

Track Changes has been enabled on this document, and it must be used for any editing. If track changes is turned off at any point, the review and approval process will be halted until a version of the document with tracked changes can be produced. Rutgers Global-Partnerships WILL NOT review any version of this agreement without tracked changes

AGREEMENT OF COOPERATION

To Establish a Cooperative Education Program

between

[Name of Department, if relevant],
[Name of School, if relevant],
_____ University,
_____ [City], _____ [Country]

and

Rutgers, The State University of New Jersey,
on behalf of its
_____ *[Name of Department, if relevant],*
_____ *[Name of School, if relevant],*
_____ *[Location, if relevant],* New Jersey, United States of America

Article 1: Parties

This Agreement of Cooperation (“Agreement”) is between [Partner Institution (“XXX U”)], and Rutgers, The State University of New Jersey on behalf of its [Department of] in the School of _____ (“RUTGERS”), together referred to as “the Parties,” and singularly as “the Party.” The purpose of this Agreement is to establish a 3+2 cooperative bachelor’s/master’s degree program between the two institutions (“Program”) and stipulate the terms and conditions for the administration of this Program.

Article 2: Program Description

2.1 The Parties agree to institute a cooperative education program whereby qualified students may earn a specified bachelor’s degree from _____ [PARTNER INSTITUTION] and a specified master’s degree from RUTGERS by completing three (3) years of coursework at _____ [PARTNER INSTITUTION] and two (2) years of coursework at RUTGERS.

2.2 At _____ [PARTNER INSTITUTION], the participants in the Program will be limited to students enrolled in a bachelor's degree program in _____ [PARTNER PROGRAM].

2.3 At RUTGERS, the participants in the Program will be limited to enrollment in the master's degree program in the _____ [RUTGERS PROGRAM] Graduate Program.

2.4 Students who have been accepted by and enrolled at _____ [PARTNER INSTITUTION] as undergraduate students will complete six (6) semesters of a usual eight (8)-semester [PARTNER DEGREE] at _____ [PARTNER INSTITUTION]. If accepted into the Program, students will be permitted by _____ [PARTNER INSTITUTION] to complete their final two (2) semesters of study towards a _____ [PARTNER INSTITUTION] bachelor's degree, while enrolled at RUTGERS in the first year of study towards the RUTGERS [RUTGERS DEGREE].

2.5 Credits earned for courses successfully completed at RUTGERS will be applied toward the students' master's degree from RUTGERS according to standard policies and practices at RUTGERS. Credits earned for courses successfully completed at RUTGERS may be applied toward students' _____ [PARTNER INSTITUTION] [PARTNER DEGREE] at the discretion of, and according to the policies and standards established by _____ [PARTNER INSTITUTION].

2.6 The Parties have established independently their own degree completion requirements for both the [PARTNER DEGREE] at _____ [PARTNER INSTITUTION] and the master's degree program at RUTGERS. Students participating in the Program must satisfy all degree requirements of both institutions in order to successfully complete the Program and be awarded both credentials.

2.7 The Parties have established independently their own minimum qualifications, application review criteria, and prerequisite requirements for all applicants to both the [PARTNER DEGREE] at _____ [PARTNER INSTITUTION] and the master's degree at RUTGERS. Both Parties will apply these existing requirements and criteria in determining the acceptability of all applicants to the Program.

2.8 The Parties agree upon course articulation details that are included in Appendix I [AND APPENDIX II if necessary].

Article 3: Numbers

3.1 The number of students admitted to the Program may be negotiated by the Parties on an annual basis, and may be contingent upon the number of qualified applicants, number of spaces available in the specified undergraduate or graduate programs at either institution, or other considerations.

3.2 For the first semester of the Program, beginning in _____ [SEMESTER], the institutions plan to admit up to [NUMBER] qualified _____ [PARTNER INSTITUTION] students.

Article 4: Nomination of Participants and Enrollment

4.1 _____ [PARTNER INSTITUTION] will screen students at the end of their second year of undergraduate education for potential participation in the Program and recommend these candidates to RUTGERS.

4.2 All potential candidates for participation in the Program must:

4.2.1 have completed 75 % of their degree requirements for a [PARTNER DEGREE] from _____ [PARTNER INSTITUTION] and have earned a cumulative GPA of at least _____ [GPA] (or equivalent), or rank among the top ____ % [CLASS RANK] of their school, by the time of their enrollment at RUTGERS.

4.2.2 satisfy the minimum English language proficiency requirements for acceptance into graduate programs at RUTGERS. This minimum proficiency may be demonstrated by providing official score reports from a Test of English as a Foreign Language (TOEFL) or from an International English Language Testing System (IELTS) examination taken within the previous two (2) years from the first day of class at the proposed term of entry in order to be valid. The minimum English language proficiency requirement for full status admission can be found at <https://gradstudy.rutgers.edu/information/international-students>.

4.2.3 take a placement test on English language before the start of the first semester at RUTGERS as required for all admitted first-year international graduate students. The students with unsatisfactory scores on the test will be required to take extra English course(s) at appropriate levels.

