

## **- STUDENT EXCHANGES -**

**THIS ADDENDUM** shall become part of the Agreement made by and between the University of North Florida Board of Trustees, a public body corporate located in Jacksonville, Florida, United States of America, on behalf of its Coggin College of Business (hereinafter "UNF") and UV, located in in Valencia, 13, Avda. Blasco Ibáñez (hereinafter "UV"), signed on September 2019 and the duration of this agreement is four (4) years, unless denounced by three (3) month prior written notice and without affecting the completion of any activity underway at the time.

### **1. GENERAL STUDENT CONSIDERATIONS**

- 1.1 Each exchange student accepted by a Host Institution will be expected to participate in the Host Institution at the same level of competency as any other student enrolled at the Host Institution.
- 1.2 UNF and UV agree to notify each other of any emergency situations involving their respective exchange students.
- 1.3 All required forms will be provided to each institution in sufficient quantities prior to each Academic Year and/or as requested.

### **2. UV STUDENTS AT UNF**

- 2.1 UV will select up to two (2) undergraduate students to study at UNF for 1 semester (or 1 student for 1 academic year). UV will provide the names of its nominees to UNF prior to UNF's admissions deadline for each semester.
- 2.2 To comply with U.S. immigration requirements, UV students at UNF must carry a minimum of 12 credit hours per semester as undergraduate students. Graduate students must carry a minimum of 9 credit hours per semester.
- 2.3 To assist in the determination of UV-UNF course equivalencies, each party will provide the other, as requested, with current syllabi and the curriculum vitae, or other similar documents, of instructors teaching participating students.
- 2.4 UV will pre-advise their outgoing exchange students and submit course selections for each student to UNF. UNF will confirm the availability of the courses selected or advise of alternative course offerings.
- 2.5 Participating UV exchange students shall register through the normal registration process at UV and shall pay tuition as applicable at UV and consequently do not have to pay tuition at UNF. Participating UV students will be responsible for paying specific costs or fees, such as lab fees, associated with specific courses in which they are enrolled at UNF.
- 2.7 It is not anticipated by the parties that either institution will collect tuition and/or other student payments to be transferred to the other institution. However, should this be required, the parties will memorialize such arrangement in writing and the institution collecting the student payments shall maintain at its principal place of business for the term and any renewal terms, business records, books, and account information related to such student payments which the other institution shall have the right to review with advance notice during normal business hours.
- 2.8 Participating UV exchange students will be provided free access to Internet services, computing labs, library materials, sports/fitness facilities, student health services, and athletic events on the basis of a student I.D. card from UNF. UV students will not need to pay for the UNF I.D. card, as it is covered by the terms of the exchange, as is the Wall Street Journal fee.

2.9 Participating UV exchange students will be solely responsible for the cost of their travel, living expenses (on-campus lodging and meals), books, supplies, personal activities, and all other additional expenses not specifically provided for herein. Students also are solely responsible for obtaining all necessary travel documents, including but not limited to a passport and any visa(s) required for participation in this program.

2.10 Upon selection into the exchange program, each UV exchange student must grant permission in writing to UNF to send a transcript of subjects, credits, and grades to UV at the end of each term. At the end of each term, UNF will send academic transcripts to UV showing courses taken by UV student participants and grades received. See also Item 1.3.

2.11 UV participants will be subject to all rules and regulations governing UNF students while they are studying at UNF.

### **3. UV STUDENT PARTICIPATION REQUIREMENTS**

3.1. The following documents are required by UNF for participation in the program by UV undergraduate exchange students:

3.1.1 Completed *Application Form - International Exchange Students*.

3.1.2 Completed *Affidavit of Support and Bank Certification* - signed by the student's sponsor attesting to the required amount of funds on account needed for the duration of the student's exchange and signed by an official of the bank at which the sponsor has an account. The *Affidavit of Support and Bank Certification* must bear the bank's official seal. The amount varies each year and includes the estimated costs to cover housing, meals, books and supplies, insurance, and incidental living expenses. Note: this estimated amount does NOT cover travel costs to Jacksonville or other local Jacksonville transportation costs.

3.1.3 Scanned copy of the student's valid passport.

3.1.4 Transcript, unofficial copy – showing all courses, credits, and grades earned during the student's college or university-level studies.

3.1.5 Completed *Course Selection Form* – stating the courses the student wishes to enroll in at UNF, and confirmation by the student's academic advisor that the prerequisites have been met.

3.1.6 Filled out *Immunization Documentation Form* - Documentation that the applicant has been vaccinated or has immunity against Measles [rubeola] and German Measles [rubella] must be received by the UNF Office of Medical Compliance before a student will be permitted to register for classes.

3.1.7 Health Insurance - The State of Florida requires proof of medical insurance that meets a minimum standard as a prerequisite to registration. If alternative insurance is not submitted and accepted by UNF, the student will be automatically enrolled in and billed for UNF's health insurance during the registration process, and the fee must be paid by the student in order to attend classes.

3.1.8 Certification of English Language Proficiency: students need to provide any of the following:

- a minimum TOEFL score of 500 paper-based (173 computer-based, 61 internet-based) for all applicants except for a score of 550 paper-based (213 computer-based, 79 internet-based) for graduate students in the College of Business Administration;



- a score of 3 on the College Board Advanced Placement – International English Language (AP-IEL);
- a band score of 6.5 on the University of Cambridge IELTS (International English Language Testing System); OR
- a letter from UV attesting to the proficiency of English of the student, that he/she has sufficient proficiency in English to successfully undertake a semester of study at UNF.

