

**SUPPLEMENTARY AGREEMENT #1**  
**TO THE GENERAL AGREEMENT BETWEEN THE SCHOOL OF**  
**URBAN AFFAIRS AND PUBLIC POLICY, UNIVERSITY OF**  
**DELAWARE, AND THE SCHOOL OF SOCIAL DEVELOPMENT AND**  
**PUBLIC POLICY, BEIJING NORMAL UNIVERSITY, REGARDING**  
**COOPERATION IN THE FIELD OF STUDENT EXCHANGES,**  
**FACULTY/STAFF EXCHANGES AND RESEARCH COLLABORATION**

**WHEREAS**, the University of Delaware and Beijing Normal University (hereinafter referred to as “the partner universities”) have entered into a General Agreement on December 5<sup>th</sup>, 2006 regarding the establishment of further linkages and collaborative activities;

**WHEREAS**, the General Agreement envisions cooperation in the areas of student exchange, faculty/staff exchange or research collaborations;

**WHEREAS**, the General Agreement requires departments or units of both parties to negotiate clarifying Supplementary Agreements for specific cooperative activities;

**THIS SUPPLEMENTARY AGREEMENT**, effective April 1st, 2010 is made and entered into by and between the School of Urban Affairs and Public Policy (SUAPP) at the University of Delaware (UD), and the School of Social Development and Public Policy (SSDPP), at Beijing Normal University (BNU).

**ARTICLE 1: SCOPE**

- 1.1 The Scope of this Supplemental Agreement will include the establishment of student exchanges, faculty/staff exchange, and collaboration on research programs.

**ARTICLE 2: PROJECT DIRECTORS**

- 2.1 The partner units will each designate a faculty/staff member to be the project director who will be in charge of this cooperation. As of the signing of this Supplementary Agreement, the two project directors are:

Xiulan Zhang, Ph.D.  
Professor and Dean  
Beijing Normal University  
School of Social Development and Public Policy  
++86-10-58801588  
19 Xijie Kouwai Street  
Beijing 100875, China  
zhang99@bnu.edu.cn

Tibor Tóth, Ph.D.  
Assistant Policy Scientist  
University of Delaware  
School of Urban Affairs and Public Policy  
++1-302-831-3302  
292 Graham Hall  
Newark, DE 19716, USA  
tibi@udel.edu

In keeping with Article 3.22 of the General Agreement, the respective unit heads may designate alternative individuals at their discretion and in coordination with each university's principal point of contact.

- 2.2 The project directors are responsible for the organization and scheduling of all aspects of the student and faculty/staff exchanges between the partner units, and coordination of collaboration between the partners.

The project director duties relating to student exchanges include student advisement, and the timely transmittal of grades to the partner universities at the end of each student's stay.

The University of Delaware project director is also expected to liaison with the Office of Admissions, the Office of Foreign Student and Scholar Services, the Institute for Global Studies, and the Office of Graduate and Professional Studies, regarding student participants in the program. The UD project director agrees to provide the UD Institute for Global Studies with a copy of each exchange student's program of study. Also, the UD project director will keep track of the incoming and outgoing students for reporting purposes at the University of Delaware.

### **ARTICLE 3: EXCHANGE OF STUDENTS**

- 3.1 SUAPP at UD and SSDPP at BNU wish to establish a framework for student exchange which will support the promotion of all-round development of students at SUAPP and SSDPP. The rules set forth below govern the exchange of students who are enrolled in a degree program at their home institution and intend to spend 1 or 2 semesters at the host institution upon which they will return to complete their degrees at their home institution. In general, students exchanged will be non-degree seeking students at the host institution. If a student from a partnering institution is seeking admission to the regular degree program at the other partnering institution, their admission to that program is not governed by this agreement. The project directors are responsible for ensuring that a balance of exchange is maintained and the directors are responsible for suspending the exchange until the balance is achieved.

- 3.2 Number of Exchange Students:** A maximum of four (4) semester students will be exchanged between both institutions in each academic year. One student enrolling for one academic year of study is equivalent to two students enrolling for one semester. It is expected that an overall balance of student units will be achieved on an annual basis. If balance is not achieved, student exchanges will be suspended until the party that is out of balance has rectified the situation.

Beginning the Fall semester of 2008, SUAPP hosted 2 students from SSDPP as non-degree seeking students. Both institutions agree that the participation of these 2 students will count towards the balance of students to be exchanged in accordance with the articles of this Supplementary Agreement.

- 3.3 Nomination of Students:** Before students are nominated by the home institution, the project directors agree to be in contact with one another and mutually agree on the number of students to be exchanged. Partners will then select students for this exchange using their internal non-discriminatory eligibility criteria. It is expected that only students in good academic standing will be selected by the home institutions. Once the students are selected, the project directors will promptly inform each other of the names of selected students - thus nominating the students. The nominated students will then apply for admission to the host institution using standard application procedures as to comply with the host institution's application requirements, application fees, and deadlines. Applicants to the University of Delaware will submit an online application.
- 3.4 Admission of Students:** Students nominated by the home institution shall normally be accepted by the host institution, but each institution reserves the right to decline candidates. The nominated students must meet the admission requirements of the host institution and may have to fulfill other conditions, prerequisites, and documentation for the host institution. Once the host institution has reviewed the applications and made a decision, the host institution will promptly inform the students and the home institution project director of the admission decision.
- 3.5 Financial Arrangements:** The signatories to this Supplementary Agreement recognize that the availability of financial resources is vital for the continuation of the student exchange. To this extent, for students who were nominated and duly admitted in accordance with this agreement, the host institution agrees to provide an assistantship (research or teaching) that carries with it a tuition scholarship covering the cost of tuition for the incoming student at the host institution. In general, the compensation for the assistantship will be sufficient to cover food, lodging, textbooks, applicable university fees, the cost of international travel and the cost of the mandatory health insurance. Students pay all requisite fees to the host institution and not their home institution while on the exchange. It is the responsibility of the

project directors to mutually agree that resources are available for the exchange, before students are nominated.

