

Memorandum of Agreement between the
the Board of Regents
Of the University of Wisconsin-Milwaukee
And the

This agreement between the Board or Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Milwaukee (UWM) and _____ is intended to cover the major policies respecting the participation of _____ in the UWM study abroad program ("the program") at the _____ (name and location of foreign university) under the following conditions:

WHEREAS, both institutions firmly support the concept of study in another culture and assert its importance in individual growth and development, as well as in the promotion of mutual understanding between _____ and the United States, and the promotion of world peace; and _____

WHEREAS, both entities agree that this cooperation will be in the best interests of their institutions and will encourage and support their educational missions; and;

NOW, THEREFORE, in consideration of the above premises and the individual, and mutual promises of the parties hereinafter set forth, and for other good and valuable consideration, it hereby agreed by and between UWM and _____ hereto:

1. UWM shall be responsible for the administration of the program in _____ (city and country), including establishment of all policies governing admission and participation of all students, incurring the costs of advertising and recruiting nationwide, responding to requests for program information, and maintaining liaison with the _____ (foreign university). _____, however, shall be responsible for publicity and recruiting of all _____ students, as well as the costs for such activities.

2. _____ students will be selected by the _____ departmental committee at _____, following the UWM requirements of at least second-semester sophomore standing, of successful completion of at least five semesters of college-level _____ language or its equivalent, and of achievement of an overall grade average of at least 2.75 for all college work by the stipulated deadline. _____ shall accept only those currently enrolled, regularly matriculated University of _____ students who meet such requirements. UWM shall provide _____ information about the program, including application deadlines, program costs, and other information needed to recruit, select, and orient students in a timely

manner. UWM and _____ shall consult and set guidelines/deadlines for acceptance letters, receipt of contracts and other acceptance documents. These guidelines/deadlines shall be established by September 1 of each year for the following spring semester, and February 1 of each year for the following fall semester and shall be attached as an addendum to this agreement.

3. The number of _____ students is anticipated to be no more than half the program total in any given semester, though more may be admitted if spaces are available. In the event that, in the judgement of UWM, there are insufficient applicants to conduct the program for any given semester, UWM reserves the right to cancel the program for that semester, after consultation with _____. Notice of such cancellation shall be provided by UWM by October 15 for the following spring semester and March 15 for the following fall semester.
4. _____ students shall be enrolled in the program under the same conditions as are the UWM students. They will also continue to be enrolled at _____ throughout the study abroad program. It is understood that _____ students admitted to the program shall remain degree candidates at _____, and that admission to the UWM study abroad program is not admission to a degree program at UWM. All students who participate in the program shall be subject to the rules and regulations of all institutions at which they are matriculated, as well as the rules and regulations of the UWM Study Abroad Program.
5. The program fee for each semester shall be set by UWM and UWM shall notify _____ of the amount no later than October 1 for the following spring semester and February 15 for the following fall semester. This fee includes instructional and administrative costs, fees, room, meals, field trips, on-site orientation, services of the resident director and the assistant director, and a transcript at the end of the program. The fee does not include airfare, travel in addition to the program, field trips, costs of matriculation in a regular class at the _____ (foreign university), books, passport or visa fees, or miscellaneous personal expenses. These are the students' responsibility. The fall program runs from early September to approximately the third week of December, and the spring program runs from early January through early May. Students may participate for one or two semesters.
6. The Resident Director and Assistant Director:
 - a) after academic year _____ in which UWM shall provide the Resident Director and Assistant Director, each institution will

provide to the program in every other year a resident director for the fall semester, and an assistant director for the academic year who will serve as director in the second semester;

- b) the resident director shall be a permanently rostered faculty member in the Department of _____ at the providing institution and shall be expected to return to the home institution for at least one year following the program's close;
- c) the assistant director shall be a graduate student in the Department of _____ at the providing institution, and, ideally, shall also be an exchange student from the _____ (foreign university) or one who has spent a significant amount of time at that institution;
- d) in those years, scheduled to begin in _____ and to continue in alternating years, when _____ furnishes the resident director and the assistant director, each will be chosen by the Department of _____ and approved by the Dean of _____
- e) and by the Study Abroad Committee at _____. The College _____ agrees to develop any necessary mechanisms to allow the resident director to retain his/her regular salary and benefits.

OR6. An on-site Service Provider shall be retained by UWM as an independent contractor each year to manage administrative program details including but not limited to making family home stay placements for each student, liaison with UWM and _____, arranging cultural outings and excursions, coordinating a pre-semester cultural orientation class, staff the program office, and provide monthly financial accounting of program expenditures.

- 7. _____ shall collect fees from its students and guarantee remittance of the UWM program fee as described in Section 3 above to the UWM. _____ Office of International Education will retain a portion, to be mutually agreed upon each year, of the published UWM program fee paid by each _____ participant for publicity, recruiting, and administrative costs for the program. For the spring semester _____ and the academic year _____, that amount is \$xxxx per student, regardless of the number of semesters in which the student participates in the program.

8. Each University shall accept as its own credits earned on the program. Upon completion of the program, UWM will forward an official transcript to _____ to show work taken and credit earned by each _____ student.

9. Each University shall be responsible for administering to eligible students their respective need-based and institutional financial aid while students are enrolled on the program.

10. Administrative responsibility of the operation of the program shall continue to reside with the UWM. Administrative liaison facilitating the participation of _____ students on the program shall reside with the _____. _____ shall appoint a staff member as liaison with UWM and agrees to notify UWM of any changes made regarding such appointment.

11. Correspondence relating to the mechanics and administration of this agreement shall be conducted by personnel of _____ and the Office of International Studies and Programs at UWM. The respective Departments of _____ should correspond and copy these offices on all academic matters. It is understood that both parties shall support and promote the spirit of this agreement and facilitate as much as possible the academic progress, physical relocation and cultural orientation of all participating students.

12. Amendments to this Memorandum of Agreement may occur only by mutual written consent between _____ and UWM.

13. The term of this agreement shall be January 1, 19xx through June 30, xxxx; however, either institution may terminate this Memorandum of Agreement by providing written notice of not less than 12 months, such termination to be effective only at the end of an academic year.

IN WITNESS WHEREOF, UWM and _____ have executed this Agreement and/or authorize the same to be executed by their duly authorized representatives as of the date shown below the representative's signatures; said agreement to become effective as of that later date.

**The Board of Regents of the University of Wisconsin System on behalf of
The University of Wisconsin-Milwaukee**

Provost and Vice Chancellor

Date

Dean, College of

Date

For the Regents of the University of

Date