PROGRAM SPECIFIC AGREEMENT
FOR A STUDENT AND FACULTY EXCHANGE
Between
UNIVERSITY OF MACEDONIA,
DEPARTMENT OF MUSIC SCIENCE AND ART, THESSALONIKI, GREECE
And
BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF GEORGIA STATE UNIVERSITY AND ITS
SCHOOL OF MUSIC IN THE COLLEGE OF ARTS & SCIENCES, ATLANTA, U.S.A.

In order to improve the educational experiences and cultural understanding of their students and faculty, the Board of Regents of the University System of Georgia by and on behalf of Georgia State University and its School of Music in the College of Arts and Sciences, Atlanta, Georgia, United States of America ("Georgia State") and the Department of Music Science and Art at University of Macedonia, Thessaloniki, Greece ("Macedonia") agree to institute a student and faculty exchange in accordance with the terms and conditions set forth in this agreement ("Agreement").

Georgia State and Macedonia hereby agree to the following:

1. Description of Program

This agreement ("Agreement") is established to facilitate an exchange program between the partner institutions with students and faculty from each institution (collectively, the "Exchange Program"). The student exchange program enables students from one university to take classes at the other university while working towards a degree at the university where he or she is formally enrolled (individually, the "Student Exchange"); and to encourage faculty members from each university to visit the other university and engage in certain activities (individually, the "Faculty/Researcher Exchange"). Additionally, the two institutions may exchange one student performing group on a one- to two-week academic performance visit each semester. Students participating in the short-term visits will not be part of the student exchange program.

This is a non-degree student program, and the faculty program is intended to permit faculty members from each Home University to visit, perform, and/or teach music courses at the Host University.
For purposes of this Agreement, with respect to the Student Exchange, the term “Home University” shall mean the institution in which a student is formally enrolled as a degree candidate, and “Host University” shall mean the institution that has agreed to receive students from the Home University for a period of study.

With respect to the Faculty Exchange, as used herein, “Home University” shall mean the university where the faculty member is normally employed, and “Host University” shall mean the university that the faculty member is visiting.

In each Student Exchange, the Home University agrees in principle that if one of its students passes a course at the Host University, that student will receive credit towards his/her degree at the Home University, provided that the student obtained prior official approval from the Home University. Participation in the exchange does not constitute later admission at the Host University.

2. **Term and Academic Years**

This agreement becomes effective on the date it is duly signed by representatives of both institutions. The term of the Agreement shall commence on the effective date and shall be in effect for five (5) years, unless earlier terminated by either party pursuant to Paragraph 8 below. The agreement is renewable for additional five-year terms upon the advance written agreement of both parties. Notwithstanding anything to the contrary contained herein, the term of this Agreement shall not extend beyond one academic year if Georgia State assumes any financial obligations by entering into this Agreement and, in no event shall the term of this Agreement extend beyond five academic years. This Agreement may be renewed for additional academic year or five year renewal terms, as applicable, upon the advance written agreement of both parties.

The academic year at Georgia State consists of two regular semesters: the Fall term begins in August/September and runs through December, and the second Spring term begins in January and runs through May. In addition, there is a summer semester and an abbreviated Maymester. Students from Macedonia taking classes at Georgia State will participate only during the Fall and Spring terms of a single academic year. Faculty from Macedonia can visit Georgia State during any term. There is no restriction on student performance group visits.

The academic year at Macedonia consists of two regular semesters: the Fall term begins in August/September and runs through December, and the Spring term begins in January and runs through May. Students from Georgia State taking classes at Macedonia will be allowed to participate during either term of the same academic year. Faculty from Georgia State can visit Macedonia during any term. There is no restriction on student performance group visits.

3. **Number of Students, Faculty Members and Researchers**

Starting in Spring 2015 and continuing for each year during the term of this Agreement, the two institutions will exchange undergraduate and graduate students who are well-qualified music majors on a one-for-one basis for each semester enrolled. Each academic year, the institutions will allocate eight semester spaces for the partner’s full-time exchange students. If an institution sends a student for the academic year, this counts for two of that year’s total.[Note: In general, the exchange should be undergraduate students for undergraduate students and graduate students for graduate students.]

Both parties will endeavor to maintain an evenly balanced exchange during the term of this Agreement. However, if conditions exist which render such equity impossible during a particular semester, such imbalance shall be corrected in the subsequent available semester to restore balance. In no event shall an imbalance in the exchange be carried forward beyond one semester, nor should students currently enrolled in the program be removed to restore balance. The exchange balance will be monitored
throughout the term of this Agreement by both institutions. Either party to this Agreement may refuse admission to the additional incoming students until the exchange balance is restored.

