**Sub-Agreement for Cooperative Education Program**

**Between**

**The Trustees of Indiana University**

**On behalf of [Name of Academic Unit]**

**And**

**[Partner Institution]**

**On behalf of [Name of Academic Unit]**

The Trustees of Indiana University (“Indiana University”), on behalf of [Name of Academic Unit], established in the State of Indiana, United States of America, and [Partner Institution] (“abbreviated name”), on behalf of [Name of Academic Unit], established in [City, Country] (each a “Party” and collectively, the “Parties”), to further develop the relationship recognized by the Agreement of Friendship and Cooperation between the Trustees of Indiana University and [Partner Institution] signed on [Date], enter into this Sub-Agreement for Cooperative Education Program on this [Day] day of [Month], [Year] (the “Effective Date”) and hereby agree as follows:

1. **Purpose**

This Sub-Agreement will allow qualifying [Partner Institution] students to transfer to Indiana University for the purpose of completing a [degree] in [field] from Indiana University.

1. **Nomination, Application, and Admission Requirements**
2. Students in the [type of degree] program at [Partner Institution] will be nominated to matriculate in the Indiana University [type of degree] program.
3. [Partner Institution] will nominate students on the basis of the below criteria and may deviate from such criteria only under special circumstances. Each nominated student generally must:
   1. have completed at least [number of semesters or years] full-time study at [Partner Institution];
   2. have a good-to-excellent academic record as demonstrated by a minimum cumulative grade average of [specify in grading scale of Partner]; and
   3. meet all admission or specific requirements of Indiana University, including language proficiency test scores.
4. While no minimum or maximum number of students will be set, the Parties estimate the number will not be more than [number] students per year.
5. [Partner Institution] shall be responsible for preliminarily screening and nominating students for this program, and for ascertaining that each participating student is likely to benefit from a particular course of study. Indiana University reserves the right to make the final admissions decision with respect to the proposed candidates.
6. [Partner Institution] will provide a list of nominated students to Indiana University [Academic Unit] by [date].
7. Nominated students must complete the application for admission to Indiana University and submit all required supporting documents, including official transcripts, by the established deadlines of the year of matriculation.
8. **Enrollment, Tuition, and Costs**

1. [Partner Institution] students will be enrolled as full-time degree students at Indiana University as required by U.S. student visa regulations and undertake a pre-planned program of study as determined by both Parties.
2. *Optional, depending on school/campus policy that applies: Upon arrival, students enrolling under this Sub-Agreement will be required to take [name of English proficiency test that applies at destination campus] and may be required to enroll in additional academic English classes that are supplemental to the core plan of study.*

1. Prior to the start of the program, Indiana University will provide the incoming students with an estimate of the expenses to be expected during the period of attendance.
2. In addition to tuition, students are responsible for the following costs: international travel; room, board and living expenses; Indiana University mandatory fees; mandatory health insurance under the IU International Student Health Insurance Program (IHIP) for international students or comparable private health insurance coverage; textbooks; and miscellaneous expenses. {*Include for IU-Bloomington only:* At Indiana University, incoming students are required to have coverage through the University Health Insurance Program (UHIP) for international students or equivalent private insurance.}
3. *Optional: All admitted [Partner Institution] students will receive a scholarship provided by Indiana University [IU Unit] for the equivalent of [number] IU credits, minimum. Additional scholarships may be offered if funding levels permit.*
4. **Degree Completion and Conferral**
5. The Parties agree to share detailed curricular information, including course syllabi, and communicate any changes to degree completion requirements that may impact time to degree completion and related expenses.
6. A minimum of [number] credits and cumulative GPA of [number] out of 4.0 scale are required for the completion of a [name of degree] degree at Indiana University. Appendix A describes the specific courses and credit hour requirements by semester or year for the degree program at Indiana University, as well as the ways students can complete courses in-residence, online, or though other arrangements.
7. A maximum of [number] credits obtained at [Partner Institution] may be transferred to fulfill the course credit requirements at Indiana University. The minimum grade required for courses to transfer is [“C” equivalent for undergraduate courses, or “B” equivalent for graduate courses]. Indiana University will consider the courses in Appendix B, completed at [Partner Institution], for transfer toward the [name of degree] at Indiana University.
8. Indiana University will post transfer credits only when the [Partner Institution] student has provided Indiana University with an official transcript from [Partner Institution].
9. Indiana University reserves the right to dismiss any student at any time for academic or personal misconduct in violation of established institutional policies. The dismissal of a student will not abrogate the agreement for the arrangements regarding other transfer students from [Partner Institution].
10. The [name of degree] degree from Indiana University will be awarded to [Partner Institution] students upon successful completion of all degree requirements.
11. **Housing and Visas**
12. Indiana University will assist the incoming students in locating suitable housing accommodations and offer, as appropriate, assistance on registration and advice regarding campus life, health, language, and cultural adjustment.
13. The Indiana University Office of International Services will provide [Partner Institution] students with the required documents needed to apply for nonimmigrant visas for their study period in the United States. [Partner Institution] students are responsible for paying any costs for obtaining those visas.
14. **Program Coordination**

Each Party will appoint a coordinator who will be responsible for the successful operation of the program. Duties will include, but are not limited to, publicizing the program, recruiting and screening for the program, making necessary academic arrangements for the program, advising the participants on housing and travel issues, and facilitating visa processes. For [Partner Institution], [Name] will serve as Program Coordinator. For Indiana University, [Name] will serve as Program Coordinator.

