

# RECIPROCAL STUDENT EXCHANGE AGREEMENT BETWEEN

THE PENNSYLVANIA STATE UNIVERSITY  
PENN STATE HARRISBURG  
HARRISBURG, PA, UNITED STATES

&

UNIVERSIDAD POLITÉCNICA DE MADRID  
MADRID, SPAIN

Penn State Harrisburg (Penn State Harrisburg) of The Pennsylvania State University, through its School of Science, Engineering and Technology, and Universidad Politécnica de Madrid (UPM), through its Escuela Técnica Superior de Ingeniería y Sistemas de Telecomunicación, agree upon the following terms and conditions as set forth in this agreement relating to a reciprocal student exchange program (the Agreement):

## **1. Commencement of Exchanges and Duration of Exchanges**

The two institutions agree to commence operation of the undergraduate reciprocal exchange program (the program) in the spring semester of 2015. The duration of the period of study for each student participating in the exchange (exchange student) will be for one semester or for a full academic year. Students may commence exchange studies at the host institution in the fall or spring semester.

## **2. Exchange Balances**

Each institution agrees to exchange a maximum of generally two undergraduate students per semester, for a total of four student-semesters per academic year. Numbers exchanged in any given year may be changed by mutual agreement. Parity in numbers of exchange students is required over the term of the Agreement. Furthermore, an imbalance should not exceed three student-semesters during any semester for the duration of this program, and parity in numbers of exchange students should be sought over the initial two semesters of this program; in the event of such imbalance, each institution may refuse admission of additional incoming exchange students until the exchange balance is restored. Both institutions will review exchange balances semi-annually.

## **3. Tuition**

Exchange students will remain registered at their home institution for the duration of their exchange, where they will pay all tuition and other required fees, and be exempted from all tuition and required fees at the host university.

## **4. Student Selection**

Each institution will provide the other with all published admissions criteria and will advise the other institution of any changes to those criteria as soon as possible.

Each institution shall select qualified participants, in compliance with the admission requirements and enrollment constraints of the host university. The host institution will, however, make final judgments on the admissibility of students selected for the exchange.

Students selected for the program will be regularly enrolled undergraduate degree candidates with a cumulative grade-point average (GPA) of at least 3.00, and will have successfully completed at least four semesters of study upon admission to the host university. Students coming to Penn State under this program must have valid TOEFL scores that meet Penn State undergraduate admission requirements.

(currently no less than 550 on the paper exam or 80 on the Internet-based exam) or a minimum IELTS score of 6.5 on the academic test.

Each institution will make every effort to forward the application materials of the selected students to the appropriate office at the host institution by the necessary deadlines.

### **5. Academic Status**

Exchange students will enroll at the host university as full-time, non-degree students and register for the equivalent of a full-course load. They will remain enrolled as regular degree candidates at their home institution. Each host institution reserves the right to exclude students from any restricted enrollment programs or courses.

Each institution will provide academic advising to assist exchange students in the selection of appropriate courses.

Exchange students will be subject to the standard academic regulations and performance standards of the host university and will take the regular examinations.

### **6. Transfer Credit**

An official transcript for each student will be sent to the home institution at the conclusion of the exchange, enabling the home institution to apply credit toward the student's degree in accordance with its procedures. UPM will send the academic record or transcript to the Records Department of Penn State's Education Abroad Office as soon as the grades are available but no later than 6 weeks after the end of the academic semester. Penn State will send the academic record or transcript to the Escuela Técnica Superior de Ingeniería y Sistemas de Telecomunicación at UPM as soon as the grades are available but no later than 6 weeks after the end of the academic semester. If a student has any outstanding financial obligations at the host institution, transcripts may be withheld until all debts have been paid. A conversion scale of recommended grade translation should be agreed upon prior to the commencement of the program.

### **7. Housing and Expenses**

Each institution will make every reasonable effort to assist exchange students in making advance accommodation arrangements. The payment for all accommodation expenses at the host institution, travel expenses, medical insurance, food, textbooks, clothing, personal expenses, costs for passports, visas, visa extensions, or residency permits, and all other debts and incidental expenses incurred during the course of or for the purpose of their study at the host institution, shall be the responsibility of each exchange student. Neither institution will be held liable for such expenses. If a student has any outstanding obligations at the host institution, the home institution will assist in attempting to resolve this issue (as feasible under the home institution's regulations).

In case of cancellation of a student, the host university's refund policy will apply.

### **8. Student Health Insurance**

Penn State students taking part in this program will be required to purchase the Penn State Education Abroad Student Health Insurance Plan, regardless of any other coverage students may have. UPM students studying at Penn State are required to have health insurance coverage which meets Penn State's insurance standards. This can be accomplished by purchase of Penn State's health insurance or by obtaining a waiver from the Penn State Student Health Insurance Office by showing proof (in English) of comparable coverage.