The students admitted under this Supplementary Agreement will be entitled to academic resources and support services generally available to full-time students at the host institution.

- 3.6 Student Responsibilities:** While the home institution provides an assistantship to the students, it is ultimately the sole responsibility of each individual student to ensure that they have adequate financial resources to cover all of their expenses (personal and program related).

In all cases, students are subject to the rules and regulations prescribing student conduct at the host institution.

In all cases, students must obtain valid health insurance as required by the host institution.

In all cases, students are required to be in compliance with enrollment requirements of the host institution and immigration rules of the host country.

In all cases, students are required to make prior arrangements at their home institution for the transfer of credits that they intend to earn at the host institution. It is the sole authority of the home institution to accept or deny a request for transfer of credits.

- 3.7 Immigration Formalities:** Each institution will issue appropriate documents for visa purposes in accordance with the current law, although it is ultimately the responsibility of the individual student to obtain a proper visa in a timely manner.
- 3.8 Arrival Arrangements:** On arrival at the host country, the host institution will provide the exchange students with appropriate orientation on the host country and the host institution.
- 3.9 Housing:** The partner units and respective program directors will make every effort to find housing for the visiting students, but the students are ultimately responsible for the arrangements and costs of their stay at the host university. As per the governing General Agreement, neither institution is obligated to undertake any additional financial obligations as a result of this Supplementary Agreement between the partner units.
- 3.10 Other Arrangements:** Upon request of the student, the host institution will issue an official transcript (for an applicable fee) of the student's completed coursework.

#### **ARTICLE 4: FACULTY/STAFF EXCHANGE**

- 4.1 The partner units agree that it is beneficial to encourage exchanges of faculty and staff. Faculty and staff exchanges may be conducted for teaching, research, curriculum development, or the design of pedagogical materials.
- 4.2 Each faculty/staff member is responsible for the cost of lodging, transportation, and subsistence, unless the host unit agrees to contribute to such costs. Each host unit will assist the visiting faculty/staff member in obtaining housing for the exchange period, but the ultimate responsibility lies with the visiting faculty member.
- 4.3 The partner units require adequate time and sufficient advance notice to plan for such commitments. Such planning will be jointly coordinated through the project directors.
- 4.4 Medical insurance and related expenses are the responsibility of the individual faculty/staff member.
- 4.5 The partner units agree to provide office space, office and computer support, and access to all campus resources and activities as would be available to home-institution faculty/staff members.

#### **ARTICLE 5: RESEARCH COLLABORATION**

- 5.1 The partner units shall encourage collaboration among faculty/staff in several ways. These will include the exchange of researchers, short-term collaborative visits, the organization of conferences, and other research programs and agendas the units have in common. The partner units agree to provide normal support and access to information resources in pursuit of these collaborative efforts.
- 5.2 It is the responsibility of each of the partner units to find the resources to fund this dimension of the Supplementary Agreement.

#### **ARTICLE 6: TERM AND VALIDITY**

- 6.1 This Supplementary Agreement will come into effect on April 1<sup>st</sup>, 2010 and shall be considered to be in force and valid for a period of five years. Either partner unit may terminate this Agreement. Such a request for termination shall not prevent the continuation of activities already underway.

**\* \* \* \* \***



Maria Aristigueta, DPA  
Director  
School of Urban Affairs and Public Policy  
University of Delaware

Date:



Michael Gamel-McCormick, Ph.D.  
Dean  
College of Human Services, Education  
and Public Policy  
University of Delaware

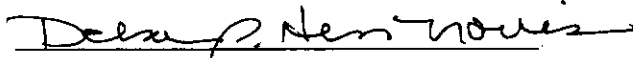
Date: 03/18/10



Zhang Xiulan, Ph.D.  
Professor and Dean  
School of Social Development and Public Policy  
Beijing Normal University

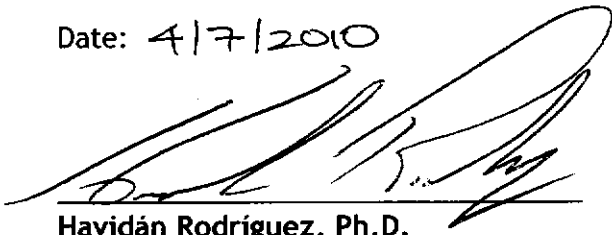
Date:

05/04/10



Debra Hess Norris, M.S.  
Vice Provost for Graduate and  
Professional Education  
University of Delaware

Date: 4/7/2010



Havidán Rodríguez, Ph.D.  
Deputy Provost  
University of Delaware

Date: 4/8/2010