



STUDENT EXCHANGE AGREEMENT

between

UNIVERSITI TEKNOLOGI MARA

and

STATE UNIVERSITY OF NEW YORK AT STONY BROOK

Universiti Teknologi MARA, Malaysia (hereinafter referred to as “UiTM”) and the State University of New York at Stony Brook (hereinafter referred to as “SBU”) agree to establish the following mechanisms designed to encourage and facilitate the exchange program of undergraduate students (hereinafter referred to as “Program”):

1. Duration of Study

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. Number of Students

- a) The number of students to be exchanged each year shall be determined by both parties by a mutually agreeable date.
- b) UiTM and SBU agree to achieve for full reciprocity for the student exchange within three years. The reciprocity may be achieved by an exchange of an equal number of students or other academic exchanges including summer programs. An exchange ratio used for other academic exchanges shall be determined by mutual consent.

3. Visiting Student Program

- a) In the event that there is an imbalance in the number of exchange students, the parties may agree to establish a Visiting Student Program for students from the home institution to study at the host institution.
- b) Students enrolled in the Visiting Student Program will be subject to all of the conditions listed within this Agreement with the exception of tuition waivers.

4. Student Application

- a) Initial selection of students will take place at the home institution; however, the host institution reserves the right to deny admission to any student who does not meet its general admission criteria.
- b) Students participating through SBU may be from other SUNY or U.S. institutions, registered through SBU.
- c) Student application should be received by the host institution by its deadline.

5. Tuition and Other Fees

- a) Students shall pay all required tuition and fees to their home institution in accordance with the policies of the home institution. The host institution will provide tuition waivers to exchange students, but both exchange and students in the Visiting Student Program are subject to university fees of the host institution.
- b) Students shall be responsible for their travel and living expenses, including, but not limited to, accommodation, meals, insurance and healthcare costs.
- c) Students shall enroll in the health insurance program and are required to comply with specific insurance requirements of the host institution.

6. Course Registration

- a) Students must be enrolled in a full-time course load at the host institution for the applicable duration of the students' study.
- b) Students may choose from a wide range of courses available at the host institution, provided they satisfy course prerequisites and if required, obtain departmental consent.

7. Academic Standing and Record

- a) Students who participate in the Program will not be degree candidates at the host institution.
- b) 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.
- c) 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.

8. Student Support

- a) The host institution shall assist incoming students in arranging housing accommodations on campus.
- b) 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, students shall be required to provide a guarantee that they have financial resources sufficient to meet all expenses.

9. General Requirements

- a) Student shall comply with all rules and regulations of the host institution as well as any law, regulation or order in force in the host institution's country including relevant academic standing and conduct requirements.
- b) Neither university shall be liable for the acts of the other or for the acts of students participating in the Program.

10. Additional Terms

- a) This Agreement is established for a period of three years, effective on the date of signing.
- b) In order to enhance the efficacy of their cooperative activities, UiTM and SBU agree that it shall be possible to introduce changes and additions to the Agreement by means of mutually agreed upon additional written clauses.
- c) At the end of each three-year period, this Agreement will be automatically renewed by written agreement for an additional three years, unless UiTM or SBU provide written notification of a decision of non-renewal prior to the expiration date.
- d) A minimum period of six months' notice will be required from either party wishing to terminate the Agreement. In the event of termination, all commitments to students participating in the Program will be honored by relevant parties.
- e) The universities shall undertake to observe the confidentiality and secrecy of documents, information and other data received from or supplied to the other university during the period of the implementation of this Agreement or any other agreements made pursuant to this Agreement. Both universities notwithstanding the termination of this Agreement.
- f) Any difference or dispute between the universities concerning the interpretation or implementation of any of the provisions of this Agreement shall be settled amicably through mutual consultation and/or negotiations between the universities without reference to any third party or national or international tribunal. If this fails to achieve a resolution, the dispute may be referred by either university to mediation. The universities shall then agree a reasonable forum shall be selected in which to conduct this mediation.
- g) No university shall be liable for any delay or failure in the performance of any of its obligations under this Agreement to the extent that such delay or failure is caused by Force Majeure, provided that, the university whose performance is prevented or delayed by such Force Majeure shall make every good faith effort to overcome or dispel the event of Force Majeure.
- h) Each university reserves the rights for reasons of national security, national interest, public order, government order, or public health to suspend temporarily, either in whole or in part, the implementation of this Agreement which suspension shall take effect immediately after written notification has been given to the other university.
- i) Any communication under this Agreement will be written in English and delivered by registered mail to the address or sent to the electronic mail address or facsimile number of either SBU or UiTM, as the case may be, shown below or to such other address or electronic mail address or facsimile number as either university may have notified the sender and shall, unless otherwise provided herein, be deemed to be duly given or made when delivered to the recipient at such address or electronic mail address or facsimile number which is duly acknowledged:

a. SBU:

Attention : Yoonmi Noh
Assistant Dean for Global Initiatives
Office of Global Affairs
Telephone : + 631 632 7653
Email : yoonmi.noh@stonybrook.edu

b. Universiti Teknologi Mara:

Attention : Dr Arlinah Ab Rashid
Depty Dean (Industry Linkage & Internalization)
Telephone : + 603 55444697
Telefax : + 603 55444695
Email : arlinah@uitm.edu.my

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

For Universiti Teknologi MARA

For the State University of New York at
Stony Brook



**PROF. DATUK DR. HALIAH ROZIAH
MOHD JANOR**
Vice-Chancellor



DR. CARL LEJUEZ
Provost and Executive Vice President
for Academic Affairs

Date: 15-December-2023