

<UNDERGRADUATE> STUDY ABROAD PROGRAMME AGREEMENT

BETWEEN

THE UNIVERSITY OF NEWCASTLE UPON TYNE

Newcastle upon Tyne, UK

&

[Name of partner institution]

This agreement is made between the University of Newcastle upon Tyne, Newcastle upon Tyne, NE1 7RU, UK (trading name: Newcastle University), hereinafter referred to as "NU" and [NAME OF PARTNER INSTITUTION] hereinafter referred to as "Partner".

1. INTRODUCTION

This Agreement concerns the selection of students for the undergraduate Study Abroad programme at NU. It covers the special application arrangements and tuition fee in respect of students from the Partner who are selected to study at NU under this Agreement.

2. DEFINITIONS

In this Agreement, unless the context will otherwise imply:

2.1 "Study Abroad" shall mean a defined programme of full-time undergraduate academic study for the duration of a single academic semester or a single academic year, for which the participating students will not receive a degree or any other academic award from NU.

2.2 "Study Abroad students" shall mean students participating in the programme implemented herein;

3. SUBJECT AREAS

The specific subject areas covered by this Agreement are shown in the attached schedule that is subject to revision, as required, by the Partner and NU.

4. SELECTION OF STUDENTS AND APPLICATION PROCEDURES (this part will include number of students and entry requirements)

4.1 The Partner will screen and select students for participation in the programme. NU will provide appropriate syllabus and promotional material to facilitate the screening and selection process.

4.2 The Partner will arrange for the students to complete application forms provided by NU. The Partner will send the completed application forms to the Study Abroad Co-ordinator at NU.

4.3 Participating students will continue to be degree seeking students at their home institution and will not be candidates for degrees at the host institution.

4.4 Change of programme or parts of a programme will only be allowed if the student obtains the written permission of both institutions.

4.5 Academic requirements will be detailed on a programme by programme basis, as determined by the co-operating departments in both institutions, and included in the Schedule.

4.6 The entry requirement for study at NU will be the successful completion of the first two years' degree level study at the Partner.

4.7 NU will have the right to reject candidates who fail to meet its standards, although it will endeavour to minimise such rejections by communicating its criteria and standards before the Partner screens applications.

4.8 Applicants to the Study Abroad programme are expected to have reached competence in English Language of IELTS XX (TOEFL XX, Pearsons XXX) or equivalent.

5. RESPONSIBILITIES OF NU

5.1 NU will send offer letters to successful students within 15 working days of receipt of the application forms provided all necessary information has been provided with the application.

5.2 NU will undertake to provide students from the Partner with advice and assistance in obtaining suitable accommodation during the duration of their studies at NU.

5.3 NU will provide appropriate pastoral care and support to students from the Partner whilst they are studying at NU including an orientation programme on arrival and access to full University student welfare and support services.

5.4 NU will provide the Partner with a transcript of the academic results of students at the end of the period of study and any other appropriate formal or informal reports on their performance during the programme of study as requested by the Partner.

5.5 NU will provide sufficient programme brochures, application forms and appropriate materials to help the Partner in the promotion and publicity of the programme at the Partner.

6. JOINT RESPONSIBILITIES

Each party agrees to appoint a Study Abroad Co-ordinator to administer the programme under the provision of this Agreement. The co-ordinator shall assist the institution and individuals in arranging and planning programmes of study; facilitate the exchange of all types of information; assist students on campus by support and advice related to courses, class schedules, housing, fee payments, acceptable and general conduct and all issues relating to student welfare.

7. EXCHANGE CO-ORDINATORS AND THEIR RESPONSIBILITIES

Each institution agrees to appoint an academic Study Abroad Co-ordinator for the academic programme under the provision of this agreement. The academic Study Abroad co-ordinator shall approve and agree on the academic content of the study programme at the host institution and approve and agree the reporting mechanism on the academic performance of students during and at the end of the programme of study.

8. FINANCE

NU will charge a Study Abroad tuition fee to all students selected under this Agreement to study on the programme. The Study Abroad tuition fee is shown in the attached Schedule and is subject to annual revision by NU.

Students participating in the scheme will be responsible for the following additional costs:

- transportation to and from the host institution;
- textbooks, clothing and personal expenses;
- incidental residence fees including any room deposits;
- passport and visa costs;
- personal health and hospitalisation insurance where appropriate;
- all other debts incurred at the host institution during the course of the Study Abroad programme.

