

**Specific Agreement for Exchanges Between
The University of New Mexico, Albuquerque, NM, USA and
Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, Rome, Italy**

The Regents of the University of New Mexico and Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, recognizing the value of educational exchanges, enter into this Exchange Agreement.

1. Definitions.

- a. "Home institution" means the institution at which the student intends to graduate or the faculty or staff member is employed.
- b. "Host institution" means the institution that receives exchange students, faculty, or staff from the home institution.
- c. "Semester, session, or academic year" means the period relevant to the host institution's academic calendar.

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. Student exchanges are intended to allow enrollment in host-institution courses at the undergraduate and graduate level for academic credit that will be transferred and applied to the student's home institution degree. Faculty and staff exchanges are intended to promote collaboration.

3. 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 exchange 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 exchange applications to the host institution by published deadlines. The host institution will review application materials to ensure applicants meets requirements.
- e. To provide exchange students the same academic resources and support services available to all students at the host institution.
- f. To provide each student's transcript to the home institution with the student's consent. UNM is required to obtain student consent prior to sending student transcripts to the home institution. By completing their application to Luiss, UNM students participating in an exchange will authorize Luiss to send their transcripts to their home institution without requiring any further consent. Each hosting university will provide a transcript of records earned by each student within 2 months after the end of the academic semester, as well as assistance in translating grades and credits into the home university system. Although recognition is given to academic credits granted by both institutions, transfer courses must meet the home institution's credit and curricular requirement.
- g. To make reasonable efforts to involve equal numbers of students from each institution over the period of this Agreement.
- h. That the home institution will determine how much academic credit to grant a student for host-institution courses.
- i. The parties undertake to adopt reasonable measures necessary to ensure that the data is collected and processed in conformity with the provisions of the applicable laws governing the processing of personal data. In order to facilitate communication each party shall provide the other party with the privacy contact for their institution. For inquires related to UNM policies & procedures please contact: privacy@unm.edu. For inquires related to Luiss policies & procedures please contact: privacy@luiss.it.

4. 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.

- c. Obtain a copy of their host-institution transcript and submit it to their home institution on a timely basis.
 - 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. Carry, at his/her own expense, adequate travel and medical insurance for the entire period of time that he/she is away from his/her home country for purposes of the exchange, including the exchange period.
 - g. Comply with all applicable host-country laws.
- 5. 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 2 students from each institution will participate in the exchange program each year for one or two academic sessions. The parties will adjust this number as needed to reach an overall balance of incoming and outgoing students. In assessing balance, one student registering for two academic sessions is equivalent to two students registering for one academic session. Any imbalance in a given semester ideally should be corrected in the subsequent year. If an imbalance continues for more than three consecutive academic semester terms the party that has received the larger number of incoming students has the option to operate the exchange on a one-way basis until the imbalance is corrected, whereupon it will resume operating on a reciprocal basis as described above.
- 6. Selection and Enrollment of Students.** The home institution will nominate high-achieving students as exchange applicants. Subject to the approval of the host institution, Participating students under the terms of this agreement will be nominated and selected by their home institutions applying the following criteria in a general way:
- a. Both institutions deem them academically qualified to succeed and have approved their enrollment proposal.
 - b. Possess a very good academic record.
 - c. Have a very good English language competence (or of the other language of instruction of the host university).
 - a. The language proficiency will be certified by each home institution, confirming the level is adequate.
 - i. Students will not be required to submit an official language test result for the exchange program unless after three (3) subsequent semesters host institution has identified low academic performance of students, due to consistent lack of language proficiency, host institution has the option to require official language test results in addition to home institution language certification.
 - d. They have completed at least one year of study at their home institution;
 - e. They will be enrolled at their home and host institution for the full period of the exchange.
- 7. Exchange Deadlines.** Each University agrees to accept the following application deadlines for the student mobility activities:
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|---------------------------------|--|
| For Luiss Students going to UNM | |
| 15 May | deadline for Fall / I semester and Spring / II semester admissions |
| 30 September | deadline for Spring / II semester admissions |
| For UNM Students going to Luiss | |
| 15 May | deadline for Fall / I semester and |
| 31 October | deadline for Spring / II semester admissions |
- 8. Financial Responsibilities of Host Institutions.** The host institution will provide the following at no cost to exchange students:
- a. Waiver of standard tuition
 - b. Orientation Program
 - c. Student services normally available to other host-institution students

9. Financial Responsibilities of Students.

- a. Home institution tuition and fees, including differential tuition and/or specialized course fees, which are NOT part of base tuition and therefore not included in the tuition waiver.
- b. Round-trip travel costs including passport, visa, etc.
- c. Books, class materials, supplies, etc.
- d. Any host-institution special course fees, laboratory fees, or recreation fees
- e. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
- f. Administrative fees applicable to all incoming international students, including specific student exchange fees.
- g. Health and accident insurance that meets host-institution requirements.

10. 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 all necessary information about housing options and application procedures with each student's notice of admission.

11. Families. A student's proposal to bring his or her spouse and/or dependents is subject to the host institution's approval. The exchange student will pay all additional costs.

12. Faculty. The parties agree in principle to exchanges of faculty. 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.

13. Program Review. The parties will evaluate the exchange program at least every two years to make any needed changes and to explore new opportunities for collaboration.

14. 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.

15. Term, Renewal, Amendment, Termination, and Dispute Resolution.

- a. 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. The first mobility is expected for the a.y. 2021-2022.
- b. This Agreement may not be amended except by an instrument in writing signed by the duly authorized representatives of each party.
- c. 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.
- d. 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.

16. 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.

17. Miscellaneous. The two institutions shall seek to promote other forms of co-operation which the two universities may jointly arrange.

Through the respective Offices of International Programs, both universities will encourage cultural and community service programs and experiences to increase knowledge and appreciation of their respective societies.

Both universities agree that no one shall be excluded by the activities described in this Agreement on the grounds of race, nationality, gender or belief. In addition, both universities are fully aware of the importance of their role as promoters of societal and environmental responsibility: their common aim is to educate future managers, operators and leaders to face the most important issues at stake today, from social exclusion to environmental challenges, taking responsibility for their actions and for those of the organizations they will be part of.

Any dispute arising from or in connection with the present Agreement shall be resolved amicably on the basis of earnest negotiation between the Parties to reach consensus.

18. 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.

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
<http://geo.unm.edu/>

Head Student Mobility
Luiss Guido Carli
Viale Romania, 32
00197 Roma
T: +39 06 85225642/5389
relint@luiss.it

This document memorializes the parties' entire agreement.

The Regents of the University of New Mexico

Luiss University


Dr. Nicole Tami, Executive Director, Global
Education Initiatives


Prof. Andrea Prencipe, Rector

Nov 24, 2020

Nov 26, 2020

Date

Date