

STUDENT EXCHANGE AGREEMENT  
under the  
MEMORANDUM OF UNDERSTANDING  
between  
THE STATE UNIVERSITY OF NEW YORK AT STONY BROOK  
and  
THE AMERICAN UNIVERSITY IN CAIRO

This agreement is entered into between The American University in Cairo (hereinafter referred to as AUC) at P.O. Box 74, New Cairo 11835, Egypt, and The State University of New York at Stony Brook (hereinafter referred to as SBU) at 100 Nicolls Road, Stony Brook, NY 11794, The United States of America.

In accordance with Article II of the Memorandum of Understanding, the following mechanisms designed to encourage and facilitate the exchange of students are hereby established:

1. Scope of Agreement: The purpose of this agreement is to establish the terms and conditions under which the exchange of students between AUC and SBU shall take place at the undergraduate level. This exchange agreement shall not preclude each university from sending students to the other university on a study abroad basis.
2. Definitions: As used herein the terms "home institution" and "host institution" shall have the following means:
  - "Home institution" is the party to this agreement that sends student(s) to the other party for the purposes of study.
  - "Host institution" is the party to this agreement that accepts the visiting student(s) from the other party for study.
3. Term of Agreement: This agreement shall take effect on the first day of August, 2012, and shall terminate on the 31<sup>st</sup> day of July, 2017 (five years from the start of the program). It is expected that the first cohort of students shall be exchanged in Spring 2013. The agreement may be renewed by written agreement of both parties.
4. Exchange provisions:
  - a. Students are to be exchanged for one full academic year or for one semester.
  - b. With the consent of AUC, Stony Brook may nominate students to participate in a summer academic program at AUC on an exchange basis. The program will provide sufficient contact hours to provide at least 6 academic credits. Each two summer participants will count as the equivalent of one semester student in the balance to be maintained between the two universities. Should an AUC student seek to study in Stony Brook's summer academic program, s/he will do so on a study abroad basis.
  - c. The number of undergraduate students to be exchanged each year shall be determined by mutual

consent no later than February 1 of the preceding academic year. AUC and SBU agree to achieve full reciprocity for the student exchange within three years. This balance may be achieved by an exchange of an equal number of students during the academic year or according to the formula in (b) for summer program exchanges.

- d. Additional students may be sent to the host university on a study abroad basis, by mutual agreement, under which they shall pay the tuition of the host university.

5. Selection and Enrollment of Students

- a. Each home institution is responsible for recruitment, selection, and pre-program orientation of its students.
- b. Initial selection of students will take place at the home institution; however, the host institution reserves the right to deny admission to any student not meeting its general admission criteria.
- c. The parties agree to comply with all the rules, regulations, executive orders, and laws forbidding unlawful discrimination which each institution promulgates and to which each institution is subject, in accordance with the laws of the respective countries in which each party is located.
- d. Student dossiers should be received at the partner institution no later than March 15 for fall admissions and October 15 for spring admissions.
- e. Each home institution will provide information to students necessary for obtaining visas and other documents to facilitate entry to the host institution's country. To comply with host country regulations, exchange students shall be required to provide a guarantee that they have financial resources sufficient to meet all expenses. The determination of visa status is made by the host country, not by the host institution.
- f. Each home institution is responsible for maintaining its own students registered at the home institution for the duration of the program.
- g. Students who participate in the exchange program will not be degree candidates at the host institution.
- h. Students must be enrolled in a full-time course load at the host university for the duration of the program and in accordance with the student's degree program.
- i. With the exception of SBU health science classes and graduate classes, students shall be free to choose courses from the full range of courses available at the host university, provided they satisfy course prerequisites.
- j. The host institution will provide orientation for incoming students upon their arrival.
- k. The host institution will provide academic and other advisory services for incoming students within the constraints of capacity, the actual provision of those courses in that particular semester, and the possibility that classes are canceled. In those cases, the host institution will make every effort to accommodate them in alternative courses in the fields of study they wish to pursue.
- l. AUC will provide to the home institution a final transcript describing the student's academic performance, within six (6) weeks after the conclusion of the academic term in which the student was enrolled, on condition that the student has cleared his/her financial accounts with the host institution and has no other unfulfilled obligations to the host institution that would restrict the release of his/her records and grades. SBU will provide instructions detailing the process of requesting transcripts through the Registrar.

- m. Each home university shall assess the academic work completed at the host university and shall award credit to its students in accordance with its own academic policies and regulations. Neither university shall be liable for the acts of the other or for the acts of students participating in this exchange.

6. Responsibilities of Students

- a. Students enrolled in the exchange program will pay the tuition and fees of their home institution to their home institution prior to participation in the program.
- b. Students will be responsible for:
  - i. Required health insurance and medical costs, including immunizations.
  - ii. Books, housing, food, and other living expenses, and
  - iii. Transportation to and from the host institution as well as any costs associated with obtaining visas and related documents.
- c. Insurance:
  - i. Exchange students shall be required to enroll in the mandatory SBU's insurance program and shall be responsible for all deductible costs related to health care services.
  - ii. Exchange students attending AUC shall be required to either purchase AUC's student health insurance for the period of their study at AUC or demonstrate that they are covered by their own individual health insurance purchased at their own expense. That insurance must be of equivalent or superior coverage to that provided by the AUC policy. Each student must provide proof of such insurance to AUC. AUC will direct students from the home institution requiring medical assistance to AUC's student health facilities and, if necessary, to other appropriate facilities. The student shall be responsible for any medical expenses not covered by the student's health plan. If AUC determines that a student from the host institution is in an emergency situation, AUC will promptly notify the home institution and cooperate fully in determining what additional actions may be required.
- d. The host institution shall make every effort to make a place available for the exchange student(s) in its residence halls during the normal semester. Students cover the cost of that housing. In the unlikely event that no accommodation is available, the host institution shall assist the student in finding accommodation off campus. However, the student bears the ultimate responsibility for locating and leasing such off-campus housing.
- e. Students shall comply with all rules and regulations of the partner university, including relevant academic standing and conduct requirements.