In addition to the academic exchange where students take classes at the host university, the two institutions may exchange one student performing group on a one- to two-week academic performance visit each semester. The students participating in the performance groups may give performances on campus, observe classes, participate in master classes, perform in ensembles, and be taught applied lessons by host faculty; they may also attend student performances and tour sites of interests. These students will not receive credit hours from the host institution for their one- to two-week visit. The details of these short-term visits will vary, and will be coordinated by the program directors from both institutions in advance.

Up to four faculty members from each institution may accompany the student performing groups each semester. The maximum numbers of student and faculty may be amended in writing by both parties.

4. Units Involved in Exchange Program

Participants in the program will be drawn from the School of Music at Georgia State, and the Department of Music Science and Art at Macedonia, at the discretion of both parties. Exchange students will take coursework in the host department.

5. Student Exchange

A. Requirements for Students to Participate

Students who wish to participate in the Exchange Program will be screened for eligibility for admission by the Home University, which shall respect the admission requirements and enrollment constraints of the Host University. Students will be required to comply with the standard rules, regulations, and enrollment restrictions of the Host University in the selection of courses, including requirements of language proficiency and health documentation.

i. Acceptance of Macedonia Students

To participate in the program, Macedonia students must apply to their program director. Criteria to be used in selecting the Macedonia students will include:

a) Macedonia music students in good academic standing to enroll in Georgia State as third year or fourth year students.

b) The official language of the exchange will be English. Therefore, Macedonia students must demonstrate appropriate levels of written and verbal fluency in English; students from Macedonia must take either the computer-based TOEFL (CBT) or the iBT (internet-based TOEFL). Macedonia students are expected to receive a minimum TOEFL CBT score of 250 and a score of 5 on the TOEFL essay or a minimum composite TOEFL iBT score of 80, with a Writing score of at least 22. Alternate criteria for English proficiency may be permissible by mutual agreement between the program directors of the exchange. Final decisions will be made between the two program directors.

c) Student's capacity for successful intercultural integration as judged by interviews with the program directors of the exchange.

Applications and the academic records of students selected from Macedonia for participation in the exchange program will be forwarded to the program director at Georgia State.

The program directors anticipate that Macedonia students will undertake ensemble courses and applied music courses, as well as the English 1101 ESL (English as a Second Language) section.
A student's plan of study will be approved by both the home and host institutions prior to the student's departure. Any modification in this program will require the concurrence of appropriate academic officials at each institution.

Macedonia shall provide notification of the names and addresses of its applicants at least four months before the start of the relevant exchange period. This will facilitate admission and the issuance of supporting immigration documentation for necessary visa applications. The completed application forms will be sent to Georgia State's program director.

ii. Acceptance of Georgia State Students

To participate in the program, Georgia State students must apply to their program director. Criteria to be used in selecting the Georgia State students will include:

a) Georgia State music students in good academic standing to enroll in Macedonia as third year or fourth year students.

b) The official language of the exchange will be English, although it will be preferable if Georgia State students have some experience in Greek language. If Georgia State students do not have any knowledge of Greek language, they will be required to follow the Greek language course (Greek as a second language), offered by Macedonia for international students. Final decisions will be made between the two program directors.

c) Student's capacity for successful intercultural integration as judged by interviews with the program directors of the exchange.

Applications and the academic records of students selected from Georgia State for participation in the exchange program will be forwarded to the program director at Macedonia.

The program directors anticipate that Georgia State students will undertake ensemble courses and applied music courses. A student's plan of study will be approved by both the home and host institutions prior to the student's departure. Any modification in this program will require the concurrence of appropriate academic officials at each institution.

Georgia State shall provide notification of the names and addresses of its students participating at least four months before the start of the relevant exchange period. This will facilitate the issuance of supporting immigration documentation for necessary visa applications. The completed application forms will be sent to Macedonia's program director.

B. Academic Counseling, Credits and Reports

The school, department or unit involved in this Agreement at each Home University will provide academic counseling to its own students to ensure that the courses taken at the Host University are acceptable with respect to its own degree programs. The Host University will supply the Home University with course descriptions and other pertinent materials/non-privileged information to assist in determining course equivalency. Students will carry a normal load of classes appropriate to full-time status at the home institution.

The exchange students must pursue the approved course of study for the agreed period. Course work undertaken by visiting students should be recognized as contributing to degree requirements at the Home Institution, but this remains at the discretion of the Home Institution. Both institutions will provide details of course curricula and the means of student assessment. The home institution will interpret these grades as appropriate and accept the credits gained from the host institution during the exchange program. At the completion of the course of study, the student will be responsible for ensuring that evaluations and records are forwarded to the home institution. Georgia State students will receive transfer credits under this Agreement.
Georgia State students participating in the short-term academic performance visits at Macedonia will register for a School of Music three-hour international cultural exchange course and receive institutional academic credit from Georgia State for their participation in the cultural exchange experience. Their participation will not count toward the balance of the exchange agreement.

