STUDENT EXCHANGE AGREEMENT

AMERICAN UNIVERSITY
School of International Service
4400 Massachusetts Avenue, N.W.
Washington, D.C. 20016
United States of America

and

The University of Jordan
Al Jamia Al Urduniyya
Amman 11942, Jordan

American University (hereinafter, AU) through its School of International Service and the University of Jordan (hereinafter, UJ), as recognized leaders in higher education teaching and research in their respective countries, recognize that an agreement of cooperation would be of mutual benefit and serve to establish enduring ties between the institutions and the countries they represent. AU and UJ hereby agree to establish a framework of cooperation which will establish a student semester exchange program and to support the activities of the partnership in accord with the terms of this Agreement. Therefore, on 1 April 2017, they enter into this Memorandum of Agreement, whereby they agree to the following terms and conditions:

Section 1: PERIOD OF AGREEMENT. This Agreement between both institutions will be effective for a period of five (5) years from the above listed date and can be renewed every five (5) years upon the mutual, written consent of both parties.

Section 2: AMENDMENTS. This Agreement may be amended by the written consent of the signatories or their duly authorized representatives.

Section 3: ADMISSION AND ENROLLMENT OF STUDENTS. AU and UJ agree to exchange up to three (3) students for two semesters or six (6) students for one semester or any combination not exceeding a total of six (6) exchange semesters per academic year. Both institutions will make every effort to maintain an equal balance for the number of semesters exchanged over a three-year period. Within this period, when necessary and agreed upon by both institutions in advance, an institution with an imbalance in the number of outgoing exchange semesters may reduce or halt sending further students to allow for a proper balance.

The number of exchange semesters may be increased subject to the mutual agreement of both Parties. Both parties will regularly review the reciprocal balance of exchange semesters. Once students are admitted to the Program, they become “Program Students.” Details pertaining to the exchange are as follows:

1. AU agrees to send qualified graduate students to UJ and UJ agrees to send either qualified graduate or undergraduate students to AU. Program Students may be enrolled at the host institution on a full-time basis for either one semester or a full academic year.
of study equaling two semesters.

2. Program students will be admitted to the host institution according to the guidelines set forth by that institution, including the established language proficiency scores required.

3. Program Student from AU will be selected at the graduate level from any of AU’s schools or colleges, except the Washington College of Law. They will be authorized to attend graduate level classes at UJ, including but not limited to courses in the Prince Al Hussein Bin Abdullah II School of International Studies. Students may be permitted to take courses taught in Arabic if they have sufficient Arabic language skills. A student's language proficiency will not be evaluated by UJ as it is the responsibility of the student to ensure their own academic success. However, AU may conduct a basic language proficiency exam with an admitted student to aid in the success of the student. At UJ, AU exchange students are eligible to enroll in up to 9 graduate credits or up to 6 graduate credits and an "Arabic for Speakers of Other Languages" course at the Language Center. Any additional credits or courses will be paid for by the students and not covered under the terms of this agreement. Graduate credits at UJ and AU are equivalent.

4. Undergraduate Program Students from UJ should have completed successfully the first two years of the bachelor cycle (or the equivalent of 60 AU credits) at their home institution before participating in the program. These students are required to demonstrate a minimum score of 80 on the iBT TOEFL exam, composite score of 6.5 on IELTS, or the equivalent in order to be admitted to the program. Undergraduate students will be authorized to attend classes through AU’s School of International Service. They will have access to any AU course offered at the undergraduate level (levels 100 – 400), provided that they have met the prerequisites, except for those offered online or abroad, such as those by AU Abroad. Students will be enrolled in full-time status of 12-17 AU credits per semester. Any additional credits will be paid for by the students and not covered under the terms of this agreement.

5. Graduate Program Students from UJ may be selected from any school at the University. These students are required to demonstrate a minimum score of 100 on the iBT TOEFL exam, composite score of 7.0 in IELTS, or the equivalent in order to be admitted to the program. Graduate students will be authorized to attend classes through AU’s School of International Service. These students will have access to register for any AU course offered at the graduate level (600 and above), provided that they have met the prerequisites, except for those offered by the Washington College of Law, courses offered online and courses offered abroad, such as those by SIS Abroad. Courses will be taught in English unless otherwise specified in the course description. Additional language instruction is not covered under the provisions of this agreement. Students will be enrolled in full-time status for nine (9) AU credits per semester. Any additional credits or special course fees (such as, but not limited to, laboratory fees) will be paid for by the students and are not covered under the terms of this agreement.