7. Administration of the Agreement

- a. This Agreement shall be in effect for the same period as the Memorandum of Understanding and may be adjusted in writing upon mutual agreement in writing of the two parties. For matters not covered in this Agreement, the universities shall consult the Memorandum of Understanding.
- b. The terms of this Agreement may be changed or modified only by written amendment signed by both parties.

- c. This Agreement may be terminated by either party providing the other written notice of its intent to terminate. Such notice shall be given at least one (1) year prior to the effective date of termination. Such termination shall not affect exchanges in effect prior to the effective date of termination.
- d. Resources for implementation of this Agreement may come from either party, depending upon budgetary availability. Neither party is obligated to expend any resources in connection with this Agreement. To the extent that any external funding is required by either party in order to implement this Agreement and funding for such purposes is not appropriated or is not otherwise available, such party shall have no further financial obligations upon such determination. Should either party not have funding to carry out any obligations of a particular exchange effort conducted under this Agreement, it shall immediately notify the other party of such fact and of such portions of this Agreement that may be deemed terminated or modified with respect to that particular project.
- e. This Agreement shall not be construed to create a relationship of partners, brokers, employees, servants or agents as between the parties. The parties to this Agreement are acting as independent contractors.
- f. Aside from publicity to attract students to the program and news bulletins concerning the students' participation in the program, neither party shall use the other institutions' name in any advertising, promotion or sales literature without first obtaining the written consent of the other institution.
- g. Any notice to either party hereunder must be in writing signed by the party giving it and shall be deemed given when mailed postage prepaid first class, certified, or express mail, or other overnight mail service, or hand delivered, when addresses as follows:

To AUC: Mohamed About Seoud  
Director, Study Abroad, International Programs Office  
The American University in Cairo  
AUC Avenue/Road 90  
P.O.B. 74, New Cairo 11835, Egypt  
Tel: 011-20-2-2615-381 Fax:011-20-2-2795-6575  
Email: [aseoud@aucegypt.edu](mailto:aseoud@aucegypt.edu)

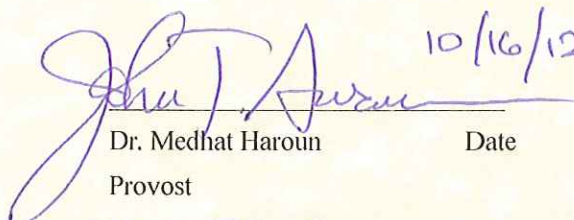
To SBU: Mariam Isack  
Exchange Advisor  
International Academic Programs & Services  
E-5340 Melville Library  
Stony Brook, NY 11794-3397  
Tel: 631-632-7030  
Fax: 631-632-1396  
Email: [misack@notes.cc.sunysb.edu](mailto:misack@notes.cc.sunysb.edu)

or to such other addressee as may be hereafter designated by written notice. All such notices shall be effective only when received by the addressee.

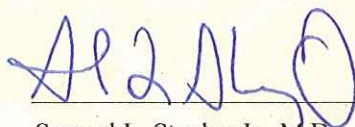
IN WITNESS WHEREOF, The American University in Cairo and State University of New York at Stony Brook have executed this Agreement as of the last date signed below.

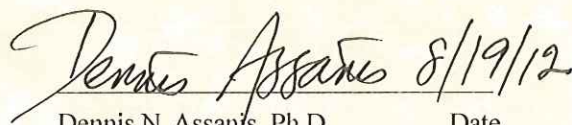
For The American University in Cairo


For State University of New York at Stony Brook

 10/16/12  
Dr. Medhat Haroun                      Date  
Provost

JOHN T. SWANSON,  
ACTING PROVOST,  
FOR PROVOST HAROUN

  
Samuel L. Stanley Jr., M.D.                      Date  
President

 8/19/12  
Dennis N. Assanis, Ph.D.                      Date  
Provost  
Senior Vice President for Academic Affairs

  
William Arens, Ph.D.                      Date  
Dean, International Academic Programs and Services

STUDENT EXCHANGE APPENDIX

to the

AGREEMENT OF COOPERATION

Between

THE STATE UNIVERSITY OF NEW YORK AT STONY BROOK (Stony Brook University)

and

American University Cairo

Agreement signed by Provost, Dr. Medhat Haroun, and for American University Cairo, and President Samuel Stanley, Jr., Provost Dennis N. Assanis, Ph. D. and William Arens, Ph. D, Vice Provost and Dean of International Academic Programs and Services for Stony Brook University, New York on September 19, 2012.



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Sally Crimmins Villela  
Assistant Vice Chancellor for Global Affairs  
State University of New York, System Administration

12/19/13  
Date

**Program Code:**