



THE UNIVERSITY OF  
**WESTERN  
AUSTRALIA**



THE UNIVERSITY OF  
**NEW MEXICO.**

## **STUDENT EXCHANGE PROGRAM AGREEMENT**

**BETWEEN**

**THE UNIVERSITY OF WESTERN AUSTRALIA, PERTH, WA, AUSTRALIA**

**AND**

**THE UNIVERSITY OF NEW MEXICO, ALBUQUERQUE, NM, USA**

The purpose of this Student Exchange Program Agreement (Agreement) is to establish the terms and conditions under which the exchange of students between The Regents of the University of New Mexico (UNM) and The University of Western Australia (UWA) (each an Institution and together, Institutions) will take place (Student Exchange Program). The Student Exchange Program seeks to broaden the scope of the academic curriculum and to provide a unique learning experience for students in an overseas environment, as well as to promote cooperation between the two Institutions.

### **1. OPERATION OF AGREEMENT**

At UWA the authority to operate this Agreement is vested in the Global Engagement Office. At UNM the authority to operate this Agreement is vested in the Global Education Office.

### **2. ACADEMIC YEAR**

UWA's academic calendar extends from February/March to June (Semester 1) and July to November (Semester 2). UNM's academic calendar extends from August to December (Semester 1) and January to May (Semester 2). Exchange students can enrol at the host Institution for one or two semesters commencing in either semester, and may enrol over two academic years provided semesters of study are consecutive. One semester of study at UWA is equivalent to one semester of study at UNM. Research students may commence at any time by agreement between the Institutions.

### **3. NUMBER OF STUDENTS**

The actual number of exchange students permitted under this Agreement will be determined yearly by mutual agreement in writing of the Institutions based on the premise of one-for-one, with the understanding that two exchange students enrolling for one semester each will be equivalent to one exchange student for one year. Each Institution recognises the balance may fluctuate yearly, however agrees to maintain the overall balance for the period of the Agreement.

#### **4. SELECTION OF EXCHANGE STUDENTS**

- 4.1 The Student Exchange Program will be open to undergraduate and postgraduate coursework and research students, as agreed upon between the Institutions in writing, provided that exchange students must have completed at least one semester of continuous study at the home Institution before their exchange. The participation of research students will be dependent upon the availability of appropriate supervision and facilities at the host Institution.
- 4.2 The home Institution will screen applicants from its Institution for exchange. The host Institution will reserve the right to make final judgements on the admissibility of each student nominated for the Student Exchange Program.
- 4.3 The following guidelines apply:
- a) The exchange students must satisfy all admission requirements, including the language proficiency requirements (where applicable) of the host Institution (see Schedule 1).
  - b) The exchange students may apply to any academic program offered by the host Institution pursuant to this Agreement (see Schedule 3) as non-degree students at a level determined by the host Institution. The host Institution reserves the right to exclude exchange students from restricted enrolment programs.
  - c) Any academic credit earned at the host Institution will be transferred back to the home Institution in accordance with procedures determined by the home Institution.
  - d) Exchange students must enrol in a full academic load at the host Institution in accordance with the host and home Institution requirements. At UWA the standard academic load is between 18 credit points (3 units) and 24 credit points (4 units) per semester. Exchange students will be counted as 0.5 FTE, regardless of the number of credit points enrolled in. Exchange students enrolled with more than 24 points will incur an additional tuition fee calculated on a pro rata basis. At UNM the standard academic load is between 12 credits and 15 credits per semester. Incoming UWA exchange students may enroll in additional credits with the approval of UWA. Base tuition is waived at UNM for UWA exchange students, however, additional course fees may be assessed on a course by course basis.
  - e) An exchange student can study at the host Institution for up to 2 semesters/one academic year. An extension of stay after the first academic year must firstly be authorised by the home Institution and can only be approved on a study abroad fee-paying basis.
  - f) Exchange students must abide by all rules and regulations of the host Institution. They will also have the rights and privileges enjoyed by other students at the host Institution and will be subject to the same assessment procedures for the course in which they are enrolled as students of the host Institution.

## 5. RESPONSIBILITIES OF EACH INSTITUTION

5.1 Each Institution appoints the coordinating office named in Schedule 2 as the coordinator for that Institution for the Student Exchange Program (**Coordinating Office**). The Coordinating Office will look after the partnership and administration of this Agreement and will serve as the contact on campus, being responsible for matters related to the application, admission and ongoing welfare of exchange students.