Section 4: STUDENT STATUS. Program students will attend the host institution on a full-time basis as visiting, non-degree seeking students. In this agreement, "exchange program" is intended as a semester of mobility for study during which students will attend courses and take exams at the partner University, to be recognized by the home university. "Program Students" shall refer to students designated as participating in the exchange, "home institution" shall refer to the university from which the student intends to graduate, and "host institution" shall refer to the university receiving exchange
students. Program students may participate for two consecutive semester exchanges at the host institution, which would total no more than two semesters for any one student, but must first receive the consent of both the home and host institution, possibly by reapplying to the program.

Section 5: TRANSFER CREDIT. Relevant course credits earned by Program Students at the host institution will be transferable to home institution transcript according to the academic regulations of the home institution. Before each academic term, the home institution will examine students' proposed courses of study in order to agree on such transferability. If requested by the home institution, the host institution will provide supporting documents, including course descriptions, curriculum vitae of relevant faculty, and available course syllabi to assist the home institution in evaluating credit transfer. The host institution also will provide student academic records and grades as soon as possible, but preferably no later than ten (10) weeks after the conclusion of the academic term. At AU, transcripts are produced by the Office of the Registrar and must be requested by the student; at UJ, transcripts are produced by the Admission and Registration Unit. At AU, Program Students must request their official transcript via their online student portal. At UJ, the student's official transcript will be sent to AU upon the completion of each academic semester that the student studied at UJ.

Section 6: INFORMATION AND ORIENTATION. Exchange students will pay for all personal expenses incurred at the host institution, including visa, travel, housing, meals, books and other academic related materials. At least two months prior to each academic term, host institutions will provide program participants with detailed curricular and extra-curricular information relevant to their attending the institution, including, if necessary, procedures required to obtain immigration documents. Upon arrival at the host institution, program participants will receive an on-site orientation covering the full range of academic and non-academic services and facilities. Program students will have the same access to all university services and facilities as other students, including, but not limited to, the library, technology, recreation, cultural and social activities. Program students will also receive on-going academic support and social support services.

Section 7: VISA. Each host institution will issue the appropriate documents for visa purposes in accordance with current laws, although each exchange student shall be responsible for obtaining his/her own visa and other immigration formalities, and all other travel and related documents needed to pursue studies at the host university.

Section 8: STUDENT HOUSING. Upon acceptance to the Program, Program Students will receive information and assistance from the host institution regarding housing options. At UJ, on-campus housing for female students will not likely be an option for AU exchange students and no on-campus housing is available for male students. While AU exchange students may receive some guidance from UJ to secure housing, AU will solicit the support of a third-party organization, such as CET Academic Programs where an established relationship at UJ exists at the time of this agreement approval. At AU, on-campus housing is available for UJ undergraduate students. Such housing will be at the expense of the students and detailed information will be made available about these costs each academic year. UJ undergraduate students who do not wish to utilize AU campus housing may choose to waive this option and secure their own off-campus housing. On-campus housing is not available at AU for UJ graduate exchange students. Students from UJ may utilize the resources for off-campus housing that are provided by AU's Housing and Dining Programs. The Universities are not responsible for locating off-campus housing and students bear the full responsibility of securing off-campus housing.
Section 9: HEALTH AND INSURANCE. AU and UJ will assist program students requiring medical assistance in finding appropriate facilities. Program students are required to demonstrate full medical coverage in the host country. AU students must carry the AU-required health insurance or a comparable policy plus the AU supplemental travelers’ emergency health insurance and any other specific insurance requirements necessary to be an exchange student at UJ. UJ students must carry the AU-required health insurance or a comparable health insurance policy during their exchange program at AU. The cost of such insurance coverage shall be the sole responsibility of the program students.

