

**Memorandum of Understanding**  
**between**  
**The University of New Mexico, Albuquerque, NM, USA**  
**and**  
**The Center for International Education, Waseda University, Tokyo, Japan**

This memorandum of understanding (MOU) states the parties' mutual understanding concerning the Waseda Thematic Studies Abroad (TSA) one-semester program that the Regents of the University of New Mexico, a body corporate of the State of New Mexico (UNM) and the Center for International Education (CIE) at Waseda University (WU) hereby jointly establish.

- 1. Title:** Waseda Thematic Studies Abroad (TSA) one-semester program at the University of New Mexico.
- 2. Eligibility of Participating Students:** Eligibility to apply is limited to WU undergraduate students selected by WU, who must fulfill UNM's requirements and minimum TOEFL score.
- 3. Number of Participants:** WU will endeavor to send up to 15 students annually. WU will consult UNM regarding any adjustments in these numbers as early as possible in the fall.
- 4. Timing of the Program:** The program will run during the fall semester (August to December).
- 5. Program Faculty and Staff:** UNM's program director will be the UNM Global Education Office (GEO) Director or the Director's designee, who will be responsible for the smooth operation of the program.
- 6. Academic Content of the Program:** The Director of GEO or the Director's designee will decide the academic content of the program according to the theme(s) and strategy set in consultation with WU and UNM faculty members.
- 7. Operation of the Program:** UNM agrees to operate the program according to the jointly established academic content described above. However, if the academic content must be modified for an unavoidable reason, UNM may do so with the consent of WU.
- 8. Student Status:** WU students will receive the same academic resources and support services available to all UNM students. All students participating in this program shall be subject to the rules and regulations of UNM. Any breach of these rules and regulations will be dealt with in accordance with UNM's established policies and procedures.
- 9. Housing Arrangements:** GEO will make good faith efforts to place all the participating WU students in on-campus housing so that they have the opportunity for daily interaction with other UNM students. However, if on-campus housing is not available, then GEO, in consultation with WU, will make good faith efforts to place the WU students with host families or in off-campus housing within reasonable proximity to UNM.
- 10. Advisement and Assistance:** GEO will advise participating WU students on academic matters and living in the U.S.

**11. Tuition and Fees; On-Campus Room and Board:** For tuition and fee rates visit <http://bursar.unm.edu/tuition-info/tuition-and-fee-rates.html>. For resident meal plan rates visit <http://lobocard.unm.edu/>. For residence hall rates and payment schedules visit <http://housing.unm.edu/prospective-resident/rates-payments.html>. All rates are subject to change from time to time.

**12. Payment of Invoiced Expenses:** UNM will invoice WU the total amount of participating students' tuition and mandatory fees. WU will transfer payments to UNM by the due date on the invoices from the UNM Bursar's Office.

**13. Payment of Other Expenses:** Participating WU students will pay all other expenses directly and by the due date to UNM or the independent vendor, including, but not limited to, room and board costs, students' course fees, immigration processing fees, health and accident insurance required by UNM (unless waived on a case-by-case basis), round-trip travel costs including passport and visa, and other living and miscellaneous personal expenses.

**14. Program Evaluation:** GEO and CIE will evaluate the results of this program periodically as needed.

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

- a. This MOU shall become effective for an initial term of five (5) years from the date of the last signature by the parties' duly authorized representatives, and shall renew automatically for successive one-year terms unless terminated as provided below ("Term").
- b. This MOU 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 MOU by giving the other party at least twelve months' written notice, but any WU students who have been accepted at UNM at the date of termination may complete their courses of study in accordance with this MOU. Termination shall be without penalty.
- 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.

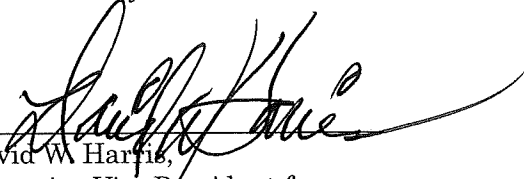
**16. Notices.** All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email transmission to the following addresses. Either Party may change its email address for notice purposes by providing prior written notice 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.

Director, Global Education Office  
University of New Mexico  
MSC06 3850  
Albuquerque, NM 87131-0001 USA  
505-277-4032; e-mail: [geo@unm.edu](mailto:geo@unm.edu)  
<http://geo.unm.edu/>

Dean, Center for International Education  
Waseda University  
1-7-4 Nishi-Waseda, Shinjuku-ku,  
Tokyo 169-0051 Japan  
81-3-3203-6427  
e-mail(Incoming): [ex-in-cie@list.waseda.jp](mailto:ex-in-cie@list.waseda.jp)  
e-mail(Outgoing): [out-cie@list.waseda.jp](mailto:out-cie@list.waseda.jp)  
<http://www.cie-waseda.jp/en/>

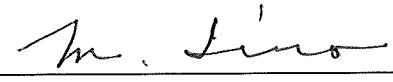
This MOU memorializes the parties' entire agreement.

On behalf of The Board Regents of  
the University of New Mexico

  
\_\_\_\_\_  
David W. Harfis,  
Executive Vice President for  
Administration, COO & CEO

Date: 8/15/14

On behalf of the Center for International  
Education, Waseda University

  
\_\_\_\_\_  
Masakazu Iino, Dean

Date: 8/1/2014

UNM MOU for Waseda TSA(1semester)