



RIKKYO UNIVERSITY

**STUDENT EXCHANGE
MEMORANDUM OF UNDERSTANDING BETWEEN
ARKANSAS STATE UNIVERSITY – JONESBORO
AND
RIKKYO UNIVERSITY**

Arkansas State University – Jonesboro, an institution of higher education and an agency of the State of Arkansas, (hereinafter “ASU”) and Rikkyo University (hereinafter “RU”), hereby agree to further promote mutual cooperation in higher education through this Memorandum of Understanding for the exchange of undergraduate and graduate students.

Student Exchange

In order to implement a program of student exchange between ASU and RU, the two universities hereby agree that:

Any exchange program for undergraduate or graduate students shall be administered through the Office of Global Initiatives at ASU and the Office of International Office at RU.

Number of Students

Either party may request to send a maximum of four (4) student semesters for exchange each year (one (1) student semester is an exchange of one (1) student for one (1) semester and may be arranged to suit the requirements of the home university), with the actual number of students accepted to be decided by the host institution. However, this number may vary in any given year, provided a balance of exchanges is reached over a two year period.

Study

Participating Student Applicants will register at the partner institution for one or two academic semesters, depending on the needs and goals of the individual student. Exchange balances will be calculated by semester (i.e., an academic year exchange will be counted as two separate exchanges).

Participating Student Applicants will be enrolled in a degree program at their home institution. Participating Student Applicants nominated by their home institution may be accepted by the host institution for exchange at the sole discretion of the host institution and provided that the respective Participating Student Applicant meets the host institution's admission requirements for exchange students.

Upon acceptance, Participating Students will be enrolled as full-time students at the host institution. Participating Students may enroll in the all courses offered by the host institution subject to usual university regulations and policies.

Credit Transfer

Any academic credit that the Participating Student receives from the host institution will be transferred to the home institution provided that their program of study has received prior approval by the appropriate authorities at the home institution.

Tuition and Fees

Participating Students will pay regular tuition and fees at their home institution. The host institution will waive tuition and fees for Participating Students under this Memorandum of Understanding.

Accommodations

Participating students will pay room and board to the host institution and live on campus, pending availability of housing. In the event that no such housing is available, it shall be the responsibility of the Participating Student to obtain suitable housing. Expenses such as books, transportation, student health insurance fees and medical care, passports, visas and personal expenses are the responsibility of the Participating Student.

Health Insurance

The Participating Student is fully responsible for acquiring appropriate accident and medical insurance, according to the regulations of the host institution. The exchange students from ASU to study at RU must join the Japanese national health insurance plan.

Protection of Personal Information

ASU and RU agree that any personal information (including health information) about exchange students transferred from its exchange partner shall be handled with care in compliance with the rules and regulations as set forth by the governments of respective countries.

Each institution collects personal information regarding exchange students transferred from its exchange partner for the purpose of providing necessary services in educational and academic activities offered at the host institution. Neither may disclose the students' personal information to third parties except in the situations detailed as follows:

- a. the host institution absolutely necessitates the disclosure of the students' personal information for the purpose of expediting the administrative procedure;
- b. exchange students grant the host institution permission to disclose their personal information;
- c. the host institution is legally obliged to disclose the students' personal information to law enforcement offices or by law;
- d. exchange students' health and well-being are threatened in case of emergency and the host institution must disclose their health information for the purpose of providing adequate medical care;
- e. the host institution is inquired by local authorities to confirm a students' identity and other related information;
- f. other extraneous conditions discussed and determined by both institutions.

Other Arrangements

Each year by the established deadline, the home institution will forward to the host institution a list of Participating Student Applicants nominated for exchange, together with all appropriate documents.

Each host institution will issue the appropriate documents for visa purposes in accordance with current immigration laws for all those Participating Student Applicants who are accepted by the host institution under the terms of this Memorandum of Understanding, although it is the responsibility of the individual student to obtain a visa in a timely manner.

Detailed procedures for implementing the exchange programs which are not prescribed in this Memorandum of Understanding will be discussed and decided upon by both institutions at the appropriate time. Any disagreements will be discussed and settled by representatives from both institutions.

Force Majeure

Neither institution shall be liable for any failure or delay to fulfill its responsibility specified by this protocol due to an Act of God, war, armed conflict, civil disturbance, legal restrictions, riots, insurrections, strikes, earthquake, flood, tsunami, fire, explosion, epidemic or any cause beyond the control of the institutions; provided that a written notice of the start and end of the circumstances excusing fulfillment shall be given as quickly as possible.

