imbalances may be permitted, subject to the written agreement in advance of both institutions, and on the understanding that any imbalance being rectified in the ensuing academic year(s).
- 3.2. In the event the response for student exchange is different than the agreed number of students on an annual basis, both parties can mutually agree to amend the number of students to fit the circumstances.
- 3.3. Correspondence about this agreement shall be conducted between the Study Abroad Office at UEA and the Global Education Office at UNM.

**4. PERIOD OF ENROLMENT**

- 4.1. Each student's exchange study period shall be for one semester, one academic year or one calendar year.

## 5. SELECTION AND SCREENING OF STUDENTS

- 5.1. Exchange students shall normally have completed at least two semesters of study at their Home Institution prior to embarking on the exchange and be of good academic standing. First semester students or students who have studied for fewer than two semesters at the Home Institution will be considered on a case-by-case basis. Students for whom English is not the native language must meet the required language entry requirements.
- 5.2. Nominations, including a statement of students' academic records to date and, where required, an academic reference, shall be exchanged via the appropriate offices at UEA and UNM. Nominations shall be made bearing in mind the normal entry requirements of the receiving institution either advised directly or published on the institution's webpages, which shall decide on the acceptability of the students nominated. It is expected that the receiving institution will not reject a nomination except in extraordinary circumstances.
- 5.3. Nominations shall be exchanged within the specified deadlines of the academic year preceding that in which the exchange is to take place. Both parties acknowledge that these dates can change and will inform one another in good time.

## 6. ACADEMIC STATUS OF THE EXCHANGE STUDENTS

- 6.1. While at UNM, UEA students shall be enrolled in the normal full-time academic load to remain in proper student visa status. Each student's modules should be at upper division level in an area related to their degree programme at UEA; their courses shall be chosen based on guidelines laid down by their Home School/Department, in consultation with an academic adviser at UNM. All courses taken by UEA students shall be taken on a full-credit basis, and UEA students shall prepare required work, take any tests and do other assignments prescribed in order to qualify for a grade for each course.
- 6.2. UNM students at UEA will be required to take the normal academic load of 120 credits in the academic year/60 credits in a single semester to remain in proper student visa status. Each UNM student shall have an academic adviser while at UEA. UNM students must fulfil all the academic requirements to be awarded a grade. They will not be allowed auditor status. The Study Abroad Office will report to the allocated contact at UNM as soon as practicable after being informed if a student drops below a full academic load, withdraws or fails to enrol as expected.

## 7. RESPONSIBILITIES OF THE HOST INSTITUTION

- 7.1. At the end of the exchange period, each Party shall provide transcripts free of charge to the other Party and their students within an agreed timeframe (usually between 8-12 weeks). By participating in an exchange, all students are required to consent to the automatic transmission of this transcript by their Host Institution. Both Parties will ensure their students comply with any additional requirements of the Host Institution to release transcripts. UEA transcripts are issued electronically, unless the Home Institution or the student specifically requires hardcopy transcripts with justified reasons.
- 7.2. Each University shall arrange for each incoming student to receive the necessary documentation to obtain a student visa in sufficient time to enable the exchange.

- 7.3. Rights and Privileges of Exchange Students  
Campus facilities and the appropriate student support including orientation and social programmes will be available to exchange students at each institution under the same conditions, and where applicable at the same incidental fees as those applying to standard students at the other institution.
- 7.4. The Parties agree not to discriminate against any student or applicant on the basis of race, colour, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, or disability
- 7.5. The Parties shall ensure they obtain emergency contact information from their students prior to exchange. In the event an exchange student is involved in any serious accident or other circumstances of grave nature, or is subject to disciplinary action, the Host Institution will notify the Home Institution in line with established protocols.

## 8. PARTICIPATING STUDENTS' COSTS AND PAYMENT OBLIGATIONS

- 8.1. Each Party shall ensure that their students embarking on the exchange are aware of the following funding arrangements prior to the exchange:
  - (a) That their students continue to pay their tuition fees to their Home Institution.
  - (b) All other expenses incurred as a result of the exchange shall be the direct responsibility of the student concerned (subject to any agreements on payment arrangements made by a University with its own students, or to any future agreements between UEA and UNM). These expenses may include, but are not limited to:
    - (i) immigration costs;
    - (ii) international and other travel;
    - (iii) books and supplies;
    - (iv) clothes, entertainment, and other general living expenses;
    - (v) vacation activities; and
    - (vi) accommodation costs.
    - (vii) specialized course fees not included in base tuition
    - (vii) administrative fees applicable to all incoming international students, including specific student exchange fees

Each exchange student will be responsible for making all housing applications. UEA and UNM will provide information to assist students in finding accommodation.

- (c) All exchange students must ensure they have appropriate travel, accident and health insurance plans in place prior to travelling.

## 9. CANCELLATION OF PLACEMENT BY HOST INSTIUTION

- 9.1. The Host Institution may, in consultation with the Home Institution, ask a student to terminate their exchange and return to his/her Home Institution. Such circumstances include, but are not limited to the following:
- 9.2. Students who are NOT in good academic standing at the Host Institution upon completion of the first academic term, may not be permitted to renew for a second term

- 9.3. Violation of Home Institution's policies, rules, regulations, or code of conduct
- 9.4. Student's actions place other students, faculty/staff, and/or community members at risk
- 9.5. Student is in violation of city/state/national laws and/or regulations

**10. DATA PROTECTION AND PRIVACY**

- 10.1. In exchanging personal data and other relevant information (Data) between them, the Parties are acting each as data controllers in accordance with UK Data Protection legislation under the legal basis of 'contract'. Students will be provided with appropriate privacy information prior to the transfer of any Data and as part of the application process for exchange. Both Parties agree to comply with all applicable data protection laws.
- 10.2. Unless otherwise required by law, no Data received by one Party from the other Party will be divulged to any third party without the prior written approval of the individual to whom such Data relates.
- 10.3. UNM and UEA acknowledge that they may be subject to various privacy, data protection, freedom of information and public records requirements, and both Parties agree that they will co-operate and provide all necessary assistance in order to comply with these obligations.

**11. NATURE OF AGREEMENT AND AMENDMENT**

- 11.1. This Agreement constitutes the entire agreement and understanding of the Parties with respect to its subject matter and replaces any prior agreements, discussions or understandings. If one or more of the provisions set forth in this Agreement are held to be invalid or unenforceable in any respect, then that invalidity or unenforceability shall not affect any other provisions of this Agreement and this Agreement shall be construed as if the invalid or unenforceable provisions had not been included in the Agreement.
- 11.2. Changes to this agreement shall be made by mutual written consent between both institutions. In cases of disagreement, the party wishing to depart from the agreement shall, wherever possible, give 12 months' notice of its intention to do so.

**FOR THE UNIVERSITY OF EAST ANGLIA**



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**Prof Mark Searcey**  
**Pro-Vice-Chancellor**

Date...10/04/2024.....

**FOR THE REGENTS OF THE UNIVERSITY OF NEW MEXICO**



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**Nicole Tami**  
**Executive Director of Global Education Initiatives**

Date...11-Mar-2024.....






# UNM-University of East Anglia - Exchange - Signed March 2024

Final Audit Report

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