

## Appendix A International Student Exchange Agreement Form

**Proposed Partner Institution:**

**Missouri S&T Faculty/Staff Sponsor:**

### I. Definition

Students from Missouri S&T attend classes at the partner university and vice versa. Students pay tuition and academic fees to their home university and do not pay tuition and academic fees to the host institution. The student is a non-degree seeking student at the host university and will transfer credit from the host university to the home university. At Missouri S&T, the funds paid by outgoing students are used to pay the cost of incoming students. Therefore, it is very important to maintain an equal number of exchanged students.

Additional factors are considered when determining if a university is a good student exchange match for Missouri S&T. Examples include similarity of degree programs between universities, number and quality of courses offered in English, desirability of location for students who study abroad, safety/security, staff at partner university available to support exchange students, etc. International linkage agreements that include student exchange require the completion of an appendix to the MOAC.

### II. Student Exchange Agreement Responsibilities

Strong support from the sponsoring department and faculty/staff member are vital to the success of an exchange program between Missouri S&T a partner university. The exchange of students should be mutually agreed upon and should benefit both partner institutions. The ability to accept incoming exchange students must be balanced with the ability of Missouri S&T to send outgoing exchange students to the partner university. Funds received from outgoing students are used to pay for tuition and fees for incoming students.

Outgoing and incoming exchange students and hours must balance to create parity. Outgoing exchange students are charged for 15 undergraduate credit hours or 9 graduate credit hours. Full time enrollment for incoming exchange students at Missouri S&T is 12-15 undergraduate credit hours or 9 graduate credit hours. Incoming exchange students who enroll in more than 15 undergraduate credit hours or 9 graduate credit hours will be responsible for payment of all additional costs. The exchange balance is monitored on an on-going basis, and balance should be achieved within two years of the beginning of the agreement. Should an imbalance of incoming and outgoing students develop, the sponsoring faculty/staff member and department agree to work with International Affairs to resolve the imbalance.

All student exchange requests must comply with the [Student International Travel Policy](#).

### III. Acknowledgments

I have read and I understand the responsibilities referenced above and I accept responsibility to be actively involved in the recruitment and oversight of the exchange students with the university below.

**Name of University:**

Signature of Faculty/Staff Sponsor

Signature of Sponsoring Department Chair

Signature of Dean

**Comments or Special Instructions:**