Arkansas State University (hereafter referred to as ASU) and Shandong University of Finance (hereafter referred to as SUF), wishing to enhance relations between the two institutions 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 university that 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 university. Such programs may include:

- Exchange of students
- Exchange of faculty and staff
- Joint research projects
- Joint seminar/conference workshops

**Student Exchange**

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

1. An exchange program shall be administered through the Office of International Programs at ASU and the International Office at SUF.
2. Each university may send up to five students for one semester per fiscal 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 possible.
3. The candidates from ASU will be students enrolled in a degree program at ASU. The candidates from SUF will be students enrolled in a degree program at SUF. 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.
4. Each year by the established deadline, ASU will forward to the International Office at SUF a list of students nominated for exchange together with all the
appropriate documents.

5. Each year by the established deadline, SUF 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 SUF 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 the individual student to obtain a visa in a timely manner.

7. Students accepted for exchange will be enrolled as full-time students. SUF students at ASU may enroll in all courses offered by the university subject to the usual university regulations and policies. ASU students at SUF may normally enroll in any course offered at SUF, subject to the 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 university 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 university 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 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

ASU and SUF 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 procedure applied by each institution if not specifically stipulated in this agreement.

1. The sending institution provides the following:
   a) faculty salary (or donation of time by faculty)
b) medical insurance and other fringe benefits
c) transportation to and from the home country when funding permits.

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

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

Research Projects

Consistent with the terms of this agreement, ASU and SUF 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 to the individual project.

This partnership program 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. 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 with respect to any participating student shall be carried through to completion.

ARKANSAS STATE UNIVERSITY

Robert L. Potts
Chancellor
3-23-09

Date

SHANDONG UNIVERSITY OF FINANCE

Huang Qi
President

Date 09.3.23
阿肯色州立大学与山东财政学院
合作协议书

阿肯色州立大学（以下简称 ASU）与山东财政学院（以下简称 SUF）一致同意，加强两校间友好关系，促进两校在学术、教育、文化、科研等领域的交流，相互协作，共同推动高等教育走向国际化。

双方的合作范围将包括有需求的、能加强和发展两校间合作关系的任何项目。但所有特殊项目必须在资金允许的情况下，经双方同意，方可进行。这些项目包括：

1. 学生交流；
2. 教职工交流；
3. 合作科研；
4. 合作论坛、会议、研讨。

一、学生交流

为顺利实施两校间的学生交流，双方同意：

1. 本项目由阿肯色州立大学国际项目办公室和山东财政学院国际交流与合作处共同管理。
2. 各方可在每一财政年度每学期派出最多 5 名交流学生。人数可以每年不一，但三年各方派出学生总数应该一致。多数情况下，即使交流期限可能是一年，但交流学生在对方学校注册时也应该先注册为一学期。
3. 双方交流的候选学生将是已经录取参加本校学位课程学习的学生。交流学生由派出方院校提名，且符合接收方学校的录取要求。
4. 每年，在最后期限之前，ASU 将交流学生的名单及相关材料提供给山东财政学院国际交流与合作处。
5. 每年，在最后期限之前，SUF 将交流学生的名单及相关要求材料提供给阿肯色州立大学国际项目办公室。ASU 收到材料后，会及时将录取决定通知山东财政学院。
6. 虽然及时办理签证属学生个人事项，但接收方应根据现行移民法签署签证所需材料。
7. 交流学生必须进行全日制学习。SUF 学生进入 ASU 学习，遵守 ASU 正常的校规，选修 ASU 提供的所有课程。ASU 学生进入 SUF 学习的学生，遵守 SUF 正常的校规，参加 SUF 提供的课程学习。
8. 学生经派出方学校事先允许，在对方院校修得的学分可以转换成本校的学分。
9. 流学生根据本校的政策必须向母校交纳正常的学费和其它费用。接收方院校不得另外收费和其它费用。
10. 流学生应自负食宿费、书籍、交通费、学生健康保险、医疗费、护照、签证及个人居住费用。
11. 接收方学校应安排在当地机场接站，但不负责离校时送站。每个学校将派一名教职员工在学生交流学习期间给学生提供帮助。
12. 各方有权在任何时候对在学习交流期间有严重学术或个人违规行为的学生给予开除。开除学生将不会影响双方的协议及其他参与交流的学生。

二、教师交流

阿肯色州立大学与山东财政学院共同承担科研任务、合作出版、合作研究、共同设计和组织教学资料。

各方将积极聘用对方学校的教师。教师最多可以在对方院校服务一学年。教师的聘用程序及教师在接收方院校的工作职责，如在本协议中没有规定，将按照接收方院校正常的程序办理和安排。

1. 派出方院校应提供：
   1) 工资（或教师出于自愿赴对方学校授课）；
   2) 医疗保险和其它额外福利；
   3) 在资金允许的情况下提供往返交通费。
2. 接收方学校应提供：
   1) 派一名教职员工为指导教师，协助解决存在的问题，并与派出方院校联络；
   2) 接送（最近的）机场；
   3) 协助安排合适的住宿；
   4) 提供办公场所，包括互连网和其它正常办公设备；
   5) 提供与接收方学校教职工同等的工作协助；
   6) 参与接收方院校教职工及校方友好人士组织的社会活动；
   7) 协助办理签证和居留证；
   8) 协助办理健康保险或医疗服务，费用由交流教师本人支付。

3. 客座教师应做到：
   1) 每学期用英语教授约定数量的课程；
   2) 虽然在可能的情况下，接收方院校会给予住房方面的协
助，但房租、长途电话费、有线电视费和当地交通费属教
师负担范围；
   3) 如需要，给当地学术机构和社区举办讲座；
4) 与教师和学生一起开展项目；
5) 遵守接收方学校的伦理和道德规范。

三、科研合作

作为协议的组成部分，双方将鼓励在两校间感兴趣的领域进行科研合作。科研项目的数量和分摊费用将根据每一项目的要求由双方共同决定。

该协议自签订之日起生效，有效期为三年，每年自动更新。如一方提出终止，应提前六个月以书面形式提出。协议中止时，各方将继续完成对已参加项目学生应尽的培养义务。

阿肯色州立大学

山东财政学院

校长  Robert L. Potts

日期  3-23-09

院长 黄琦

日期  09.3.23