Section 10: INSTITUTION PAYMENTS. Under the terms of the normal exchange, neither AU nor UJ shall be responsible for paying any student fees, including tuition and compulsory incidental fees, to the host institution.

Section 11: STUDENT PAYMENTS. Under the terms of the normal exchange, Program students will pay tuition and any compulsory incidental fees to their home institution and compulsory institutional fees to the host institution.

At AU, undergraduate students will have their tuition fees waived for up to seventeen (17) undergraduate level credits. For graduate students, their tuition fees will be waived for up to nine (9) graduate level credits. Students at AU who wish to take more credits than the totals specified above in this agreement will be required to pay the full tuition fees to AU for any additional credits. Program students at AU will also be required to pay some additional per semester student fees at AU, including but not limited to: the sports center fee (approx. $30), the technology fee (approx. $40), the Metro U-Pass fee (approx. $130) and the student health insurance fee (unless this insurance coverage is waived in advance by the student).

UJ will use tuition and fees paid by its outgoing exchange students to cover the tuition and fees of the incoming AU exchange students up to the limits detailed in Section 3.3.

If a Program student wishes to attend either host institution outside of the exchange balance, the Program student must first gain consent from both institutions and, if approved, retains responsibility for these fees plus tuition, either with or without the financial sponsorship of his/her home university. Each institution will notify the other of the academic year tuition and fees in the late spring prior to the forthcoming academic year. Program students are responsible for travel, room, board, additional language training coursework, required health insurance, and other incidental expenses consistent with the practices and regulations of the host institution.

Section 12: STUDENT CONDUCT. Program students will be subject both to UJ’s student conduct policies and standards and to AU’s Student Conduct Code and Academic Integrity Code.

Section 13: LIABILITY. Neither AU nor UJ will be liable for damages caused by program students to their own or other persons and property, including damage due to abuse of alcoholic beverages, medicines, or illegal drugs. Program students will be individually liable for the economic and legal consequences of their personal actions and will be subject to the laws of the host country. Neither institution will be liable for any failure or delay in performing the obligations of this agreement caused by acts of God, terrorism, flood, fire, war, public enemy, or other similar catastrophes. Each institution will protect and hold harmless the other from any loss, claim, or damage resulting from wrongful acts or omissions.

Section 14: IMPLEMENTATION. AU and the UJ will each accept the participants selected by the other party if mutually acceptable academic and/or professional qualifications and standards are met.
All participants will be treated in the same non-discriminatory manner in carrying out the provisions of the Agreement, subject to the provisions of the policies and requirements of each of the institutions. Any violation of these principles will be considered grounds for terminating the Agreement.

Section 15: DISPUTE RESOLUTION. Both institutions agree that it is in their best interest to resolve their differences or disputes amicably. Accordingly, each agrees to contact the other’s designated representative to discuss and work toward the resolution of any disputes that may arise during the term of this Agreement.

Section 16: OFFICIAL NOTICE. AU names the position of Director of International Programs and Partnerships, School of International Service as its contact, and UJ names the position of Director, Office of International Relations, as its contact. AU and UJ will exchange complete information regarding the Program students prior to matriculation and as needed throughout the duration of the students’ participation. Official notices and correspondence will be sent to:

**AU:**
Matt Sacco, Director  
Office of Int’l Programs and Partnerships  
School of International Service  
4400 Massachusetts Avenue, NW  
Washington, DC 20016-8026  
USA  
Tel: (202) 885-1603  
E-mail: sacco@american.edu  
E-mail: sisabroad@american.edu

**UJ:**
Dr. Rami Ali, Director  
Office of International Relations  
The University of Jordan  
Al Jamia Al Urduniyya, Amman 11942  
Jordan  
Tel: + 962 6 535 5000 Ext: 21050  
E-mail: ramlimal@ju.edu.jo  
Email: studentexchange.oirp@ju.edu.jo

This agreement is executed in English only. Now intending to be legally bound, AU and UJ have caused their duly authorized representatives to execute this Agreement on the date last written below.

Scott A. Bass  
Date  
Provost  
American University

Azmi Mahafzah  
Date  
President  
The University of Jordan