

UNDERGRADUATE STUDENT COLLABORATION AGREEMENT

**BETWEEN LOYOLA UNIVERSITY CHICAGO AND
SOPHIA UNIVERSITY**

In order to promote educational excellence, academic ties and international cooperation, Loyola University Chicago and Sophia University agree to establish an academic collaboration agreement.

1) EXCHANGE PROVISIONS

- a) Loyola University Chicago (LUC) and Sophia University (Sophia) agree to exchange a maximum of four undergraduate students each year for one semester each.
- b) The total number of students may vary from year to year with the exact number to be determined by mutual agreement of the program directors of LUC and Sophia. A definite number shall be agreed upon by November 1st of the year in which the exchange is to take place.
- c) In the event that the number of students who qualify to participate in the exchange program is not equal, each university will endeavor to accommodate those students selected for that academic year and ensure that the number of participants is equal by the end of a five year exchange period.
- d) Either institution may send students for one full academic year rather than one semester term. If this is the case, two students for one semester shall be equivalent to one student for one full academic year.
- e) Each institution shall confirm which courses are available to incoming exchange students, reviewed on an annual basis, via its web pages or other method of delivery.
- f) Each institution will designate a member of its faculty or administrative staff as program director of the exchange program. The program director shall be responsible for soliciting and selecting candidates, advising them relative to their academic work while at the host institution, and managing pertinent records.
- g) LUC will provide on-campus housing to all student participants in this exchange program. Sophia will make every reasonable effort to insure that university-approved, off-campus housing accommodations are made available to LUC students.
- h) Participating students will be eligible to enroll in any regular programs for which they are linguistically and academically qualified, as long as space is available.

2) EDUCATIONAL REQUIREMENTS

- a) Each institution shall decide the criteria of admission and appropriate admission procedures. Student participants will have successfully completed at least one full academic year at the home institution prior to attending the host institution.

- b) Sophia University students must meet the standard English Language requirements for overseas non-native speakers at the time of admission. A TOEFL score of 79 IBT or a score of 6.5 on the IELTS is required for undergraduate LUC admission and visa issuance. LUC students must meet the language requirement set by the faculty of the program for which they are applying. For English taught courses, there is no Japanese language requirement; for Japanese taught courses, students must meet a minimum N1 level of Japanese language according to the Japanese Language Proficiency Test.
- c) By the beginning of the exchange period for which they have applied, students must have GPA of 3.0 or higher on a 4.0 scale.
- d) LUC and Sophia agree that the administrative and educational requirements of both universities shall be respected in that all rules, regulations, and policies will be followed, including but not limited to admissions standards, academic progress rules, and all codes of student conduct. Students will be held accountable to both the host and home university student codes of conduct while participating in the exchange.
- e) At the end of a student's stay, an official transcript from the host institution registrar's office must be requested by the student to be sent to the home institution. The transcript will show the courses taken, the number of credit hours earned, and the grades earned. Granting of credits for courses completed at the host institution shall be the sole prerogative of the home institution.

3) FINANCIAL REQUIREMENTS

- a) The student participants in this exchange program will pay the required tuition for full-time study at their home institution and no such tuition shall be charged by the host institution, provided that they do not enroll in more than the standard full-time credit load. Participants will be responsible for paying to their host institution any other fees normally charged to students attending the institution, e.g. lab fees, activity fees, etc.
- b) Sophia students at LUC are required to live on-campus. Student participants will pay for the cost of on-campus accommodation at LUC, or off-campus accommodation at Sophia. Student participants who remain in their accommodation during vacation periods are responsible for any additional cost incurred. Specific on-campus accommodation rates at LUC and Sophia may vary from year to year and will be determined annually based upon availability and current housing rates.
- c) Each student will be responsible for arranging the necessary visa and the costs of accommodation, international travel, travel in the host country, books, equipment, consumables, hospitalization, health insurance, and other incidental expenses.
- d) All participants must show evidence of adequate medical and accident insurance. Sophia students at LUC are required to purchase the University health insurance policy or provide proof of comparable coverage. LUC students are required to purchase overseas emergency medical insurance procured through the Office for International Programs or provide proof of comparable coverage.