C. Student Responsibilities and Expenses

Unless otherwise indicated in an appendix hereto, students in this Exchange Program will be responsible for the following:

1. Payment of all student fees and tuition to the Home University;
2. With the assistance of the Host University, obtaining the proper visas and other documents required by the government of the Host University, including any guaranty that they have the financial resources to meet all expenses;
3. The costs of food, housing, international and local transportation, books, fees for class materials, and other educational and personal expenses (students will not be charged an application fee);
4. Purchasing the required health/hospitalization/liability insurance, including repatriation, for the time period of their involvement in the Exchange Program in order to meet governmental regulations, as well as the regulations of the Host and Home Universities, as set forth in Paragraph 9 below;
5. Abiding by the same regulations and performance standards that pertain to other students at the Host University;
6. Providing the appropriate exchange coordinator/director at the Host University emergency contact information; and
7. Submitting any health or immunization records required by Host University.

D. Visa Requirements

Each Host University will provide the necessary documentation (e.g., official letters of admission, immigration documents) for exchange students to obtain a visa to enter and study in the host country. This documentation enables the Home University to sponsor the students as part of this Agreement but does not commit the institution to any financial sponsorship. In order to produce this documentation, they will rely on the Home University communicating student information four to five months before the start of the Exchange Program. The Host University will update the Home University annually regarding the data and documentation required. It is each student's responsibility to obtain the appropriate visa, as required by the host country. Exchange students coming to GSU are required to obtain a J1 visa, and therefore must provide documentation of sufficient financial resources needed to study in the U.S. Forms and detailed information about this process will be provided by GSU's International Student & Scholar Services.

E. Insurance Requirements for Students

Personal health, hospitalization and accident insurance, including a repatriation & medical evacuation plan, as well as liability coverage, is required for all students participating in this Exchange Program. Students who already have insurance must submit proof of such coverage to the Host University for approval before departing from their home countries. The Host University will assist students in identifying available insurance options designed for international students, if necessary. Students from Macedonia who do not have appropriate insurance must obtain Georgia State's international students' insurance policy. Students from Georgia State must obtain Georgia State’s study abroad insurance coverage.
F. Housing for Students

The Host University may offer advice to exchange students regarding accommodations, but it is the responsibility of the students themselves to making living arrangements in the host country. The Greek community in Atlanta may assist in finding host families in the metro Atlanta area for the incoming students.

G. Employment

This Student Exchange allows employment of Macedonia and/or Georgia State students in the host country. Students will follow appropriate steps to obtain authorization of employment and will follow regulations of their student visas and host university.

H. Compliance with Rules and Regulations

Exchange students will be subject to the rules and regulations of the Host University, and the laws and procedures of the state or canton in which the institution is located. The Host University will assume no responsibility for a student’s conduct or lack of compliance with any of the host country’s laws. Each institution reserves the right to dismiss any exchange student at any time for academic or personal misconduct in violation of established regulations provided, however that the Host University will, absent extenuating circumstances, attempt to consult with the Home University before implementing such action. The dismissal of a student shall not abrogate this Agreement, or arrangements regarding other students.

6. Faculty Exchange

A. Number of Faculty

Up to four faculty members from each institution may exchange for short-term academic performance visits. The faculty members will visit, teach ensemble and performance courses, and perform at their host institution. The conditions of faculty exchanges will be determined in advance and agreed upon by the program directors, taking into account the policies of both institutions and the availability of funds and facilities.

B. Requirements for Faculty to Participate

Faculty who wish to participate in the Exchange Program will be screened for eligibility by the Home University and approved by the Host University.

The official language of the exchange program is English. Given the short-term nature of the typical faculty exchange (1-2 week trip with a student performance group), there is not a language requirement for participation.

Each Host University shall have final authority over decisions regarding the acceptance of faculty from the Home University to participate in teaching, performing, or other activities.
C. Faculty Responsibilities

Each faculty member and researcher participating in this Exchange Program will be responsible for the following:

1. Payment of all expenses and fees that his or her Home University has not agreed to pay;
2. With assistance from the Host University, and any financial assistance from the Home University, obtaining proper visas and other documents required by the government of the Host University, including any guaranty that they have the financial resources to meet all expenses;
3. Purchasing the required health/hospitalization and liability insurance, including repatriation & medical evacuation coverage, for the time period of their involvement in the Exchange Program in order to meet governmental regulations, as well as the regulations of the Host and Home Universities, with any assistance offered by the Home University;
4. Abiding by the same regulations and performance standards that pertain to other faculty and researchers at the Host University;
5. Submitting to criminal background checks, if necessary;
6. Submitting any health or immunization records required by Host University; and
7. Complying with the Home University’s Travel and Safety Guidance, including observing applicable local and federal export control regulations.