5.2 Each Institution agrees to:

- a) accept the agreed number of exchange students from the other Institution and enrol them as full-time, non-degree students for the one or two regular semesters of the academic year, and to provide them with tuition fee waivers;
- b) exchange all relevant information about the courses offered at their respective Institutions (course description, timetable, admission requirements, etc.);
- c) be responsible for arrangements associated with the exchange of students and the general welfare of the exchange students;
- d) provide campus facilities and the appropriate student support including orientation and social programs to exchange students under the same conditions, and where applicable at the same fees, as those applying to other students at the host Institution;
- e) provide information on finding housing in that Institution's residential colleges or other student accommodation;
- f) at the end of the semester, send an official academic transcript for each exchange student to the other Institution, subject to obtaining that exchange student's consent;
- g) allow the other Institution the right to use its name, logo and any other trademark in activities and on terms approved by the Institution during the term of this Agreement;
- h) monitor the success of the Student Exchange Program by obtaining feedback from exchange students, and to use this information, where necessary, to make improvements to the Student Exchange Program; and
- i) obtain appropriate consent from its students to the sharing and exchange of their information, including their personal information, with and between the Institutions for the purposes of their student exchange, and including that each Institution will hold their information pursuant to its policies and this Agreement.

5.3 Each Institution as host Institution agrees, in order to help the home Institution provide useful pre-enrolment information to prospective exchange students, to:

- a) maintain personal contacts;

- b) provide sufficient supplies of accurate promotional material and information about the Student Exchange Program; and
  - c) provide regular and accurate updates of information to the home Institution about courses, fees, entry requirements and living conditions.
- 5.4 Each Institution as home Institution agrees to provide to its students applying to the Student Exchange Program accurate and appropriate information about the student responsibilities described in clause 5.8 of this Agreement and accurate information provided by the host Institution about the host Institution campus, resources and facilities, teaching methods, assessment methods, subject content and duration, admission requirements, the local environment, accommodation (on-campus and off-campus), cost of living in the host Institution city, the application and admission process to the host Institution, and any fees other than tuition payable at the host Institution. This information will be contained within the Letter of Offer issued by the host Institution.
- 5.5 UNM agrees to:
- a) provide to its students applying to UWA accurate information provided by UWA about the need for an Australian Student Visa and the need to register for Overseas Student Health Cover (OSHC);
  - b) ensure all material provided to its prospective exchange students includes UWA's CRICOS provider code 00126G; and
  - c) ensure any requests for advice on Australian visa applications or migration law are referred to the relevant Australian diplomatic mission or authorised migration agent.
- 5.6 Exchange students must register and pay tuition and other required fees at their home Institution. Each host Institution will provide base tuition fee waivers for the exchange students.
- 5.7 Exchange students will be responsible for personal health and medical insurance coverage. Exchange students applying to UWA will be required to register for Overseas Student Health Cover (OSHC), as required by the Australian Government, and will be subject to the conditions of their student visas. The host Institution will provide the necessary documents (where applicable) to enable the exchange student to obtain a student visa. Exchange students applying to UNM will be required to purchase a UNM approved health insurance plan.
- 5.8 Exchange students will be responsible for the following:
- a) transportation to and from host Institution;
  - b) room and board expenses;
  - c) medical insurance;
  - d) student union fees, if applicable;
  - e) textbooks, clothing and personal expenses;

- f) passport and visa costs; and
- g) all other debts and incidental expenses incurred during the course of their exchange period.

**6. COMPLIANCE**

Each Institution agrees that:

- a) the laws of the country of the host Institution, and the policies of the host Institution, will apply in relation to any matter concerning the provision of educational services by the host Institution to the students, including the privacy or protection of the personal information of students enrolled at the host Institution;
- b) it will comply with the information security laws including privacy, retention and data subject rights applicable to that Institution; and
- c) it will maintain health and safety standards consistent with its own best practices and the requirements of the law in its country (including regular safety training and instruction for its employees) and will provide a safe environment for all staff and students at its Institution.

**7. GENERAL**

- 7.1 This Agreement commences on the date of the last party's signature and will continue for a period of five (5) years, unless terminated by either party giving six months prior written notice to the other party.
- 7.2 This Agreement may be amended or extended by the mutual written agreement of the parties.
- 7.3 This Agreement may be signed in any number of counterparts which when taken together constitute one document and an exchange of signed electronic copies of the Agreement will suffice.