1. **Communications & Notices**

Each Party shall send communications or notices pertaining to this Sub-Agreement to the other Party at the relevant address set forth below or to such other address designated by that other Party through written notice.

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| --- | --- |
| Indiana University: | Contact Name, Title  School, Office, or Unit  Mailing Address  City, State, Zip, Country  Phone: +1-xxx-xxx-xxxx  Email: |
| Partner Institution: | Contact Name, Title  School, Office, or Unit  Mailing Address  City, State, Zip, Country  Phone: +xxxx  Email: |

1. **Use of Logo and Name**

Each Party grants, for the term of this Sub-Agreement, a limited, non-exclusive, royalty-free license to use its logo and name (the “Trademarks”), to the other Party, solely for the promotion of this Sub-Agreement and any joint programs and projects developed hereunder. The rights granted by Indiana University under this sub-agreement are limited to the use of the logo and name of the [Name of Academic Unit]. Each Party agrees that each time it reproduces and/or republishes the other Party’s Trademarks it shall do so in a form identical to that provided by each Party, without alteration. Each Party agrees to use the other Party’s Trademarks in a careful and prudent manner. Except as otherwise set forth in this paragraph, each Party agrees not to use the other Party’s name, trademarks, or other intellectual property in any manner whatsoever without prior written consent in each instance. Requests pertaining to Indiana University shall be emailed to the IU Office of Licensing & Trademarks at [iulogo@iu.edu](mailto:iulogo@iu.edu). The Parties acknowledge by this Sub-Agreement, that they acquire no right, title or interest in and to the other Party’s Trademarks whatsoever other than to use the Trademarks in accordance with the term and conditions hereof. The use of each Party’s Trademarks may not be assigned, transferred, shared or divided in any manner by the other Party without the prior written consent in each instance.

1. **Equal Opportunity**

Both institutions subscribe to the policy of Equal Opportunity and will not discriminate on the basis of race, sex, sexual orientation, age, ethnicity, religion or national origin. Both institutions shall abide by these principles in the administration of this Sub-Agreement and neither institution shall impose criteria that would violate the principles of non-discrimination.

1. **Duration and Amendment**
2. This Sub-Agreement shall be in force and be binding upon the Parties hereto for a period of five (5) years from the date of this Sub-Agreement, and is renewable. Either Party may terminate this Sub-Agreement with [six (6) months, one (1) year, or other time period] advance notice. If the Agreement of Friendship and Cooperation between the Trustees of Indiana University and [Partner Institution] is terminated or expires, this Sub-Agreement will also terminate. In the event that this Sub-Agreement or the Agreement of Friendship and Cooperation between the Trustees of Indiana University and [Partner Institution] is terminated, student candidates currently enrolled shall be permitted to complete the program in accordance with the terms of this Sub-Agreement.
3. This Sub-Agreement may be amended or renewed by a written agreement signed by an authorized representative of each Party.
4. **Dispute Resolution**

In the event of a dispute arising out of or relating to this Sub-Agreement, the Parties shall establish a committee of six (6) senior representatives, three (3) appointed by each Party, to attempt to resolve the dispute.

*{Optional; use only when relevant}* This Sub-Agreement is written in English and in [Foreign Language]. In the event of a conflict between the English and [Foreign Language] versions, the English version shall govern.

IN WITNESS WHEREOF, the Parties have caused this Sub-Agreement to be duly executed.

|  |  |  |
| --- | --- | --- |
| On behalf of:  Name of Partner Institution |  | On behalf of:  The Trustees of Indiana University |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized representative  Title |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean or other Unit Representative  Title, Name of Academic Unit |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized representative  Title |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hannah L. Buxbaum  Vice President for International Affairs |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Donald S. Lukes  University Treasurer |

**Appendix A: Sample Plan of Study at [Partner Institution] and Indiana University**

**Anticipated Plan of Study by Semester**

*[List courses, credit hours, and course type (in residence, online, other) or other types of requirements such as thesis, internship, project, performance, etc.]*

**Year 1, First Semester (Completed at [Partner Institution])**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 1, Second Semester (Completed at [Partner Institution])**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 2, First Semester (Completed at [Partner Institution])**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 2, Second Semester (Completed at [Partner Institution])**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 3, First Semester (Completed at Indiana University)**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 3, Second Semester (Completed at Indiana University)**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 4, First Semester (Completed at Indiana University)**

* Course or other
* Course or other
* Course or other
* Course or other

**Year 4, Second Semester (Completed at Indiana University)**

* Course or other
* Course or other
* Course or other
* Course or other

**Requirements for the [Type] Degree at Indiana University**

1. University, College, and/or School Requirements:
2. Core Courses / Major Requirements:
3. Electives or Sub-fields:
4. Other Requirements: (e.g. capstone project, teaching, study abroad, thesis, performance)

**Appendix B: Course Transfer Equivalencies**

**First and Second Year Courses Completed at [Partner Institution]**

|  |  |  |
| --- | --- | --- |
| **[Partner Institution] Course** | **Equivalent IU Course** | **IU Credits** |
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