9. ADVERTISEMENT AND PROMOTION

The International Office at the Partner will advertise the NU Study Abroad programme to their students and support NU by promoting their study programme on web sites, through internal information channels and newspapers. In Agreement with the Partner, staff from NU will be able to hold a briefing on the Study Abroad programme at the Partner.

10. RENEWAL, TERMINATION AND AMENDMENT

The period of this Agreement is for three years from the signing of the Agreement, after which it may be renewed by mutual consent. The operation of the Agreement will be reviewed on an

annual basis. Any revision or modification shall be in writing and once approved by both institutions will become part of this Agreement.

This Agreement may be renewed by mutual written agreement between the parties. The parties shall discuss any possible renewal of the Agreement no less than six months before the expiry date of the Agreement.

Either institution may, by written notice of six months, give notice to the other of its intention to terminate this Agreement.

On termination, both parties will use reasonable endeavours to ensure that existing students have available a satisfactory means of completing their period of study.

Nothing in the Agreement shall prejudice the right of either party from establishing similar relationships with any other university.

10.1 Procedure for Dispute Resolution

10.1.2 The Agreement shall be governed by and construed in accordance with the laws of England and of XXXX.

10.1.3 In the event of any disagreement between NU and the Partner concerning this agreement, the parties will endeavour to resolve the dispute by negotiations between representatives of NU and the Partner.

10.1.4 This Agreement will take effect on the date it is executed on behalf of both universities.

SIGNED for and on behalf of the Partner by:

.....

.....

XXXX

Date

The Partner

Witnessed by:

.....

XXX

The Partner

SIGNED for and on behalf of University of Newcastle upon Tyne by:

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.....

Professor Ella Ritchie

Date

Deputy Vice-Chancellor

University of Newcastle upon Tyne

Witnessed by:

.....

Dr John Terry

Head, International Office

University of Newcastle upon Tyne

The Study Abroad Coordinator at the Newcastle University is:

Tonia Cook
Email: Tonia.cook@ncl.ac.uk
Tel: +44 (0)191 222 6069
Fax: +44 (0)191 222 8667
Web: www.ncl.ac.uk/international/studyabroad

The Study Abroad Assistant at the Newcastle University is:

Amy Morecroft/Marsha Leask
Email: studyabroad@ncl.ac.uk
Tel: +44 (0)191 222 6689
Fax: +44 (0)191 222 8667

The Academic Study Abroad Co-ordinators at Newcastle University are:

Arts and Social Science	Mr Colin Bryson, colin.bryson@ncl.ac.uk
Business and Finance	Mrs Shelagh Cauwood, S.F.Cauwood@ncl.ac.uk
Science, Agriculture and Engineering	TBC
Pre-Med	Dr Chris Baldwin, christopher.baldwin@ncl.ac.uk

The Study Abroad Co-ordinator at XXX is:

Name and contact information

FEES

There is NO APPLICATION FEE.

Fees are subject to annual revision and will be automatically communicated to each Partner.

The Study Abroad Partner fee for the academic year XXX is:

Study Programme	Abroad	Full Year Study	Semester Only Study
Arts & Humanities			
Business & Finance			
Agriculture, Science & Engineering			
Psychology & Biomedical Sciences			
Pre-Med			

Appendix 1

1. The parties may transfer Data for the following purposes (the "Purposes").
 - 1.1 To facilitate the administration of, and to provide advice and support to, Study Abroad Students;
 - 1.2 The maintenance of Study Abroad Student records (including both personal and academic details) and management of academic progress (e.g assessment, examination boards, degree classifications);
 - 1.3 Academic audit and internal research, including monitoring quality and performance;
 - 1.4 The management of the residencies occupied by Study Abroad Students and non-academic activities carried out by Study Abroad Students.
2. The parties agree that they will only use Data solely for the Purposes and in accordance with this Schedule save to the extent otherwise required or permitted by applicable law.
3. Each party will use all reasonable endeavours to maintain the accuracy of all Data that it processes under the Agreement.
4. The receiving party will not in any circumstances disclose or transfer the Data (in whole or part) to any third party or outside the European Economic Area without the express written consent of the other party.
5. The receiving party will treat the Data as they would treat their own confidential information and will comply with any specific security requirements agreed in writing with the other party from time to time (such agreement not to be unreasonably withheld).
6. The receiving party will promptly co-operate so far as is reasonable with the other party with regard to destruction, return or disclosure of the Data (on whole or part).