STUDENT EXCHANGE AGREEMENT
BETWEEN
UNIVERSITY OF HAWAI‘I AT MĀNOA
AND
KOREA UNIVERSITY

I. INSTITUTIONS & PURPOSES
The purpose of the Agreement is to continue the affiliation between the University of Hawai‘i at Mānoa (hereinafter referred to as “UHM”) and Korea University (hereinafter referred to as “KU”) and the university-wide student exchange program that was established by the Student Exchange Agreement finalized on April 30, 2007.

II. DEFINITION
In this Agreement, unless the content will otherwise imply, “exchange” shall mean a one-for-one exchange of students from each university; “exchange students” shall mean students participating in the exchange implemented herein; “home institution” shall mean the university at which the student intends to graduate; and “host institution” shall mean the university which has agreed to receive the exchange students from the home institution.

III. PRINCIPLES IN RECIPROCITY
1. Exchanges shall be reciprocal and balanced over the duration of this agreement. Exchange students shall pay tuition and fees to their home institution while tuition and fees will be waived at the host institution.
2. The number of exchange students shall be calculated in terms of “student semesters/terms” (i.e., one student for one academic year equals two student semesters/terms). This number may vary in any given year, provided a balance of exchanges is obtained over the term of the Agreement. The normal exchange period shall be one semester or one academic year.
3. To encourage the active interchange of students, students from UHM will be permitted to engage in KU’s International Summer Campus program administered each year from June to July. In maintaining the balance of exchange, two summer students will be admitted as the equivalent of one semester/term (i.e., four summer students are the equivalent of one full-year student).
4. Both universities agree to incorporate into the exchange balance UHM undergraduate and graduate students that enroll in Korea University’s Korean Language & Culture program via the UHM Korean Language Flagship Center. Two (2) full-year UHM Flagship students at KU enrolled in the Korean Language & Culture program will be considered the equivalent of one full-year (two-semester) KU student at UHM.
5. In the event of an anticipated imbalance, either party may suspend or reduce intake or outflow of students to establish the balance.

6. Exchange students will not be charged for application or tuition fees at the host institution. The host institution may collect certain mandatory fees (e.g., health services) from incoming students, which are not required by the outgoing students. All such fees will be specified in advance.

7. Exchange students will be accorded the rights and privileges of regular attendance at the host institution, excluding the rights to matriculate and/or earn degrees at the host institution.

8. The exchange program shall be administered through the Mānoa International Exchange (MIX) office at UHM and the Office of International Affairs at KU.

IV. APPLICATION & ADMISSION

1. Students who wish to participate in the exchange shall submit applications to the international programs coordinator (or other designated official) of their home institution.

2. Exchange students shall be nominated on the basis of criteria determined by the home institution. However, all students must have completed at least two semesters of study at the home institution before beginning the exchange period and have demonstrated superior academic achievement and meet a language proficiency requirement, defined as the capability for a student to succeed academically at the host institution. The host institution reserves the right to review these students and to make the final decision concerning their admission.

3. The names of students undertaking the exchange, together with relevant academic information, including a list of classes/modules each student wishes to take, will be sent to the host institution approximately four months prior to the exchange taking place.

4. The host institution coordinator shall arrange for appropriate review of applications and selection of applicants, and shall notify successful candidates via the exchange programs coordinator for KU no later than May 1 for the fall semester/term and November 15 for the spring semester/term; and for UHM no later than April 1 for the fall semester/term and September 15 for spring semester/term. This notification should include an evaluation of the availability of preferred classes/modules.

5. While students nominated by their home institution will normally be accepted by the host institution, the host institution retains the right to review these students and to make the final decision concerning their admission. Lack of availability of desired classes may result in denial of otherwise qualified applicants.

6. The host institution coordinator will arrange for or assist in the procurement of all visa documents for exchange participants.

V. REGISTRATION, FEES, & RECORDS

1. Exchange students shall pay tuition and fees at their home institution. Neither university shall request charges from exchange students for tuition or application.
2. Students will receive all orientation and registration materials from their host international exchange coordinator with instructions to go through the normal registration procedures of that institution, abiding by the established deadlines. While effort will be made to assist students in enrolling in the classes they prefer, there is no guarantee of specific classes.

3. All students must register on a full-time basis. (At KU full-time enrollment requires 12 credits per semester and at UHM 12 credits per semester for undergraduate students or 8 credits for graduate students.)

4. Records will be established for exchange students as if they were regularly matriculated students of the host institution. An official transcript of course work and grade will be mailed to the Registrar of the home institution at the completion of each semester of attendance.

5. Any academic credit that the student receives from the host institution may be transferred back to the home institution in accordance with procedures determined by the home institution.

6. An exchange student who wishes to participate in a foreign language program in addition to the courses taken during the exchange semester may do so upon payment of established session fees to the host institution.

VI. STUDENT OBLIGATIONS

1. Exchange students will be responsible for ensuring their own international transportation either arranged individually or by the sending institution. Travel costs will be the responsibility of the individual exchange students.

2. Exchange students are responsible for securing their own financial support, and the host institution bears no responsibility for providing funds to an exchange student for any purpose.

3. Exchange students are responsible for securing their own housing accommodations, but the host institution will provide assistance and support in locating appropriate housing. Students interested in living in university housing, if available, should apply to the housing office of the host campus through the host international exchange coordinator.

4. Exchange students are required to be covered by health insurance valid in the host country. Proof of health insurance valid in the United States or purchase of health insurance at UHM will be required for exchange students from the KU. Exchange students from UHM will be required to purchase their own health insurance and send a copy of the policy to KU within four weeks of receiving their admissions package.

5. The obligations of the two institutions under this Agreement are limited to the exchange students only and do not apply to partners or dependants. Expenses of accompanying partners/dependants are the responsibility of the exchange students.

6. Each institution reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations of the host institution and the host country. The dismissal of a participant shall not abrogate the agreement for the arrangements regarding other
participants. Exchange students are subject to the same rules and regulations as local students.
7. Upon completion of the exchange period at the host institution, the participating students must return to their home university. No extension of stay will be authorized unless otherwise specified by the home institution.

VII. PERIOD OF AGREEMENT & REVISION
This Agreement shall be executed on the date of signature and remain in effect for five (5) years. It shall be extended for an additional period of five (5) years at each expiration date unless either party gives six (6) months' advance notice in writing to terminate the Agreement. Both KU and UHM shall engage in mutual consultation and negotiation in the event(s) any major issue(s) arise in connection with this Agreement. In the case of any discrepancies arising from this Agreement, either institution may terminate with six (6) months' prior notice, provided that exchanges in progress, or agreed to, are not interrupted. In addition articles of this Agreement may be revised upon mutual consultation of the both parties herein.

For this purpose, the responsible parties will be the Chancellor of the University of Hawai'i at Mānoa and the President of Korea University.

Signed on behalf of:
University of Hawai'i at Mānoa

Signed on behalf of:
Korea University

Thomas M. Apple
Chancellor
University of Hawai'i at Mānoa

Byoung-Chul Kim
President
Korea University

Date: JAN 21 2013

Date: Feb. 18, 2013