- e) All student participants shall provide financial certification acceptable to the host institution as required for visa regulations. LUC and Sophia will assist students, upon receipt of all documentation, with visa application and the measures to ensure legal status in their host country.
 - f) Neither institution may incur, commit, or authorize financial expenditure on behalf of the other.
 - g) Each institution will be responsible for its own costs associated with any activities relating to this agreement.
- 4) DIRECT ENROLLMENT OPTION – ENGLISH LANGUAGE LEARNING PROGRAM
- a) Beyond the framework of the reciprocal exchange, Sophia students have the option of enrolling in the LUC English Language Learning Program (ELLP) on a direct enroll, fee paying basis. Student participants selecting the ELLP program option will pay the standard ELLP tuition rates for full-time study in the program, and any associated student fees, to LUC according to LUC’s established payment schedule.
 - b) ELLP participants must remain registered for a full time course load (18 ELLP credits) for the duration of the semester. There is no specific minimum English language pre-requisite, however participants are expected to have a basic understanding of English in order to be able to enroll in the Beginner level.
 - c) At the end of a student's stay at LUC, an official university transcript and program certificate will be sent to the designated program director of the student’s home institution showing the courses taken, the number of credit hours earned, and the grades earned. Granting of credits for coursework completed through the ELLP program shall be the sole prerogative of the home institution.
 - d) LUC and Sophia agree that all other administrative and educational terms outlined in this agreement apply in the same manner to ELLP program participants.
- 5) DIRECT ENROLLMENT OPTION – CHICAGO CENTER
- a) Beyond the framework of the reciprocal exchange, Sophia students who have met the standards of admission for exchange have the option of enrolling in the LUC Chicago Center Program (CCP) on a direct enroll, fee paying basis. Student participants selecting the CCP program option will pay the standard, published CCP program fee for full-time study in the program to LUC according to LUC’s established payment schedule. A schedule of inclusions, current at the time of signature, is outlined in Appendix A. Students will be responsible for any costs not included in the program fee.
 - b) CCP participants must remain registered for a full time, undergraduate course load for the duration of the semester.
 - c) LUC and Sophia agree that all other administrative and educational terms outlined in this agreement apply in the same manner to CCP program participants.

6) MODIFICATIONS

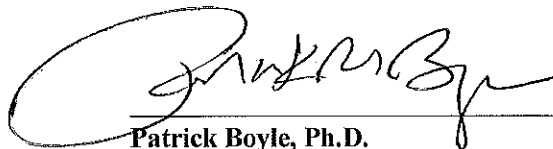
- a) LUC and Sophia agree to the full and complete performance of the mutual covenants contained herein and that this Agreement constitutes the sole, full, and complete Agreement by and between the parties.
- b) Any amendment or modification to the present text shall be submitted for review to the competent authorities and shall not become binding unless reduced to writing and signed by both parties.
- c) Neither party to this Agreement shall have the right to assign any duty or responsibility arising hereunder without the written consent of the other party.

7) TERMS

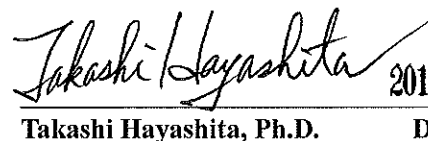
- a) This Agreement shall take effect on the date that it is signed by the official representatives of both institutions, and shall be valid for a period of five (5) years.
- b) This Agreement may be renewable on the same terms and conditions for another five (5) years. Notification must be sent to the other party six (6) months prior to the expiration of the agreement, should termination or modification be necessary, otherwise the agreement will renew under the same terms.
- c) This Agreement may be terminated earlier upon ninety (90) days' notice by either party, provided that the student participants current in the program are allowed to continue through the conclusion of the academic year then in progress under the terms conditions agreed upon prior to the termination of this Agreement.
- d) Both parties agree to keep the terms of this agreement confidential, and further agree not to disclose or make available to others, any privileged or confidential information received from the other for the duration of this agreement, without authorization of that party.

8) OFFICIAL TEXT

- a) This Agreement is written in English only with two original, signed copies.

 6/27/16
Date

Patrick Boyle, Ph.D.
Interim Provost
Loyola University Chicago

 2016. 7. 11
Date

Takashi Hayashita, Ph.D.
President
Sophia University

Appendix A – Chicago Center Program Schedule of Inclusions
Academic Year 2016-17

- 1) Tuition for full-time semester enrollment in LUC undergraduate courses;
- 2) Customized, credit-bearing integrative seminar course;
- 3) On-campus double occupancy housing;
- 4) Declining balance meal plan;
- 5) Arrival orientation in Chicago;
- 6) Two excursions per semester, including transportation, hotels (double or triple occupancy), meal, and admission fees per itinerary;
- 7) Cultural events and field trips within Chicago