Intellectual Property Rights

This protocol shall not be construed as indicating or inferring the transfer, assignment or infringement of any intellectual property rights between the two institutions.

Export Control

It is recognized and understood that both institutions, as institutions of higher education and research, are expected and required to comply with export control laws and regulations pertaining to the transfer of sensitive technical information or items out of the respective countries. In order to transfer certain technical information or items, parties may need to obtain the permission to be granted by the governments of respective countries.

Hence all parties to this agreement must observe and comply with all applicable export control laws and regulations and no party should export or allow the export or re-export of any information or items when to do so would constitute a violation of those laws or regulations in respective countries.

Revision

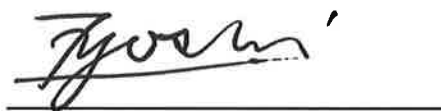
The clauses of this Memorandum of Understanding may be revised or changed only upon consent of both parties. The proposed alterations shall be presented by the parties and signed by the appropriate signatories of both universities.

Enforcement

This Memorandum of Understanding shall be in force for a period of five (5) years from the date of signing and is subject to renewal upon the mutual written agreement of the parties. Following the conclusion of the initial term, this Agreement may be renewed for additional terms of five (5) years upon the mutual written consent of the parties¹

This Memorandum of Understanding may be terminated earlier by either party upon the issuance of one (1) year's written notice to the other party. However, such termination shall not affect the ability of any then currently enrolled Participating Student to complete the semester in which he or she is then enrolled under this Memorandum of Understanding.

REPRESENTING RIKKYO UNIVERSITY



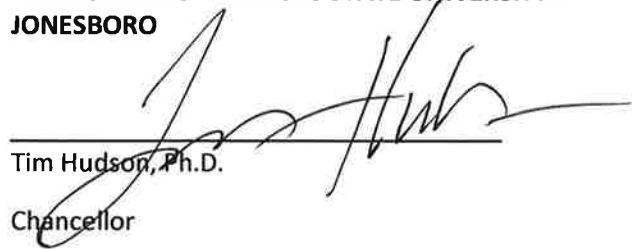
Tomoya Yoshioka, Ph.D.

President

Signed at: Toshima-ku, Tokyo, Japan

Date: *January 14. 2016*

REPRESENTING ARKANSAS STATE UNIVERSITY – JONESBORO



Tim Hudson, Ph.D.

Chancellor

Signed at: Jonesboro, Arkansas, USA

Date: *12/16/15*

ATTACHMENT

I. Contact for Student Exchange Program

Arkansas State University – Jonesboro: Dodie Peterson 2105 E. Aggie Road Jonesboro, AR 72401 Tel: 870-680-8287 E-mail: dpeterson@astate.edu	Rikkyo University: International Office, Rikkyo University 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501, Japan Tel: +81-3-3985-2208 Fax: +81-3-3985-2826 E-mail: rikkyo-inbound@rikkyo.ac.jp
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II. Admission Schedule of Exchange Students

The home institution shall submit to the host institution a list of exchange students to be nominated along with other necessary documentation as required by the host institution by the designated application deadline listed below:

RU students to study at ASU:

Spring (January) admission: **November 1**

Fall (August) admission: **June 15**

ASU students to study at RU:

Spring (April) admission: **November 15**

Fall (September) admission: **March 31**

The host institution shall inform home institution of its decision regarding the acceptance of exchange students by the dates listed below:

RU students to study at ASU:

Spring (January) admission: **by mid-November**

Fall (August) admission: **by late June**

ASU students to study at RU:

Spring (April) admission: **by mid-February**

Fall (September) admission: **by late June**

III. Minimum Language Requirements for Exchange Students

Exchange students shall possess the minimum required level of language proficiency as required by the host institution:

RU students to study at ASU:

TOEFL-iBT : 61 for undergraduate students and 79 for graduate students

IELTS: 5.5

ASU students to study at RU:

While previous experience of the Japanese language is not necessarily required for the admittance to the exchange program at RU, incoming exchange students must meet the minimum required level of the Japanese language proficiency if they wish to be enrolled in academic courses offered in Japanese. During the orientation, incoming exchange students must take the Japanese Language Placement Test, given by RU's Center for Japanese Language Education, in order to register for the Japanese language program or any academic courses offered in Japanese.

If non-native speakers of English wish to register for the courses offered in English at RU, the minimum TOEFL-iBT score of 61 or IELTS 5.0 is highly recommended (for the courses offered in English at the College of Business, TOEFL-iBT score of 68 or IELTS score of 5.5 is highly recommended).