



EXCHANGE AND STUDENT SCHOLAR PROGRAM AGREEMENT GLOBAL EDUCATION PROJECT

between

THE UNIVERSITY OF CENTRAL ARKANSAS

and

UNIVERSITY OF OSTRAVA

In recognition of the mutual benefits derived from scholarly interaction, **THE UNIVERSITY OF CENTRAL ARKANSAS** (UCA) located at 201 Donaghey Avenue, Wingo Hall, Conway, Arkansas, United States, represented by President, Houston Davis and **UNIVERSITY OF OSTRAVA** located at Dvořákova 7, 701 03, Ostrava, Czech Republic, represented by Rector, Petr Kopecký agree to establish this exchange and international scholar program agreement.

I. DEFINITIONS

For the purpose of this agreement, “**Home institution**” shall mean the institution at which the student intends to graduate, and “**Host institution**” shall mean the institution that has agreed to accept the student from the home institution.

“**Exchange scholar**” shall refer to a visiting student from either home institution attending the host institution as an exchange student during the fall or spring academic semester. Exchange scholars pay tuition and fees to their home institution.

If an imbalance in the annual number of exchange scholars exists as described in III.A, or if more students want to participate than the agreed upon number described for exchange scholars in III.A, additional visiting students from either home institution may attend the host institution during the fall or spring academic semester as a “**Student scholar**,” paying tuition and fees at the host institution. All visiting students studying during any summer term must pay tuition at the host institution.

The “Global Education Project” (GEP) is the name of the program that the University of Central Arkansas administers for student scholars.

Semester or academic year shall refer to the relevant period at the host institution.

II. PURPOSE OF THE AGREEMENT

The general purpose of this agreement is to establish a specific educational program between the two participating institutions in order to promote academic cooperation and exchange that will enrich cross-cultural understanding among students and faculty. Exchange and student scholars will enroll in courses at the host institution to earn credit that may be applied toward their degrees at their home institution.

III. EXCHANGE AND STUDENT SCHOLARS

A. NUMBER

1. Exchange Scholars:

The University of Central Arkansas and University of Ostrava are prepared to accept exchange students for one or two semesters. Both institutions will make every effort to balance the number of exchange students on a yearly basis with a desired ratio of 1:1. Initially the number of exchange students will be limited to two per year. One student for two academic semesters or one academic year will count as two exchange scholars; two students for one semester each will count as two exchange scholars. The number of exchange scholars under this agreement may be adjusted through mutual agreement between the host and home institutions. If an imbalance of two (2) exchange students exists at the end of any given



semester, the host institution with the imbalance of inbound students may choose to accept visiting students from the home institution as student scholars until the imbalance is reduced below two.

2. Student Scholars:

The University of Central Arkansas accepts to host up to 10 student scholars from University of Ostrava in any given semester. Additional student scholars can be accepted with written approval of the host institution.

B. QUALIFICATIONS

Each exchange or student scholar should demonstrate his/her academic proficiency by a certified transcript that meets minimum standards as determined by the host institution. Candidates are to be undergraduate or graduate students pursuing a degree at the home institution, which should ensure that the candidates are in good academic standing.

C. LANGUAGE PROFICIENCY

Each exchange or student scholar should demonstrate proficiency in the language of instruction at the host institution. Each host institution is responsible for establishing its own requirements.

University of Ostrava exchange or student scholars who study at the University of Central Arkansas should demonstrate English language proficiency by

- 1) a TOEFL *ibt* score of 61 for undergraduate study or 79 for graduate study, or
- 2) a paper-based (Institutional or *ITP*) TOEFL score of 500 for undergraduate study or 550 for graduate study, or
- 3) a IELTS score of 5.5 for undergraduate study or 6.5 for graduate study.

University of Ostrava exchange or student scholars who do not demonstrate the appropriate level of English language proficiency may participate in the University of Central Arkansas Intensive English Program (IEP).