#### **4. UNF STUDENTS AT UV**

- 4.1 UNF will select up to two (2) undergraduate students to study at UV for 1 semester (or 1 student for 1 academic year). UNF will provide the names of these students to UV by UV's stated deadline each semester.
- 4.2 Participating UNF exchange students shall register through the normal registration process at UNF and shall pay tuition as applicable at UNF and consequently do not have to pay tuition at UV. Participating UNF students will be responsible for paying specific costs or fees, such as lab fees, associated with specific courses in which they are enrolled at UV.
- 4.3 UNF students will be subject to all rules and regulations governing UV students while they are at UV. UNF students must have insurance which will cover them in COUNTRY while they are participants in this program.

#### **5. OTHER CONSIDERATIONS**

- 5.1 Any changes to the provisions of the Agreement, including this Addendum, shall be in writing and signed by authorized officials at UV and UNF.
- 5.2 The provisions outlined in this Addendum are valid only for balanced exchange of students, which means, until each university will fill the student numbers as specified above. Any subsequent exchange of students must be negotiated and agreed upon by appropriate officials from UV and UNF.
- 5.3 All provisions of the UV-UNF *Agreement for a Program of Academic Cooperation* signed in September 2019 remain in effect and apply to student exchanges as outlined in this Addendum.

**IN WITNESS WHEREOF**, the authorized representative(s) of UNF and UV have executed this Addendum in two copies.

**The University of North Florida  
Board of Trustees**

By: \_\_\_\_\_  
Dr. Simon Rhodes, Ph. D.  
Vice President for Academic Affairs

Date: \_\_\_\_\_

**Universitat de València**



By: \_\_\_\_\_  
Dra. Maria Vicenta Mestre Escrivá  
Rector

Date: 20 ENE. 2020

## 1. INSTITUTIONAL INFORMATION OF THE UNIVERSITAT DE VALÈNCIA

<b>University/ Institution</b>	Universitat de València	
<b>International Relations website</b>	<a href="http://www.uv.es/relint">www.uv.es/relint</a>	
<b>Type of exchange</b>	Student	
<b>Academic responsible of the exchange</b>	Esteban Sanchis Kilders Rector's Delegate for Exchange and Mobility	
<b>Administrative responsible of the exchange</b>	Carlos Pomer Monferrer Head of Service of International Relations International Relations Service	
<b>Contact address</b>	Palau de Cerveró Plaza Cisneros, 4 46003 Valencia. Spain +34 96 386 40 17 email: <a href="mailto:convenis@uv.es">convenis@uv.es</a>	
<b>Academic calendar</b>	<b>Start date</b>	<b>End date</b>
<b>First semester</b>	September	January
<b>Second semester</b>	January	June

## 2. TERMS AND CONDITIONS OF THE EXCHANGE AGREEMENT

<b><i>Number of students offered by the Universitat de València</i></b>		
<b>Type of grant:</b> exemption of tuition fees	<i>2 places with a duration of a semester or equivalent in academic year</i>	
<b>Level of studies</b>	Undergraduate degree	
<b>Field of study.</b> With reference to general agreements, the Degrees in Medicine and Dentistry will not be available. If the agreement is based in particular fields of study, please indicate them on the cell next to this)	Business Administration and Management	
<b>Required documentation:</b> (Check the International Relations website for updated information)	<a href="http://links.uv.es/bo91YSe">http://links.uv.es/bo91YSe</a>	
<b>Deadline for nominate candidates</b>	For the first semester	For the second semester
	31 May	31 October

## STUDENT EXCHANGE AGREEMENT

### 3. INSTITUTIONAL INFORMATION OF THE UNIVERSITY OF NORTH FLORIDA

<b>University / Institution</b>	University of North Florida	
<b>International Relations website</b>	<a href="https://www.unf.edu/coggin/international/">https://www.unf.edu/coggin/international/</a>	
<b>Type of exchange</b>	Student	
<b>Person in charge of the exchange</b>	<b>Contact</b>	
	Dr. Andrés Gallo 1 UNF Drive Coggin College of Business University of North Florida 1 UNF Drive, Jacksonville, 32224	
<b>Academic calendar</b>	<b>Start date</b>	<b>End date</b>
<b>First semester</b>	August	December
<b>Second semester</b>	January	May

### 4. TERMS AND CONDITIONS OF EXCHANGE AGREEMENT

<i>Number of students offered by the University of North Florida</i>		
<b>Type of grant:</b> exemption of tuition fees	<i>2 places with a duration of a semester o equivalent in academic year</i>	
<b>Level of studies</b>	Undergraduate Degree	
<b>Field of study</b>	Business Administration	
<b>Required documentation:</b>	<a href="https://www.unf.edu/coggin/abroad/exchange/Coggin_Exchange_Students.aspx">https://www.unf.edu/coggin/abroad/exchange/Coggin_Exchange_Students.aspx</a>	
<b>Deadline for nominate candidates</b>	For the first semester	For the second semester
	March 1 <sup>st</sup>	September 15 <sup>th</sup>