D. Department/School/Unit Responsibilities

Participating institution units are responsible for identifying and arranging for a supervisory and reporting structure applicable to all visiting faculty participating in the Exchange Program.

E. Salaries and Expenses

The conditions of faculty exchanges (including salary, air transportation, health insurance, passport and visa fees, health costs, housing, and other costs) will be determined in advance and agreed upon by the program directors, taking into account the policies of both institutions and the availability of funds and facilities. Neither institution is expected to cover these expenses of any visiting faculty.

F. Visa Requirements

Each Host University will provide the necessary documentation for exchange scholars to obtain a visa to enter the host country. In order to produce this documentation, they will rely on the Home University communicating scholar information three (3) to four (4) months before the start of the Exchange Program. The Host University will update the Home University annually regarding the data and documentation required. It is each scholar’s responsibility to obtain the appropriate visa, as required by the host country. Exchange scholars coming to GSU are required to obtain a J1 visa, and therefore must provide documentation of sufficient financial resources. Forms and detailed information about this process will be provided by GSU’s International Student & Scholar Services.

G. Office Space and Support

Each Host University agrees to provide office space and appropriate administrative support for visiting faculty and researchers.
H. Compliance with Rules and Regulations

Exchange faculty will be subject to the rules and regulations of the Host Institution, and the laws and procedures of the state or canton in which the institution is located.

The Host Institution will assume no responsibility for a faculty conduct or lack of compliance with any of the host country’s laws. Each institution reserves the right to dismiss any exchange faculty at any time for academic or personal misconduct in violation of established regulations provided, however that the Host Institution will, absent extenuating circumstances, attempt to consult with the Home Institution before implementing such action. The dismissal of a scholar shall not abrogate this Agreement, or arrangements regarding other scholars.

7. Research

To the extent allowable by law, the parties may engage in joint research, conference participation, publication of research results and other research-related activity. The parties understand and agree that certain research sponsors may limit participation on specific research projects. The parties further understand and agree to secure all Institutional and other required approvals prior to conducting research activities and to abide by all policies and procedures governing such activities.

If exchange faculty or students participate in research funded by a third party sponsor, the parties agree that such research activities will abide by the terms of the sponsorship agreement. If exchange faculty or students receive third party confidential information for research purposes that was provided under a written nondisclosure or confidential disclosure agreement, the parties agree that the exchange students will be bound by the confidentiality and nondisclosure terms of such agreement. Exchange faculty and students pledge to disclose any intellectual property developed as a result of joint research to both Georgia State and Macedonia unless such disclosure is unlawful under the law of the country. If valuable intellectual property is created as a result of joint research, ownership of such intellectual property shall be determined in accordance with the law of inventorship or authorship of the country in which the research occurred and the Host Institution’s policies. The parties agree that the Host Institution will evaluate the intellectual property, in consultation with the other party, to determine whether formal patent, copyright, or other protection is desirable.

8. Modification, Termination, Renewal of Agreement

This Agreement may be modified, revised, or renewed but only upon the mutual consent of the parties in writing. Either party may terminate this Agreement by written notice submitted at least 90 days in advance of the next academic semester. Termination will not affect existing faculty, or students in the Exchange Program. Unless renewed by mutual written consent, this Agreement will conclude at the end of the specified academic term or year (as defined in section 2 above).

9. Primary Contacts / Program Directors

The Primary Contacts/ Program Directors will ensure that the terms of this Agreement are carried out. They will serve as the contact persons at each institution, ensure the general welfare of program participants, ensure that necessary approvals are in place, and have administrative oversight of the program.
The primary contacts for the parties to this Agreement are the following:

**For Georgia State University**
W. Dwight Coleman  
Director, External Relations and Professor  
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75 Poplar Street, 5th Floor, Atlanta, GA  
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**For University of Macedonia**
Dimitris Chandrakis  
Chairman and Professor  
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dchand@uom.edu.gr

**WHEREFORE** the parties to this Agreement signify their acceptance of the terms and conditions contained herein by signing in the spaces below.

**Board of Regents of the University**  
System of Georgia by and on behalf of Georgia State University and its College of Arts & Sciences

By:  
William J. Long  
Dean

Date: **11/24/14**

**University of Macedonia and its Department of Music Science and Art**

By:  
Achilleas Zapranis  
Rektor

Date: **13/10/2014**

By:  
W. Dwight Coleman  
Director, External Relations and Professor

Date: **27-10-2014**

By:  
Dimitris Chandrakis  
Chairman and Professor

Date: **13-10-2014**