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RECIPROCAL STUDENT EXCHANGE PROGRAM AGREEMENT  
ADDENDUM TO THE  
GENERAL INTERNATIONAL MEMORANDUM OF UNDERSTANDING  
BETWEEN

BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA  
on behalf of THE UNIVERSITY OF NEBRASKA-LINCOLN  
LINCOLN, NEBRASKA, U.S.A.

AND

FULL TITLE OF PARTNER INSTITUTION  
CITY, COUNTRY

Pursuant to the General International Memorandum of Understanding (YEAR), this Reciprocal Student Exchange Program (RSEP) Agreement is established to promote international educational opportunities for students at the University of Nebraska-Lincoln (UNL) and PARTNER INSTITUTION (XX) through a reciprocal student exchange program.

I. Definitions

*Home Institution* shall mean the university where the student is originally enrolled and intends to graduate, or where faculty/staff are employed on a full-time, non-temporary basis.

*Host Institution* shall mean the university where the student is temporarily enrolled as an Exchange Student or where faculty and staff have short-term, visiting status and are engaged in teaching, research, training or other academic or administrative activities.

*Exchange Students* shall mean Home Institution students studying at the Host Institution under the condition of reciprocal waivers of tuition and certain fees.

II. Administration

- A. Administrative Office: This exchange shall be administered by the following:  
UNL’s Education Abroad Office <educationabroad@unl.edu>  
(XXX)’s (NAME OF OFFICE) <general email address of office>  
Each Administrative Office will designate a Coordinator to manage the exchange.

B. Coordinators: Coordinators shall remain in close contact to ensure that the Host/Home Institutions are providing/gathering all appropriate information and offering services for Exchange Students. These shall include, but are not limited to:

1. Information:

- Providing general university information (on housing, insurance, classes, etc.)
- Providing information on application, extension and termination procedures
- Gathering emergency contact information for each student
- Notifying the Home Institution of student progress via grade reports and transcripts

2. Services:

- Providing an orientation to its outgoing Exchange Students
- Providing an academic and personal orientation to incoming Exchange Students
- Providing academic and personal counseling to Exchange Students
- Assisting with reservations of standard housing
  - At UNL this will be in a double room in a residence hall
  - At (XXX) this will be in a (TYPE OF ACCOMMODATION)
- Providing general services available to regular, degree-seeking students at the Host Institution
- Implementing periodic evaluation of the exchange program

C. Annual Participants: UNL and (XXX) will agree on the annual number of Exchange Students. This number shall not exceed (NUMBER) full-time equivalent students (NUMBER student semesters) per academic year.

D. Reciprocity: Coordinators are responsible for maintaining reciprocity in exchange numbers. When an imbalance exists, Coordinators will negotiate a resolution. Within any one-year reciprocity may not be possible, but a balance should be achieved at the end of every three-year period.

### III. Admissions, Enrollment, Expenses & Student Rights

A. Nominations: Home Institutions nominate students to participate. Host Institutions have the final authority in accepting or rejecting nominations.

B. Applications: Coordinators should receive applications by the following deadlines:

At UNL: Applications for Fall Term by May 1; Applications for Spring Term by October 1

At (XXX): Applications for Fall Term--(Month,Day); Applications for Spring Term—(Month, Day)

C. Admission Requirements\*

For UNL students to be admitted to (XXX): (LIST QUALIFICATIONS)

For (XXX) students to be admitted to UNL: Students must submit documentation of their English language proficiency by a composite TOEFL score of 70 (iBT) and writing subscore of 20, or a composite IELTS score of 6.0 and writing subscore of 5.5 for undergraduates. Graduate students must meet English language proficiency requirements of both Graduate Studies and the intended academic department. Graduate Studies requirements are met by a TOEFL score of 500 (paper), 79 (iBT), or IELTS score of 6.0. Scores required by particular academic departments and are available from the Education Abroad Office at UNL.

\*No student may be admitted concurrently as a regular, degree-seeking student at the Host Institution.

- D. Classification: Students from (XXX) ordinarily attend UNL as unclassified (non-degree seeking) undergraduate students. Students will be permitted to attend both undergraduate and graduate-level courses for which they qualify.
- E. Enrollment: Participating students must maintain full-time enrollment\*  
 At UNL: 12-15 credit hours for undergraduate students; 9-12 credit hours for graduate students  
 At (XXX): (NUMBER) credit hours for undergraduate students; (NUMBER) credit hours for graduate students  
 \*The Home institution shall approve course offerings and acceptability of work completed at the Host Institution.
- F. Tuition/Fees: Exchange Students will pay tuition and “standard fees” (i.e., fees required of all students and program administrative fees) to the Home Institution (not to the Host Institution).
- G. Expenses: While residents at the Host Institution, Exchange Students are responsible for all costs associated with travel to the Host institution, accommodations, meals, leisure transportation, supplies, books, laboratory and “special fees” (i.e., fees not required of all students), other living expenses, and health insurance.
- H. Extensions, Withdrawals & Terminations: Accepted students are placed for a specified period. Requests for extension require both Host Institution and Home Institution approval. The withdrawal or termination of a student after acceptance by the Host Institution may result in forfeit of the program costs and in the student being counted in the exchange balance.
- I. Student Rights: Exchange Students have the same rights, privileges, and responsibilities as regular, degree-seeking students at the Host institution. Exchange Students will comply with the rules and regulations of the Host Institution. Exchange Students who are not in compliance may have their participation terminated by the Home or Host Institution.

**IV. Commencement, Duration & Termination**

Assuming completion of the agreement, this exchange may commence as early as the Term of the (YEAR) - (YEAR) academic year. This agreement shall remain in effect until the expiration of the current General International Memorandum of Understanding (Month, day, year) or be extended by mutual consent. To terminate the agreement, a partner must submit a written notification one-year in advance of the termination date.

BOARD OF REGENTS  
of the UNIVERSITY OF NEBRASKA  
on behalf of the  
**UNIVERSITY OF NEBRASKA-LINCOLN**      **NAME OF INSTITUTION**

\_\_\_\_\_  
Ronnie D. Green, PhD.  
Chancellor

\_\_\_\_\_  
Date (Day/Month/Year)

\_\_\_\_\_  
Date (Day/Month/Year)