



### **3. Implementation and Guidelines**

All measures shall be undertaken by the participating institutions and will be regarded as reasonable to give maximum effect to the exchange program.

- 3.1 Each participating institution must provide the necessary information for the student mobility program to the ACUCA Secretariat. The latter collects, consolidates, and posts the information on the website.
- 3.2 An institution wishing to lodge an application should apply directly to ACUCA SMS participating institutions and maintain communication with them to enable successful assignment of applying students between the respective exchanging institutions.
- 3.3 For the ACUCA travel and living subsidies, a nomination form should be sent to the ACUCA Secretariat when the application form is submitted to the host university. Upon acceptance, the applying institution should send the ACUCA travel and living subsidies form, a copy of the acceptance letter, and a copy of the flight tickets to the Secretariat by the required dates.
- 3.4 Institution agrees to accept and enroll exchange undergraduates as full-time and non-degree students in any program in the partner institution for a period of no longer than one (1) semester.
- 3.5 Hosting universities agree that the number of SMS students accepted at each university shall be decided according to the general regulations and procedure of the exchange program in the host university. The number of incoming and outgoing students should be balanced. It is agreed that should an imbalance of students occur in a given academic year, both host and home institutions shall seek to offset the imbalance during the following academic year or shortly thereafter.
- 3.6 It is understood that institutions strive to designate only well-qualified students to participate in the student mobility program and that the academic background of each student will be provided by the home institution. A copy of which shall be furnished to the ACUCA Secretariat. The host institution shall reserve the right to make final approval of the acceptance.
- 3.7 Students of participating institutions must have completed at least one (1) year of studies at their home institution to be considered for student exchange. Participating students are expected to remain registered at their home institution.
- 3.8 Exchange students may enroll in the courses that the host institution offers. The latter shall inform exchange students of the course description before registration. Admission to a specific program/course is subject to appropriately qualified students enrolling in that course, including language proficiency consistent with the language regulations set out in the host institution's academic policies. The application materials required by the host institution should be sent directly to the institution in advance of the deadline.

- 3.9 All SMS participating universities agree to transfer credits earned by exchange students at the host university, subject to the regulations and procedures of the respective universities. Host universities shall provide home universities with transcripts for the exchange students at the end of the exchange period.
- 3.10 Participating students are required to return to their home institution at the end of the exchange period and shall not pursue the award of a degree at the host institution.
- 3.11 Exchange students will be provided with the same academic resources and support services available to all students at the host institution. Students in their mobility phase are regarded as regular or regular-equivalent students and shall be granted normal access to the facilities of the host universities.
- 3.12 The authorized representative of the host institution shall approve in writing, the exchange student's application, including the responsibilities -- personal expenses, medical insurance, travel and other incidental expenses, period of study, and any other conditions governing the terms of the student mobility program.
- 3.13 Institutions will assist the exchange students in procuring the necessary student visa/immigration documents.
- 3.14 All SMS participating universities shall endeavor to provide or to help exchange students to find appropriate housing for the period of exchange. The host institution does not guarantee accommodation on campus but will make every effort to assist in obtaining accommodation within a reasonable distance from the campus. Participating students must ensure that they have sufficient funds to cover living expenses and relevant insurance for the duration of their stay at the host university.
- 3.15 If students meet an accident or disobey university rules, both institutions will try to find a solution through mutual consultation.

#### **4. Tuition, Fees, and Miscellaneous expenses**

Exchange students shall be exempted from admission, registration, and tuition fees of the host institution and will be provided at no cost of the following:

- 4.1 Orientation program
- 4.2 Grade reports and transcript of record

## 5. Duties of Exchange Students

The home institution shall ensure that a candidate for exchange can meet all responsibilities, such as but not limited to the following:

### 5.1 Financial

Travel documentation, visa, books, accommodation and living expenses, and other incidental expenses.

### 5.2 Insurance

Exchange students shall provide for their own health and accident insurance. Proof of adequate insurance coverage must be provided to the International Office of both institutions prior to or upon arrival.

### 5.3 Government requirements

Exchange students shall meet all laws and regulations of the host country and ensure that they keep their host institution fully informed of their movements and their contact details during the period of exchange. The latter acts as the point of contact with the student.

## 6. Term, Alteration, and Termination of the Agreement

6.1 The agreement shall become effective when the representatives of the Participating University and the ACUCA President sign this form and shall remain effective as long as the Participating University maintains its ACUCA membership status.

6.2 Any revision or modification of the agreement shall be made in writing through mutual consent. Termination of the agreement requires written notification at least one year prior to the date of termination, and students already admitted to and participating in the exchange program must be allowed to complete the program.

\_\_\_\_\_  
President of Participating University

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ACUCA President / Secretary-General

Date: \_\_\_\_\_

Date: \_\_\_\_\_