### **9. Student Welfare and Safety**

Each institution will designate an appropriate office to coordinate student services for exchange students. This office will provide orientation to exchange students upon arrival. The orientation will include

information on academic, cultural, health, personal safety and security, and general welfare issues. The office will also advise students on other issues as they arise. The host institution will provide adequate resources, training and supervision to ensure that students are not subjected to unreasonable risks to health and safety.

The host institution will consult with the home institution in any situations involving exchange students that require coordinated responses, and will communicate with the home institution if any exchange student is seriously ill, injured or in any other emergency situation.

#### **10. Student Services**

Each student, subject to applicable laws, statutes, codes, or guidelines, will have access to all host institution services and facilities, including, but not limited to, standard university accommodations, technology, libraries, recreation, and cultural activities.

Each institution will assist students participating in the exchange in obtaining visas and other documents required by the government of the host country; however it is the ultimate responsibility of the student to secure any required visas or documents. To obtain a student visa, students coming to Penn State will be required to provide a guarantee that they have the financial resources to meet expenses not covered by this Agreement.

#### **11. Reporting**

In the event that an exchange student becomes seriously ill, injured, or in any emergency situation or other circumstance of grave nature, the host institution will immediately notify the home institution, and forward detailed information about the issue and plan of action or actions taken to the home institution in a timely manner. The host institution will consult with the home institution in any situations involving exchange students that require coordinated responses in a timely manner.

#### **12. Student Conduct**

Each exchange student is subject to all laws and regulations of the host institution and country. Any breach thereof will be dealt with in accordance with the established policies and procedures of the host institution in consultation with the home institution.

#### **13. Force Majeure**

Neither Penn State nor UPM shall be held liable if the safe or effective operation of the program is prevented by conditions beyond its control including, but not limited to, Acts of God, natural disasters, epidemics, government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of one or both of the institutions.

#### **14. Use of Name, Logo and Mark**

Neither Party may use the name, logo, or mark of the other in any promotional material (including but not limited to website postings, public announcements and print materials) without the prior written consent of the other Party pursuant to each institution's policies.

#### **15. Equal Access Policy**

Both institutions are committed to the policy that, subject to applicable laws, statutes, codes, or guidelines, all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by the respective Penn State and UPM policies or by state or federal authorities. Neither institution discriminates against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Penn State and UPM shall

abide by these principles in the administration of this Agreement and neither institution shall impose criteria for the exchange of scholars or students which would violate the principles of non-discrimination. Nothing herein shall be deemed to create any obligation for either party to violate any applicable law, statute, code or guideline in order to provide such access.

#### **16. Term of Contract, Modifications and Termination**

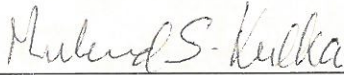
This Agreement shall be in operation for an initial period of three (3) academic years. It shall take effect on 01/02/2015 and be effective until 01/02/2018, unless terminated by either party in the form of a written notice submitted at least six months in advance of the proposed termination date. The Agreement may also be revised or modified during this initial period by mutual written agreement. Continuation of the agreement will be based on the effectiveness of the program.

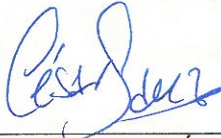
Any decision to modify and/or extend this Agreement will take into account the program's effectiveness in achieving each institution's objectives.

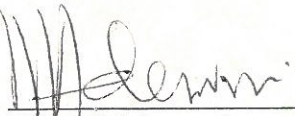
In the event the Agreement is terminated or expires and a student exchange imbalance exists, the Agreement will be extended for a period of one (1) year under the condition that only the institution that has been disadvantaged by any imbalance is allowed to send the number of students to the other institution necessary to redress the imbalance.


*The Pennsylvania State University  
The United States of America*

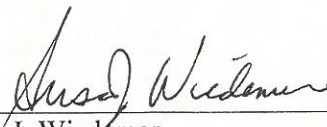
*Universidad Politécnica de Madrid  
Spain*

 Date 12/13/13  
Mukand Kulkarni  
Chancellor, Penn State Harrisburg

 Date Dec. 13, 2013  
Prof. Dr. César Sanz Álvaro  
Director of the Escuela Técnica Superior de  
Ingeniería y Sistemas de Telecomunicación

 Date Dec 3, 2013  
Michael Adewumi  
Vice Provost for Global Programs

 Date Dec, 18, 2013  
Prof. Dr. Carlos Conde Lázaro  
Rector of the University

 Date Dec. 10, 2013  
Susan J. Wiedemer  
Assistant Treasurer