**Executed as an agreement**

Signed for **The University of Western Australia** by its authorised representative:

  
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 David Connell  
 Associate Director,  
 Global Engagement

Date: 18 Dec 2024

Signed for **The Regents of The University of New Mexico** by its authorised representative:

 Digitally signed by Nicole Tami  
 Date: 2024.12.17 16:07:28 -07'00'  
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 Nicole Tami  
 Executive Director of Global  
 Education Initiatives

Date: 17/Dec/24

## Schedule 1

### 1. ADMISSION REQUIREMENTS FOR UWA

#### (i) General admission requirements

Candidates for student exchange at UWA must normally have completed at least one semester of university study at the time of application to UWA and be in Good Academic Standing according to the home Institution. Postgraduate coursework students must have completed a recognised bachelor's degree. Research students must have completed a recognised bachelor's degree and have previously undertaken work at a high enough standard towards a Masters or PhD degree at an approved university.

At UWA the grading scale is:

<b>GRADE</b>	<b>%</b>
HD (High Distinction)	80-100
D (Distinction)	70-79
CR (Credit Pass)	60-69
P (Pass)	50-59
N+ (Fail)	45-49
N (Fail)	0-44
UP (Ungraded Pass)	
P+ (Pass)	
UF (Ungraded Fail)	

UNM utilizes a fractionated grading system. Following are the allowable grades and associated grade points:

<b>GRADE</b>	<b>GRADE POINTS</b>
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00

D-	0.67
F	0.0

(ii) Language competency

English Language proficiency at UWA needs to be satisfied according to one of the English Language proficiency requirements set out at:

<http://www.studyat.uwa.edu.au/undergraduate/requirements/english>

Alternative English Language Pathway:

Qualification	Minimum Requirement
IELTS	6.0 (no individual band less than 5.5)
Next Generation TOEFL - Internet-based Test (iBT)	An overall score of 70 with a minimum score in the following sections: Writing: 20 Speaking: 19 Listening: 17 Reading: 14
CELT Bridging Course (20 weeks):	Pass with C+

Candidates gaining admission via the alternative pathway must complete the following unit in their first semester enrolment:

- PACM1100 Professional and Academic Communication

For a complete list of other international qualifications accepted via the alternative pathway please refer to the relevant Bridging Course entry requirements at:

<http://www.celt.uwa.edu.au/courses/pathways>

## 2. ADMISSION REQUIREMENTS FOR UNM

(i) General admission requirements

UWA candidates for the student exchange program at UNM must normally have completed at least one semester of study at the time of application and be in Good Academic Standing according to UWA. Postgraduate coursework students must have completed a recognised bachelor's degree. Research students must have completed a recognised bachelor's degree and have previously undertaken work at a high enough standard towards a Masters or PhD degree at an approved university.

At UWA, Good Academic Standing is defined as making Satisfactory Academic Progress as defined in the UWA policy, which can be found here:

<http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?policy=UP11%2F26>

The general admission requirements at UNM are:

To be eligible to study abroad, students must be in good academic standing at UNM. Students may not be on disciplinary probation, have current pending disciplinary action being taken by the UNM Dean of Students Office, or have a felony conviction. Students currently on academic or disciplinary probation, pending disciplinary action being taken, or a felony conviction may appeal this requirement through the Education Abroad Office. Certain programs have GPA specific requirements. UNM candidates for study abroad should carefully review program specific requests.

(ii) Language competency

UWA candidates for the student exchange program at UNM will meet the minimum English proficiency requirements for Graduate & Undergraduate applicants as established by UNM's office of International Admissions, or such other language proficiency requirements as the parties agree from time to time.



## Schedule 2

The Coordinating Offices are:

For **The University of Western Australia:**

For the partnership and administration of this Agreement:

Name: Global Engagement Office  
Address: The University of Western Australia (M464A)  
35 Stirling Highway, Crawley, WA 6009 Australia  
Email: [global.engagement@uwa.edu.au](mailto:global.engagement@uwa.edu.au)

For application, admission and ongoing welfare of exchange students:

Name: International Student Experience and  
Global Learning, Student Life  
Address: The University of Western Australia (M352)  
35 Stirling Highway, Crawley, WA 6009 Australia  
Email: [studyabroad@uwa.edu.au](mailto:studyabroad@uwa.edu.au)

For The University of New Mexico:

Name: Global Education Office  
Address: 2120 Mesa Vista Hall  
MSC06 3850, 1, University of New Mexico  
Albuquerque, NM 87131-0001  
Email: [exchange@unm.edu](mailto:exchange@unm.edu)

### **Schedule 3**

Participating schools of The University of Western Australia in this program are as follows:

All Schools except the Dental School and the Medical School.

Participating faculties/schools at The University of New Mexico in this program are as follows:

All Colleges/Schools except for the following: School of Medicine, College of Nursing, College of Pharmacy. Course restrictions exist in Law, Nutrition, and Architecture.