Memorandum of Understanding
between
STEPHEN F. AUSTIN STATE UNIVERSITY
(Nacogdoches, Texas, USA)
and
ROSE BRUFORD COLLEGE
(Kent, United Kingdom)

Both universities agree to establish ties of friendship and cooperation for the purposes of promoting mutual understanding, academic and cultural cooperation, and exchange of students and faculty.

Stephen F. Austin State University, represented by President Baker Pattillo, and Rose Bruford College, represented by Principal and Chief Executive Michael Earley, mutually agree to promote scholarship activities and international understanding.

OBJECTIVES:
The objectives of this agreement shall include but not be limited to the following:
1. The exchange of students, undergraduate and graduate.
2. The development of collaborative creative projects and research between faculty, students, and facilities.
3. The organization of joint academic and/or creative activities, such as courses, conferences, seminars, or lectures.
4. The exchange of teaching personnel.
5. Reciprocal assistance for visiting students and faculty.

Administration and Implementation
1. Stephen F. Austin State University and Rose Bruford College agree to designate the following individuals or such other persons notified by that party to oversee and facilitate implementation of this agreement.
   Rose Bruford College  Michael Earley
   Principal and Chief Executive
   Stephen F. Austin State University  A.C. Himes
   Dean, College of Fine Arts

2. The coordinators will be responsible for the direction and supervision of all activities of the joint programs under this agreement, subject to the rules and regulations pertaining to each university.

3. Either university may initiate specific proposals for activities through their coordinators. Once signed by both institutions, these proposals shall become part of the general agreement.

4. Supplemental agreements will address any other items necessary to efficiently accomplish activities under this agreement.

5. Any organizational difference which may arise between the collaborating institutions will be resolved by a committee including respectively a representative appointed by the signees and the appointed coordinators mentioned above for each institution. In the event a decision or solution cannot be reached, the agreement may be terminated after the last student’s exchange ends.
6. Each institution agrees to abide by all applicable laws, statutes, court decisions, ordinances and codes to which it is subject, including but not limited to fire safety codes, building codes, safety codes and zoning ordinances, export control, or their foreign equivalent in performing the obligations arising out of this agreement. The host institution agrees to regularly inspect its residential and academic facilities for compliance with applicable laws, rules and regulations, with specific emphasis on student, scholar and faculty member safety.

7. Each institution agrees not to discriminate against exchange students, scholars, or faculty members on the basis of race, color, religion, national origin, sex, age, veteran status or disability to the extent prohibited by law. Reports of sexual harassment or discrimination of any kind involving a visiting exchange student, scholar, or faculty member will be provided to appropriate official of the home institution as soon as reasonably practical.

8. Home institutions are to be notified immediately in the event of any emergency, accident, injury or death involving an exchange student, scholar or faculty member.

**Academic Arrangements**

1. Each institution will strive to exchange students on a semester quid-pro-quo over a reasonable period of time, not to exceed three (3) years. It is the intent of this agreement that under normal circumstances, each academic year four (4) Rose Bruford College students will attend Stephen F. Austin State University during the Fall semester and two (2) Stephen F. Austin State University students will attend Rose Bruford College for one year (two consecutive semesters). Regardless of any provision to the contrary, if an imbalance exists entering into the final year of the agreement, the institution which has hosted more students will be permitted to send additional students until the imbalance has been cured.

2. Each institution is responsible for the evaluation of its own students’ credentials to ensure preparedness for the exchange (academic profile, language skill, motivation, and overall potential to succeed in an international academic environment).

3. Exchange students will register for classes on arrival, must meet the prerequisite requirements for enrollment and all courses taken at the host institution, and possess any required language proficiency to conduct the intended studies at the host institution. Each host institution reserves the right not to accept a student for exchange whose academic or other qualifications for participation in the program are not deemed appropriate or adequate, and in such cases, additional student’s may be provided by that exchange student’s home institution.

4. All exchange students shall be subject to the same policies and regulations that pertain to regularly enrolled students at the host institution.

5. The academic record of each exchange student shall be sent directly to his/her home institution at the conclusion of each semester. Records relating to the visiting exchange student will be confidentially maintained and released only to the following: the student themselves, anyone designated in writing signed by the student, the home institutions, or an individual with a legitimate need to know (e.g. host institution faculty and employees, medical providers treating the student, etc.). It is the sole responsibility of the home institution to determine transferable credits and grade equivalencies.
6. The host institution shall arrange and conduct a comprehensive on-site orientation program for exchange students, scholars and faculty members upon their arrival at the host institution. This program shall include, at a minimum, information concerning any known, abnormally dangerous conditions on the premises or in the host city or country, such as threat of crime, terrorism, civil unrest, or disease. The program shall orient the exchange students, scholars and faculty members on applicable institutional policies and regulations, available public transportation, medical facilities, and notable cultural differences and etiquette.

Financial Arrangements

1. Students ("the departing students") will pay tuition and incidental fees to their home institution. Students will be responsible for extra-curricular or optional fees, including fees for optional student services, incurred at the host institution for the entire period they are in exchange.

2. Exchange students will be exempt from paying fees normally included in the host institution’s tuition and fee schedule at the host institution.

3. Exchange students will be responsible for all the other incurred expenses, including health and medical insurance, room and board, domestic and international transportation, books, and student organization fees at the host institution. The host institution will provide assistance with finding suitable accommodation and registration formalities.

4. Each student, scholar or faculty member shall be responsible for obtaining any and all visas or required documentation to enter and study in the host country. Each host institution shall assist the students in notifying them of what documentation is required and the process for obtaining that documentation. All costs associated with this documentation shall be borne by the student, scholar or faculty member.

5. No financial obligations are assumed under this agreement. The scope of activities under this agreement shall be determined by the funds regularly available at both institutions for the types of collaboration undertaken. Except as may be stipulated in any subsequent agreement, each institution shall be responsible for expenses incurred by its employees under this agreement any subsequent agreement executed between the parties.

Approval of the General Academic Cooperative Agreement

Upon signature by each institution, this agreement shall remain in effect for six years (6) years or until terminated by either institution. Such termination by one institution shall be effected by giving the other institution at least six (6) months advance written notice of its intention to terminate. Termination shall be without penalty. If there are on-going exchanges in place, termination will not take place until the last exchange ends. If this agreement is validly terminated, neither institution shall be liable to reimburse each other for any monetary or other losses that may result.

Dr. Baker Pattillo  
President  
Stephen F. Austin State University

Professor Michael Earley  
Principal and Chief Executive  
Rose Bruford College

Date: 5-30-12  
Date: 13-06-12