MEMORANDUM OF AGREEMENT
ON STUDENT EXCHANGES
BETWEEN
RITSUMEIKAN ASIA PACIFIC UNIVERSITY
AND
UNIVERSITY OF HAWAI‘I AT MĀNOA

This Agreement is made as of August 31, 2012 by and between the University of Hawai‘i at Mānoa, Honolulu, Hawaii, USA (hereinafter “UHM”) and Ritsumeikan Asia Pacific University, Beppu, Japan (hereinafter “APU”) pursuant to the Cooperation Agreement executed between the two universities. The purpose of this Agreement is to establish the terms and conditions under which the exchange of students between UHM and APU shall take place. This Agreement is based on the principle of reciprocity, in the belief that educational activities at both universities will be enhanced and mutual understanding between students will be increased.

Both parties hereby agree that:

1. Program Management
The student exchange program shall be available to undergraduate students of both universities and shall be administered by APU and UHM respectively via APU’s Academic Office and UHM’s Mānoa International Exchange, Office of International and Exchange Programs.

2. Exchange Student Numbers and Balance
The number of undergraduate students nominated for exchange in one (1) given academic year shall be agreed to by both universities. The total number of exchange students for the initial three (3) academic year period from the home university shall not in principle exceed the number of exchange students from the host university. One student for one year will be equivalent to two students for one semester. After the period of three (3) academic years, if the flow becomes unbalanced in one direction, the flow in that direction of the following academic years may be limited until the balance is obtained.

3. Exchange Period
The normal period of exchange for each exchange student shall be one (1) or two (2) consecutive semesters with the consent of both universities.

4. Admission Requirements
Exchange candidates must have completed at least one (1) academic year of study at the home university prior to the exchange period, with a preferred overall GPA of 3.0 or higher out of a 4.00 grade scale (minimum 2.5 GPA or equivalent required). Each party will notify the other as quickly as possible if any changes are made to student exchange admission requirements. While it is understood that exchange candidates nominated by the home university will normally be accepted by the host university, the host university reserves the right to review the applications of nominees and make final decisions concerning their admission.

5. Language Requirements
Nominees from APU are expected to have adequate English language proficiency as reflected
by a minimum TOEFL score of 68/520 and must present proof of the score when applying to UHM. A score of 80+/550+ is recommended. TOEFL-ITP, and IELTS scores of 5.5 (a score of 6.0+ is recommended), will also be accepted. Non-native English or Japanese speaking nominees from UHM must obtain a TOEFL score of 550 (79/213), IELTS 6.0, or a score of 100 points or higher on Level N1 or 280 or higher on Level 1 of the Japanese Language Proficiency Test (JLPT) and present proof of the score when applying to APU. TOEFL-ITP scores will also be accepted by APU. Each party will notify the other as quickly as possible if any changes are made to language requirements.

6. Application Documents
UHM will forward the appropriate application documents to APU by October 22 for spring semester admission, and April 22 for fall semester admission, of each year. APU will inform UHM Mānoa International Exchange of its final admission decision within thirty (30) days after the application deadline. APU will forward appropriate application documents to UHM by September 15 for spring semester admission, and April 1 for fall semester admission, of each year. UHM will endeavor to inform APU of its final admission decision within thirty (30) days after the application deadline.

7. Visa
The host university will issue appropriate documents to accepted students for visa purposes in accordance with their respective applicable laws and regulations. It is the responsibility of the individual exchange student to obtain a visa in a timely manner.

8. Courses
Exchange students will be able to take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students at that university.

9. Credit Transfer
Any academic credit received during the course of the program may be transferred to the home university in accordance with the appropriate regulations of the home university. The host university will inform the home university of exchange students’ grade information in a timely manner upon the request of the exchange student or the home university.

10. Tuition and Fees
Exchange students will pay normal tuition and fees to their home university in accordance with the policies of that university. The host university will not charge the home university or the exchange students for application, admission fees and tuition. Notwithstanding the number of the exchange student, neither party assumes any payment obligation to the other party in connection with this Agreement.

11. Miscellaneous Fees
Exchange students will be responsible for making their international travel arrangements and shall bear all associated costs, including but not limited to, room, board, study materials, local transportation, student health insurance and medical care, personal expenses, and passport/visa application fees.

12. Liability
During their time at the host university, exchange students will be individually liable for any and all incidents, accidents and damage to third parties resulting from the students’ actions
where these actions occur in situations beyond the control of the host university and home university. Both parties will not hold each other liable for such incidents.

13. Insurance
It is mandatory for exchange students from UHM to purchase Japan’s national health care insurance in addition to APU’s designated insurance policy that will compensate for personal liability insurance while they are in Japan. APU students will be required to purchase the health insurance endorsed by UHM or to provide proof of adequate health insurance coverage during their stay prior to traveling overseas.

14. Accommodation
The host university will assist in the arrangement of accommodations by providing information on housing options available to exchange students. The cost of the accommodation shall be borne by the individual exchange student and shall not exceed the amount paid by students at the host university in the case that the student is living in a university dormitory or other university affiliated accommodations.

15. Student Support
The host university will make every effort to facilitate integration of exchange students into the student life of the host university. Each institution will ensure that adequate arrangements are made for the reception and orientation of exchange students. The host university will strive to protect the privacy of the student as well as their personal safety in addition to offering orientation sessions and a sufficient support network for everyday life.

16. Emergency Procedures
Both the host university and the home university shall provide the other with emergency contact information and will be responsible for carrying out emergency notification in the event of student illness, injury, or other emergencies.

17. Appropriate Use of Personal Information
When obtaining personal information from the exchange student, it is necessary for both the host university and the home university to inform the student ahead of time of the purposes for its use and to keep its use to a minimum. Personal information must be managed carefully to prevent its spread to a third party or use for purposes unauthorized by the exchange student.

18. Rules and Regulations
Exchange students shall be subject to the rules and regulations of the host university. Each university reserves the right to dismiss any exchange student at any time for conduct in violation of their established rules and regulations. However, the dismissal of an exchange student shall not adversely affect the agreement and the arrangements regarding other exchange students.

19. Length of Stay
Upon completion of the program at the host university, exchange students are required to return to the home university. No extension of stay will be authorized unless otherwise specifically agreed upon by both universities.
20. Negotiations
Both parties will strive to resolve any misunderstandings out of or in relation to this agreement that arise in a sincere and respectful manner.

21. Agreement Period
This Agreement shall remain in effect from the date of execution for an initial period of five (5) years. Unless either party notifies the other in writing to terminate the Agreement at least six (6) months prior to the date of expiration, the Agreement will be automatically renewed and extended for another five (5) years from the date of expiration. In the case of termination, both universities shall make necessary arrangements to ensure the appropriate completion of ongoing exchanges. This Agreement may be amended by mutual written consent of the two universities through consultation.

22. Language of the Agreement
The parties hereto have caused this Agreement written in English to be executed in duplicate by their duly authorized representatives as of the date first above written, with each party retaining one original. Each copy is of the same validity and each is recognized as official.

Thomas M. Apple
Chancellor
University of Hawai‘i at Mānoa
Signed this 16th day of December, 2012.

KORENAGA Shun
President
Ritsumeikan Asia Pacific University
Signed this 29th day of November, 2012.