

**AGREEMENT OF COOPERATION
BETWEEN
ARKANSAS STATE UNIVERSITY
AND
SOUTH CARELIA POLYTECHNIC**

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Arkansas State University (hereafter referred to as ASU) and **South Carelia Polytechnic** wishing to enhance relations between the two institutions of higher education and to develop academic and cultural interchange in the areas of education, research and other activities, agree to cooperate and work together toward the internationalization of higher education.

The areas of cooperation will include any program offered at either institution which is felt to be desirable and feasible for the development and strengthening of cooperative relationships between the two institutions. However, any specific program shall be subject to mutual consent, availability of funds, and the approval of each institution. Such programs may include:

- a. Exchange of students
- b. Exchange of faculty and staff
- c. Joint research projects
- d. Joint seminars/conferences/ workshops

Student Exchange

In order to implement a program of student exchange between Arkansas State University (ASU) and South Carelia Polytechnic, the two institutions hereby agree that:

1. An exchange program shall be administered through the Office of International Programs at ASU and the International Office at South Carelia Polytechnic.
2. Each university may send up to two students for per academic year. However, this number may vary in any given year, provided a balance of exchanges is reached over a three year period. For the most part, participating students will register at the partner institution for one academic semester although one-year exchanges are also possible.
3. The candidates from ASU will be students enrolled in a degree program at ASU. The candidates from South Carelia Polytechnic will be students enrolled in a degree program at South Carelia Polytechnic. Students nominated by the home institution will be accepted by the host institution for exchange provided that they meet the host institution's admission requirements for exchange students.

4. Each year by the established deadline, ASU will forward to the International Office at South Carelia Polytechnic a list of students nominated for exchange, together with all appropriate documents as required by South Carelia Polytechnic. South Carelia Polytechnic will inform ASU of the admission decision as soon as possible after the documents are submitted.
5. Each year by the established deadline, South Carelia Polytechnic will forward to the Office of International Programs at ASU a list of the students nominated for exchange, together with the appropriate documents as required by ASU. ASU will inform South Carelia Polytechnic of the admission decision as soon as possible after the documents are submitted.
6. Each host institution will issue the appropriate documents for visa purposes in accordance with current immigration laws, although it is the responsibility of individual students to obtain a visa in a timely manner.
7. Students accepted for exchange will be enrolled as full-time students. South Carelia Polytechnic students at ASU may enroll in all courses offered by the University subject to usual university regulations and policies. ASU students at South Carelia Polytechnic will normally enroll in any courses offered at South Carelia Polytechnic, subject to usual university regulations and policies.
8. Any academic credit that the students receive 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.
9. The participating students shall pay normal tuition and fees to their home institution, in accordance with that institution's policies. Neither institution shall assess charges upon the other or upon the exchange students for tuition or fees.
10. The participating students shall provide for their own room and board, books, transportation, student health insurance fees and medical care, passports, visas and personal expenses.
11. Each institution shall make arrangements for pickup upon the student's arrival at the nearest local airport. Transportation on departure shall be the responsibility of the student. A staff member from the Office of International Programs (ASU) / International Office (SCP) at each institution will be available to assist students during their stay at the host institution.
12. Each institution reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations. The dismissal of a participant shall not abrogate the agreement or the arrangements regarding other participants.

Faculty Exchange

Arkansas State University (ASU) and South Carelia Polytechnic undertake to facilitate specific academic missions, joint publications and research as well as collaboration in the design and teaching of educational material.

Each partner institution will promote the hiring of visiting faculty from the partner institution for terms up to one academic year. The hiring of visiting faculty and their duties in the host institution will be determined in accordance with the procedures applied by each institution if not specifically stipulated in this agreement.

1. The sending institution provides:
 - Faculty salary (or donation of time by faculty)
 - Medical insurance and other fringe benefits
 - Transportation to/from home country when funding permits.

2. The host institution provides:
 - A staff member who will serve as an active host/hostess (mentor) to assist in solving problems and will interact with sending institution
 - Transportation to/from nearest major airport
 - Assistance in locating appropriate housing
 - Office space, including internet access and equipment normally provided in university offices
 - Secretarial assistance as normally provided to ASU/South Carelia Polytechnic faculty
 - Social events as provided by the faculty, administrators, and university friends
 - Assistance in arranging governmental visas and residency permits
 - Supplementary health insurance/health services which are offered at the visiting professor or staff member's expense.

3. Visiting faculty members are expected to:
 - Teach a negotiated number of courses per term in English
 - Assume responsibility for personal expenses such as housing, long distance telephone calls, cable television service, and local transportation
 - Present lectures to academic and regional communities when called upon
 - Collaborate on scholarly projects with faculty and students
 - Maintain the moral and ethical standards of the host institution.

Consistent with the terms of this agreement, ASU and South Carelia Polytechnic will encourage collaborative research between the two institutions in all areas of mutual interest. The number of the joint research projects and the sharing of expenses will be mutually agreed upon by the two institutions according to the requirements of the individual project.

This exchange agreement shall remain in effect for an initial period of three years from the date of signing by both parties. Thereafter, it shall be automatically renewed from year to year. However, after the initial period, either university may terminate the agreement by giving a six-month notice in writing of such intent. Notwithstanding any such termination, all commitments already made in respect of a particular exchange student or faculty member shall be carried through completion.

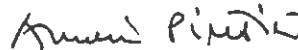
ARKANSAS STATE
UNIVERSITY



Dr. Leslie WYATT
President

Date: 2.17.06

SOUTH CARELIA
POLYTECHNIC



Dr. Anneli PIRTTILÄ
Rector

Date: 24.03.2006