

# *Memorandum of Understanding*

between

**UNIVERSITY OF CALIFORNIA at DAVIS, USA**

and

**KOREA UNIVERSITY, KOREA**

The purpose of the MOU is to establish a student exchange program between the University of California at Davis (hereafter "UCD") and Korea University (hereafter "KU"). To ensure optimal effectiveness, the program will be implemented on a pilot basis in the first year, at the end of which the MOU will be reviewed for renewal.

## **I. Guiding Principles**

1. Exchange students shall pay tuition and fees to their home institution. Tuition and fees will be waived at the host institution, with the exception of mandatory fees. At UCD, these fees include required health insurance (\$421 per quarter) and miscellaneous student service fees (\$557 per quarter, which includes student activities, facilities access, bus pass, Memorial Union services, etc.). Students may also incur fee associated with visa application and processing.
2. The normal exchange period at UCD is academic year. The normal exchange period at KU is academic year or semester.
3. In the pilot year, KU may send two (2) year-long students to UCD. UCD may send two (2) year-long students or four (4) semester-long students to KU.
4. If student demand warrants it, the number of exchange students may be revised with prior written agreement between KU and UCD. In the event of an anticipated imbalance, either party may suspend or reduce the intake or outflow of students to establish balance.
5. UCD students have the option of participating in KU's International Summer Campus Program, administered each year for six-weeks from June to August. In maintaining the balance of exchange, three (3) summer students will be equivalent to one full-year student.
6. Exchange students will be accorded the rights and privileges of regular attendance at the host institution, excluding the rights to matriculate and/or earn degrees at the host institution.
7. UCD students will receive priority in course registration and on-campus housing at international dormitory at KU.
8. KU students will take regular courses offered at UCD on a space-available basis. They will be required to comply with UCD course prerequisites or other stipulations. KU students will be responsible for finding appropriate housing, with assistance from the Education Abroad Center (EAC) and/or other offices at UCD.
9. KU will provide scholarships for UCD students for up to three years to ignite interest. The scholarships will cover housing accommodations (shared dormitory room at CJ-I House,

value of \$1,600USD per student per semester) and monthly stipend (\$400USD in Korean Won, to be paid to each student per month for four months). The scholarship will be allocated for one semester per student, not to exceed \$3,200USD in total.

10. For the International Summer-Campus Program, the scholarship will cover housing accommodations for the six-week period (value of \$1,000USD) and a stipend of \$500USD equivalent in Korean Won to be paid to the student during the first week of the program. The total scholarship will not exceed \$1,500USD.
11. The exchange program shall be administered through the Education Abroad Center at UCD, and through the Office of International Affairs (OIA) at KU.

## **II. Criteria for Selection**

1. All students must have completed at least two (2) semesters at KU or one (1) academic year at UCD to be eligible for the exchange program. UCD applicants must have a minimum GPA of 2.50. KU applicants must meet the language proficiency requirement (TOEFL score of 550 paper based, 80 Internet based, or 7.0 on IELTS) in addition to other KU-stipulated academic criteria.
2. Students shall submit applications to their home institution (EAC at UCD, OIA at KU) no less than six (6) months prior to the beginning of the exchange period. Application will include an application form, a personal statement, and a list of classes each student wishes to take at the host institution,
3. EAC at UCD and OIA at KU will review applications and make selections. UCD shall notify KU of successful applicants no later than May 1 for the fall semester, November 1 for the spring semester, March 1 for the summer program. KU shall notify UCD of selected applications no later than May 1.
4. While students nominated by their home institution will normally be accepted by the host institution, the host institution reserves the right to review these applications and to make the final decision concerning admission. Lack of availability of desired classes may result in denial of otherwise qualified applicants.
5. The host institution will assist in the procurement of visa documents for exchange students.

## **III. Registration and Records**

1. Students will receive orientation and registration materials from their host institution with instructions for registration procedure.
2. All students must register on a full-time basis. Full-time enrollment requires twelve (12) credits per semester at KU, twelve (12) units at per quarter at UCD.
3. Prior to application, UCD students should consult academic advisors at the department and college/school levels regarding courses they plan to take at KU and how the credits will be applied to UCD course work.
4. Records shall be established for exchange students the same way they are for regular, matriculated students at the host institution. An official transcript of coursework and

grades will be mailed to the Registrar of the home institution at the end of each semester or quarter.

5. Academic credits that the student has earned from the host institution will be transferred to the home institution in accordance with procedures determined by the home institution.

#### **IV. Student Obligations**

1. Exchange students are responsible for all expenses for international and local transportations.
2. Exchange students are responsible for securing their own financial support, notwithstanding the financial support outlined above in Guiding Principles.
3. Exchange students are responsible for securing their own housing accommodations, but the host institution will provide resources for locating appropriate housing. Students interested in living in university housing, if available, should apply to the housing office of the host institution. At UCD, exchange students should apply to UCD Student Housing directly.
4. Exchange students are required to be covered by health insurance valid in the host country. Per UC policy, KU students are required to purchase SHIP (Student Health Insurance Program) health insurance at UCD. KU students may petition for a waiver of SHIP coverage, subject to criteria set forth by the UCD Student Health Center. Exchange students from UCD will be required to purchase their own health insurance and send a copy of the policy within four weeks after receiving their admissions package.
5. The obligations of the two institutions under this MOU are limited to the exchange students only and do not apply to their partners/spouses and/or dependents. Expenses of accompanying partners/spouses and/or dependents are the sole responsibility of the exchange students.
6. Each institution reserves the right to dismiss any participating student at any time for academic concerns or personal misconduct in violation of the rules and regulations of the host institution and the host country. The dismissal of a participant shall not abrogate the MOU for other participants. Exchange students are subject to the same rules and regulations as local students at the host institution.
7. Upon completion of the exchange period at the host institution, participating students must return to their home institution. No extension of stay will be authorized unless otherwise specified by the home institution and agreed upon by the host institution in writing.

#### **V. PERIOD OF MOU & REVISION**

This MOU shall be executed on the date of signature and remain in effect for one (1) year. It shall be reviewed and renewed at the expiration date unless either party gives a six (6) month advance notice in writing to terminate the MOU. Both KU and UCD shall engage in mutual consultation and negotiation in the event that a major issue arises in connection with this MOU. In the case of any discrepancies arising from this MOU, either institution may terminate with six (6) months' prior

notice, provided that exchanges in progress, or agreed to, are not interrupted. In addition, articles of this MOU may be revised upon mutual consultation of the both parties.

For this purpose, the responsible parties will be the Chancellor of the University of California at Davis and the President of Korea University.

*Signed on behalf of:*  
*University of California, Davis*

*Signed on behalf of:*  
*Korea University*

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***Prof. Linda Katehi***  
**Chancellor**  
**University of California, Davis**

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***Prof. Byoung-Chul Kim***  
**President**  
**Korea University**

Date:

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Date:

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