D. APPLICATION MATERIALS

Prior to final selection of students, the home institution will provide a certified English-language transcript of coursework completed to the International Office of the host institution. Additional performance and academic background records, including English Proficiency exams, should also be provided.

E. IMMIGRATION AND VISA REQUIREMENTS

All exchange and student scholars must ensure that they adhere to all relevant immigration and visa requirements of both countries.

F. ACCEPTANCE

A list of nominated candidates for the following semester or academic year will be sent by the home institution on or before the deadline provided by the host institution. The host institution will have final determination of course placement for exchange and student scholar candidates. Each institution reserves the right of prior approval of all students nominated.

G. PROGRAM EXTENSION

Requests for extension of stay—not to exceed two semesters or one academic year—are subject to approval by both institutions.

IV. COST

A. TUITION AND FEES

Exchange scholars will pay tuition and fees to the home institution. Exchange scholars at the University of Central Arkansas will receive a tuition and fee waiver for enrollment in 15 credit hours. Exchange scholars enrolled in more than 15 credit hours will be responsible for the costs associated with the additional credit hours.



Student scholars will pay tuition and fees to the host institution. Student scholars studying at the University of Central Arkansas will pay a package price including regular in-state tuition and fees for 12 credit hours based on living in campus housing. They will be responsible for all applicable host institution fees, including, but not limited to, international student fees, fees associated with required health and placement exams fees that are not included in the package price. Student scholars enrolled in more than 12 credit hours will be responsible for the costs associated with the additional credit hours.

B. FINANCIAL SUPPORT

The University of Central Arkansas will provide an Out-of-State tuition scholarship for each exchange or student scholar from University of Ostrava who lives in campus housing. Any additional financial support arrangements must be agreed upon by each unit or department providing support and will be outlined in a separate agreement applicable to the respective student or student cohort. Financial assistance or scholarships awarded by the host institution to exchange or student scholars must be reported to the home institution in order to comply with financial aid guidelines.

C. ROOM AND BOARD

Each student will receive assistance from the host institution in the arrangement of suitable on-campus accommodation for the duration of the program. The cost of accommodation, including meals, is the responsibility of the exchange or student scholar.

D. TRANSPORTATION

Exchange or student scholars are responsible for international transportation and domestic transportation costs (unless special arrangements are made by the home institution). The host institution will make every effort to meet arriving students at the airport nearest the campus and transport them to the institution.

E. MEDICAL INSURANCE

The host institution will provide students with a suitable insurance plan providing sufficient medical coverage. Insurance is mandatory for all participants; the cost of the insurance will be paid by the exchange or student scholar. Before arriving on campus, students may submit evidence that they have health insurance from their home country that meets the minimum standards of the host institution. The host institution will determine whether such insurance is comparable. Its decision will be final.

F. FAMILIES

It is not anticipated that spouses or dependents will accompany exchange or student scholars. Where such an arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses incurred by accompanying spouses or dependents are the responsibility of the individual student.

V. ACADEMIC PROVISIONS

A. ACADEMIC STANDARDS

Exchange or student scholars will conform to the host institution requirements and will be subject to all rules and procedures as specified in the institution's handbook for the academic year in which they enroll, as well as all course policies and expectations outlined in course syllabi.

B. COURSE ENROLLMENT

Exchange or student scholars demonstrating appropriate proficiency in the language of instruction at the host institution may participate in undergraduate or graduate academic courses offered by the host institution upon approval by the respective academic department(s). In selecting courses, students may choose from the range of courses offered at the host institution for which they meet the academic prerequisites. The host institution will inform the home institution about requested courses that may have limited enrollment and will make every effort to assist students in enrolling in such courses.

1. Enrollment for Exchange scholars



University of Ostrava exchange scholars at the University of Central Arkansas are allowed to enroll up to 15 credit hours and must remain enrolled in a minimum of 12 credit hours per semester to comply with applicable U.S. visa rules and regulations. The host institution must notify the home institution if an exchange scholar withdraws from the host institution. Exchange scholars will be responsible for notifying the appropriate officials at the home institution regarding course enrollment changes impacting the credit approval process.

