

**SAMPLE SUB-AGREEMENT ON STUDENT EXCHANGES
BETWEEN
XXX
AND
HITOTSUBASHI UNIVERSITY**

In order to implement a program of undergraduate and graduate student exchanges between XXX in XXX (hereinafter referred to as “XXX”) and Hitotsubashi University in Japan (hereinafter referred to as “HU”), based upon the principles of equality and reciprocity, the two institutions hereby agree that:

Definition of “Exchange Student”:

1. “Exchange student” shall mean a student for whom reciprocal obligations exist for the home institution to accept for enrollment such student from the host institution subject to the conditions laid down in this Agreement.

Number of Students:

2. The number of exchange students shall not exceed XX (#) students per institution per year. The number of exchange students sent from each institution shall be equal. Two (2) exchange students enrolling for one (1) semester of study shall be deemed equivalent to one (1) student enrolling for one (1) academic year. However, the host institution may exercise its discretion in considering the appropriate timing for admission of exchange students to its courses.

The numbers of exchange students participating from each institution shall be balanced by the end of the XX (#) year term of this Agreement and may vary in any given year.

Duration of Exchanges:

3. The period of stay of each exchange student at the host institution shall not exceed one (1) full academic year.

Selection of Students:

4. The home institution shall be responsible for selecting candidates for placement at the host institution. The host institution shall have the right to make the final decision regarding the admission of each candidate. Exchange students shall be degree candidate students at the home institution and have completed at least two (2) years of undergraduate study or possess equivalent academic ability.

Language Proficiency:

5. Exchange students shall possess at least the minimum level of language proficiency required by the host institution.

Admission Procedures:

6. The home institution shall forward to the office in charge at the host institution by the established deadline each year a list of the exchange students nominated, together with the appropriate documentation required by the host institution. The host institution shall inform the home institution of its final decision regarding each proposed admission as soon as possible.

Enrollment of Students:

7. Exchange students shall be enrolled as full-time students and may enroll in any course offered by the host institution subject to the host institution's standard rules and regulations.

Tuition Fees:

8. Exchange students shall pay normal tuition and other fees to their home institution in accordance with that institution's rules and regulations. Each host institution shall waive examination, matriculation, and tuition fees for exchange students.

Living Expenses:

9. Exchange students shall provide for their own housing, board, books, transportation, health insurance, medical care, passports, visas, and other personal expenses.

The host institution shall make every effort to house exchange students in its own student accommodation. Should such facilities not be available, the host institution shall assist the student in finding suitable alternative accommodation. However, the payment of all rents and other charges shall be the sole responsibility of the exchange student.

Transfer of Credits:

10. At the end of each semester, the host institution shall send an official academic transcript for each exchange student to his/her home institution. It shall be the sole responsibility of the home institution to decide how many transfer credit units the student may receive for courses taken at the host institution.

Expulsion of Students:

11. Each institution reserves the right to expel any exchange student at any time for academic or personal misconduct in violation of its established regulations. Such expulsion shall first be discussed and agreed upon by both institutions.

Obligation of Students to Return Home on Completion of Their Studies:

12. Upon completion of an exchange student's studies at the host institution, the exchange student shall return to the home institution without fail. No extension of stay shall be permitted, subject to Section 3 of this agreement and in consultation with the host institution, without the express authorization of the home institution to the contrary.

Use of Facilities:

13. The host institution shall grant exchange students access to the same facilities normally available to its own students.

Assistance with Visa Applications:

14. The host institution shall provide exchange students with both the necessary information about visas and the relevant documents and all other assistance for visa applications as may be required by the immigration laws and regulations of the host country. However, it shall be the sole responsibility of the exchange student to complete the procedures necessary to obtain a visa in a timely manner.

Insurance

15. Exchange students shall arrange health and accident insurance as designated by the host institution.

Exchange students from HU shall join the (Terms of Insurance specified by XXX).

Exchange students from XXX shall join the Japanese National Health Insurance scheme regardless of the length of their stay. In addition, they should arrange liability insurance and personal accident insurance to cover them for the duration of their stay in Japan.

Compliance with Laws and Regulations:

16. Exchange students shall observe the rules and regulations laid down by the host institution and the immigration laws and regulations of the host country.

Data Protection:

17. Both institutions shall collect, process, use, disclose and otherwise manage personal information only for the purposes of fulfilling their obligations under this Agreement.

Both institutions shall ensure that personal information is not used for any purpose other than that for which it is collected.

Intellectual Property Rights:

18. This Agreement shall not be construed as any transfer or assignment of any intellectual property rights between the two institutions.

Force Majeure:

19. Neither institution shall be responsible for any failure or delay in the performance of any obligation imposed upon it hereunder nor shall such failure or delay be deemed to be a breach of this Agreement if such failure or delay is due to circumstances of any nature

whatsoever which is beyond its reasonable control and is not preventable by reasonable diligence on its part.

Communications and Administration:

20. The XXX at XXX and the Head of the International Affairs Office at HU shall be responsible for all communications and administration relating to student exchanges.

Term and Termination:

21. This Agreement shall commence on (the date of execution hereof) and supersede all previous negotiations and agreements between the institutions relating thereto. Either institution wishing to terminate this Agreement shall notify the other institution in writing at least six (6) months prior to termination. Such termination shall not affect the status of students who have already been accepted for programs initiated prior to the termination of this Agreement. This Agreement shall remain in force for XX (#) years from the date of commencement. Any decision to renew or renegotiate the terms of this Agreement shall be made on the basis of consultations between the two institutions.

This Agreement is drawn up in duplicate in English and each party to the Agreement shall retain one (1) copy.

XXX
XXX
XXX

/ /
Day / month / year

XXX
President
Hitotsubashi University

/ /
Day / month / year

