SPECIFIC AGREEMENT FOR STUDENT EXCHANGE

ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY of 124 La Trobe Street, Melbourne in the State of Victoria, Australia (‘RMIT’)

AND

‘PARTNER INSTITUTION’ of ‘Partner address’

THE PARTIES HAVE AGREED AS FOLLOWS:

The Institutions have agreed to enter into an Academic agreement and bilateral "university wide” student exchange program with RMIT University and ‘Partner Institution' to exchange students from RMIT undergraduate, postgraduate and TAFE (vocational education and training) programs (need to alter if any not applicable), upon the following terms and conditions.

1 INTERPRETATION

In this Agreement unless the context otherwise admits:

1.1 ‘Home Institution’ means the Institution sending the students.

1.2 ‘Host Institution’ means the Institution receiving the students.

1.3 ‘Non award’ means that credit for the semester length study will be awarded to the home institution not the host institution program.

1.4 ‘Study Abroad’ refers to the one or two semester non-award fee paying program at RMIT.

1.5 ‘TAFE’ refers to the vocational education and training (VET) sector. RMIT is a dual-sector education provider, that is, a University (higher education; undergraduate and post graduate) plus a registered training organisation to deliver VET programs and qualifications (TAFE). Generally, students studying the Advanced Diploma in the TAFE sector will transfer into an undergraduate, higher education program at third year level.

2 COOPERATION

The two institutions shall seek to promote:

2.1 Exchange of information and materials that are of mutual interest
2.2 Student and staff exchanges between the two institutions

2.3 Other forms of co-operation which the two institutions may jointly arrange

3 EXCHANGE CONDITIONS

3.1 "RMIT University" and “Partner Institution” may exchange up to 4 students per year as outlined below at undergraduate, postgraduate and TAFE level (remove as appropriate to agreement) using student semesters (one student for one semester equals one student-semester) as the currency of exchange. Any students above the agreed number may apply as a Study Abroad applicant if they choose and will be covered under conditions specified in section 7 relating to Study Abroad. The total number of students to exchange should balance over the term of this agreement.

Where significant imbalances of numbers occurs, the parties agree in writing to modify the number of students to exchange each year to rectify an imbalance and/or modify the maximum number of students to exchange per year. It may be necessary for either institution to temporarily place the other institution ‘on hold’, that is, to suspend receiving students, until the imbalance is rectified. All balances carry over when an agreement is renewed.

3.2 The home institution will screen applications from its students and recommend students to the host institution for invitation. The host institution must be notified of the recommendation in writing at least three (3) months prior to the intended commencement date of the exchange period. The host institution reserves the right to reject candidates, in which case further candidates may be proposed providing all deadlines are met.

3.3 Whilst at the host institution, students will take courses or subjects similar to those required in their home institution’s program. The exact courses/subjects of each student will be determined by the student with the approval of his or her supervisor or advisor at the home institution and the host institution.

3.4 The students will be enrolled as non-award students at RMIT. Transcripts of results will be provided to the home institution by both institutions as soon as practicable after completion of the exchange.

3.5 Each student will register and pay tuition and other required fees at their home institution. The host institution will waive all tuition and other required fees for the exchange student. This does not include ELICOS fees at RMIT University (see section 5.4), or other fees set by the host institution such as, materials fees, orientation fees etc.

3.6 All students will be responsible for arranging and paying for; visas, accommodation, international travel, travel in the host country, books, equipment, consumables, hospitalisation, health and travel insurance, and other incidental expenses arising out of the exchange.

3.7 Students applying for Exchange or Study Abroad to RMIT are required to fulfill Australian Government regulations by purchasing overseas student health cover (OSHC) before
applying for an Australian student visa. RMIT students applying for Exchange or Study Abroad to the host institution may be required to purchase health cover as part of the visa process. The host institution will advise RMIT students in writing of any such requirements.

3.8 Students enrolled in the host institution will be subject to the same rules and regulations that apply to local students. Students will be eligible for all the services and rights normally provided to locally enrolled students.

3.9 Each institution will ensure that adequate arrangements are made for the reception and orientation of students on Exchange and Study Abroad programs.

3.10 Each institution will provide the incoming exchange/study abroad student with assistance in arranging accommodation for the period of the program.

