

**STUDENT EXCHANGE APPENDIX**  
to the  
**MEMORANDUM OF UNDERSTANDING**  
between  
**STATE UNIVERSITY OF NEW YORK AT STONY BROOK**  
and  
**UNIVERSITY OF INTERNATIONAL BUSINESS AND ECONOMICS**

In accordance with Section II of the Memorandum of Understanding between the State University of New York at Stony Brook (hereinafter SBU) and the University of International Business and Economics (hereinafter UIBE), the following mechanisms designed to encourage and facilitate the exchange of undergraduate students are hereby established:

1. Students are to be exchanged for one full academic year or for one semester. One full academic year exchange is equivalent to two semesters exchange.
2. The number of students to be exchanged each year shall be determined by mutual consent no later than February 1 of the preceding academic year. SBU and UIBE agree to achieve for full reciprocity for the student exchange within five years. This balance may be achieved by an exchange of an equal number of students or other academic exchanges.
3. Study Abroad Conditions
  - I) In the event that there is an imbalance in the number of students wishing to exchange, the parties may agree to establish a Study Abroad program additional to the above student exchange program for students from the home institution to study at the host institution.
  - II) Students enrolled in such a Study Abroad program will be subject to all of the exchange conditions listed within this Appendix with the exception of tuition waivers.
  - III) Study Abroad students may incur a specified fee as agreed to by the institutions.
  - IV) Payment of fees for Study Abroad students undertaking studies at the host institution will be in accordance with the fee collection procedures of the host institution.
4. 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. Students participating through SBU may be from other SUNY or U.S. institutions, registered


through SBU.

5. Student application to SBU should be received at the host institution no later than March 15 for fall admissions and October 15 for spring admissions.  
Student application to UIBE should be received at the host institution no later than April 30 for fall admissions and October 30 for spring admissions.
6. Global Exchange and Experience Center at Department of International Relations of University of International Business and Economics shall be the office responsible for the administration of this student exchange program.  
International Academic Programs of the State University of New York at Stony Brook shall be the offices responsible for the administration of this student exchange program.
7. Each host institution shall assist incoming students in arranging accommodation. Students shall be responsible for their own housing and meal costs.
8. Exchange students shall pay tuition and university fees required of them by their home institution. Where reciprocity exists, the host institution shall waive tuition and academic fees for incoming students.
9. Students shall be required to enroll in the mandatory insurance program of the host institution and shall be responsible for all deductible costs related to health care services.
10. Students must be enrolled in a full-time course load at the host institution for the duration of the program and in accordance with the student's degree program.
11. Students shall be free to choose courses from the full range of courses available at the host institution, provided they satisfy course prerequisites and if required, departmental consent.
12. Students shall comply with all rules and regulations of the host institution, including relevant academic standing and conduct requirements.
13. Students who participate in the exchange program will not be degree candidates at the host institution.
14. At the end of a student's program overseas, the host institution shall send to the home institution an official record of coursework completed at the host institution on the request of the student.

15. Each institution shall assess the academic work completed at the other institution and shall award credit to its students in accordance with its own academic policies and regulations. Neither institution shall be liable for the acts of the other or for the acts of students participating in this exchange.
16. The host institution shall assist incoming students to obtain visas and other documents required for entry to the host 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.
17. Neither institution shall be liable for any incident caused by exchange students including illegal activities, lack of public morality, and any other losses, whether malicious intent or negligence is involved, except in the case of willful conduct or gross negligence on the part of either institution. Furthermore, neither institution shall be required to indemnify the other in the case of such an incident.
18. In the event of a controversy or breach of this student exchange appendix or any agreement, memorandum or any other form of arrangement (either oral or written) executed hereunder, the parties must exercise good faith in resolving the dispute by negotiation between themselves.
19. This Appendix shall be in effect for the same period as the Memorandum of Understanding and may be adjusted in writing upon mutual agreement of the two parties. For matters not covered in Appendix, the universities shall consult their Memorandum of Understanding.


The following parties have executed this Appendix as of the dates set forth below.

For the University of International Business  
and Economics

  
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Hong Junjie, Ph.D.  
Vice President

Date: 09/08/2020

For the State University of New York at Stony  
Brook

  
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Jun Liu, Ph.D.  
Vice President/Vice Provost for Global Affairs

Date: Aug. 17, 2020