2. Enrollment for Student scholars

Student scholars studying under the GEP program at the University of Central Arkansas will receive a special package price that includes tuition and fees for 12 credit hours. Student scholars at the University of Central Arkansas must remain enrolled in a minimum of 12 credit hours per semester to comply with applicable U.S. visa rules and regulations. Student scholars enrolled in more than 12 credit hours will be responsible for the costs associated with the additional credit hours.

C. ACADEMIC PROGRESS

Throughout the academic program, faculty at the host institution shall assess students' performance and issue grades in accordance with the system in use at the host institution. Upon completion of the program, the host institution will provide the home institution with official academic transcripts for each exchange and student scholar. The home institution agrees to accept the official academic transcript issued by the host institution. This transmission of the official academic transcripts should occur within a two-week time period from the verification and posting of grades.

D. RESOURCES

Each exchange or student scholar will be provided with the same academic resources and support services as are normally provided to regular students at the host institution of the same academic level. An academic adviser will be designated to assist students enrolled in the program.

VI. ADMINISTRATION

A. ANNUAL PROGRAM CALENDAR

Exchange or student scholars may attend the host institution for an academic year or for either regular academic semester. Exchange and student scholars may also attend the host institution during any summer session, but they must pay tuition at the host institution. A student who leaves the host institution for any reason is not entitled to a refund of tuition or fees paid or any accommodation charges assessed.

The academic calendar for each institution is listed below:

University of Central Arkansas:

Fall semester:	August – December
Spring semester:	January – May
Summer terms:	5-week Summer I: June-to early July; 5-week Summer II: July to August.

University of Ostrava:

Fall semester:	September - December
Spring semester:	February - May

B. DESIGNATED PROJECT COORDINATOR

Both the host and home institutions will designate a primary contact person within each respective International Education department to coordinate and supervise matters relevant to this agreement. This individual will be responsible for providing all participants with orientation on all essential regulations and procedures to ensure the health, safety, progress and wellbeing of each participant. The designated



person will periodically, and upon request, provide relevant and timely information to the home institution on matters related to exchange and student scholars.

C. PROGRAM REVIEW

Both institutions will be responsible for post-program review to include student evaluations conducted by the host institution prior to or upon program completion. This review may lead to appropriate and mutually agreed upon modifications as required.

D. TERMINATION

The UO is an obliged entity pursuant to Act No. 340/2015 Coll., Act on the Register of Contracts (hereinafter the "Act on the Register of Contracts"). UCA acknowledges and expressly agrees that this Agreement in full is subject to publication in the Register of Contracts (information system of public administration, administered by the Ministry of the Interior). The University of Ostrava undertakes to publish this Agreement in compliance with the provisions of the respective Act on the Register of Contracts.

This Agreement comes into force upon signature by both parties and becomes effective on the date of its publication in the Register of Contracts at the earliest. About this fact, the University of Ostrava is required to notify UCA.

This agreement shall be in force for a period of five (5) years from the date of its enactment and shall be renewable by mutual written consent at the end of that period. This agreement may be terminated prior to that time on condition that notice of intent to terminate is provided by the initiating institution at least ninety (90) days prior to termination. This agreement may be amended or modified at any time by the mutual consent of the cooperating institutions. The termination of this agreement shall allow for any participants who have commenced studies at the host institution at the date of the termination to complete their approved course of study under the conditions of this agreement. Attached to this agreement and made a part hereof is the UCA Contract Rider pursuant to Policy No. 416 of the CA Board of Trustees.

E. DISPUTE RESOLUTION

Any disputes arising in the application of this agreement shall be settled through consultation between the institutions. For any translation issues relating to this agreement the English version shall prevail.

In witness whereof, the parties shall sign the document.

Signed on behalf of
University of Ostrava



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Rektorát
Dvořákova 7 / 701 03 Ostrava
www.osu.cz

Signed on behalf of

doc. Mgr. P

Ph.D., Rector

Date: - 5. 11. 2024

Date: 2/29/24