3.11 The number of students participating in the exchange may be modified in the future by mutual agreement in writing, and any imbalance in numbers will be compensated for in succeeding years. No exchange of funds between the two institutions will occur. Any required fees pursuant to Paragraph 3.5 shall be paid by the students participating in the program directly to the host institution.

4 EXTENSION OF EXCHANGE

4.1 Any extension of an exchange student must be approved by both institutions and must not exceed the maximum period of stay of twelve (12) months. An extension of a study abroad student will be decided on a case by case basis.

5 ENGLISH LANGUAGE REQUIREMENTS FOR STUDENTS ON EXCHANGE TO RMIT

5.1 Students from countries where English is not the lingua franca must meet the English Language requirements as set out on the RMIT website: http://www.rmit.edu.au/programs/international/englishequivalent. Evidence of English language skills at the appropriate level must be current and provided by way of original documents or certified copy.

English language requirements are reviewed each year and may change. Please check the above website for the most current entry requirements.

5.2 English requirement MAY be waived for students who have successfully completed either: at least the equivalent of one year of a university degree within the past two years OR at least the equivalent of a two year tertiary program within the past five years, where English is the language of teaching and assessment. This should be supported by written confirmation from the sending institution.

5.3 Students with English language skills below the required level will not be accepted but they may choose to complete a stipulated number of weeks of ELICOS (English Language Intensive Courses for Overseas Students) prior to entry into their exchange program.
5.4 The costs of ELICOS are to be covered by the student and are not considered a part of RMIT’s waiver of tuition or required fees as referred to in clause 3.5.

6 LANGUAGE REQUIREMENTS FOR STUDENTS ON EXCHANGE TO “Partner Institution”

6.1 RMIT students going to countries where English is not the lingua franca may be required to provide evidence of language proficiency as set out by the host institution.

7 STUDY ABROAD CONDITIONS

7.1 Students enrolled in the RMIT Study Abroad program will be subject to all of the exchange conditions listed above with the exception of clause 3.5 tuition waiver and clause 3.11 exchange of funds.

7.2 Study Abroad students will incur a specified tuition fee at either institution.

7.3 Payment of fees will be in accordance with each institution’s fee collection procedures.

8 LIAISON

8.1 Each institution will name an individual staff member to serve as the liaison officer with his/her counterpart at the other institution.

   Partner institution  RMIT University
   Judi Cowie, Manager, International Mobility
   Education Abroad Office
   RMIT University
   124 La Trobe Street
   Melbourne VIC 3000
   Australia
   Ph: +61 3 9925 9834
   Fax: +61 3 9925 5235
   Email: judi.cowie@rmit.edu.au

9 COMMENCEMENT AND DURATION

9.1 This Agreement shall commence on the date of signing. The duration of this Agreement is for five (5) years from the commencement date unless otherwise agreed between the parties in writing.

10 TERMINATION

10.1 Either party may terminate the Agreement by giving six (6) months notice of termination in writing to the other party. Termination of the agreement will not affect the exchange of students accepted for participation in the exchange program pursuant to this agreement or
the obligations of each party to the exchange balance where such acceptance or obligations arise prior to the date of receipt of the termination notice.

11 CLAUSE SEVERANCE

11.1 Any provisions of this agreement, which are held to be illegal or otherwise in conflict with any laws, statutes or regulations, shall be deemed to be severed from the remainder of the agreement and the validity of the remaining provisions shall not be affected.

12 APPLICABLE LAW

12.1 This agreement shall be construed and governed in accordance with the laws of the (Partner name, State and Country) which shall also be the forum for any lawsuits arising from or incident to this Agreement, provided that nothing in this agreement shall compel RMIT to act contrary to the laws of Victoria, Australia.

13 AMENDMENTS OR CHANGES

13.1 Amendments or changes to this Agreement shall be made in writing and signed by the duly authorized representatives of the Institutions.

13.2 This Agreement has been signed in duplicate, and each Institution will receive one (1) copy.

SIGNED for and on behalf of
ROYAL MELBOURNE INSTITUTE
OF TECHNOLOGY ABN 49 781 030 034 by
Stephen Connelly
Deputy Vice-Chancellor (International &
Development) and Vice-President

SIGNED for and on behalf of
“PARTNER NAME” by
“Signatory Name”
“Signatory Title”

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DATE ………………………………………

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DATE ………………………………………