4.3 Admission to RUTGERS is based on academic qualifications. In addition, an appropriate visa is required to enable international students to study in the U.S. Eligibility for the visa ultimately is decided by a U.S. visa officer pursuant to the requirements of U.S. immigration law.

4.4 All participating students will be required to carry health insurance at a level equivalent to or greater than the coverage offered at RUTGERS for international students as well as proof of the COVID-19 and other mandatory vaccinations. Students or residents visiting RUTGERS must provide evidence of an insurance policy that is compliant with the Affordable Care Act, or purchase the Rutgers Student Health Insurance program available at the time of enrollment. They will be exempted from purchasing Rutgers health insurance only upon providing acceptable evidence of equivalent insurance. RUTGERS shall bear no responsibility for any health-related expenses incurred by participating students.

4.5 At RUTGERS, students accepted into the Program will be conditionally admitted. Upon being awarded a [PARTNER DEGREE] from _____ [PARTNER INSTITUTION],

participants will continue as graduate students in the [RUTGERS DEGREE] track in the _____ [RUTGERS PROGRAM] Graduate Program at RUTGERS.

4.6 A student who enrolls in this Program is not guaranteed to graduate and receive a [RUTGERS DEGREE] in the [RUTGERS PROGRAM] by the end of second year at Rutgers University if the student is unable to complete the degree's program requirements due to academic reasons, deficiency in English language, or financial hardship.

Article 5. Program Exceptions

5.1 Upon completion of their first semester of study at RUTGERS, students participating in the Program may petition their host graduate program at RUTGERS to convert their [RUTGERS DEGREE] program from a non-thesis program to a [RUTGERS DEGREE] with thesis option. Acceptance into a thesis-option program will be at the discretion of the host program at RUTGERS, and contingent on the student's academic performance at RUTGERS.

5.2 Should a Master's student wish to apply to continue for the Ph.D., the student shall do so by completing the Form for Change of Degree Status and asking for the required approvals indicated on that form. This request can be made at any time during their studies, but not before the end of their first year at RUTGERS.

Article 6: Responsibilities of RUTGERS

6.1 RUTGERS will provide _____ [PARTNER INSTITUTION] with the information and materials necessary to advertise and promote this Cooperative Education Program among their undergraduate students.

6.2 RUTGERS will accept applicants from _____ [PARTNER INSTITUTION] and enroll them as full-time, degree-seeking graduate students in the regular [RUTGERS DEGREE] program in _____ [RUTGERS PROGRAM], provided those candidates meet the normal standards and criteria for admission to the programs.

6.3 RUTGERS agrees to accept applications from _____ [PARTNER INSTITUTION] undergraduate students in the specified [RUTGERS DEGREE] programs at RUTGERS, prior to completion of their [PARTNER DEGREE] program at _____ [PARTNER INSTITUTION], with the understanding that the participating students will enroll at RUTGERS in their first two semesters of graduate study concurrently with the completion of their last two semesters of undergraduate study at RUTGERS. _____ [PARTNER INSTITUTION] undergraduate students participating in the Program will not be eligible to complete the [RUTGERS DEGREE] program at RUTGERS unless and until they have been awarded a [PARTNER DEGREE] in _____ [PARTNER PROGRAM] by _____ [PARTNER INSTITUTION].

6.4 RUTGERS agrees to provide _____ [PARTNER INSTITUTION] with a report of courses completed and grades attained by each participating student during the first two semesters of their study at RUTGERS. _____ [PARTNER INSTITUTION] will assign credit toward each student's _____ [PARTNER INSTITUTION] [PARTNER DEGREE] program at their own discretion and according to their own policies and procedures.

Article 7: Responsibilities of _____ [PARTNER INSTITUTION]

7.1 _____ [PARTNER INSTITUTION] agrees to advertise and promote the Program among their students, and to encourage and facilitate applications to the Program by outstanding students.

7.2 _____ [PARTNER INSTITUTION] agrees to provide RUTGERS with a roster of applicants to the Program by January 15th of the year of intended enrollment.

7.3 _____ [PARTNER INSTITUTION] agrees to award a [PARTNER DEGREE] to students participating in this Program upon successful completion of their first two semesters of coursework at RUTGERS, provided that the students have satisfied all other academic requirements and financial obligations established by _____ [PARTNER INSTITUTION] for completion of the degree program.

Article 8: Finances and Services

8.1 Students participating in the Program will be required to register as full-time, degree-seeking students each semester, and will be subject to the standard tuition and fees assessed by the institution hosting the students during the semester. At RUTGERS, _____ [PARTNER INSTITUTION] students will be responsible for full, non-resident tuition and fees charged by the School of Graduate Studies, as assessed to all other non-resident enrollees.

8.2 The Host Institution will not be responsible for the following costs incurred by students:

8.2.1 transportation to and from the Host Institution;

8.2.2 room and board expenses;

8.2.3 textbooks, clothing, and personal expenses;

8.2.4 student service fees, including adequate health insurance coverage, which are typically assessed to all full-time students by the institution hosting the student in any given semester;

8.2.5 passport and visa costs; and

8.2.6 all other debts incurred during the course of the year.

8.3 Other than as expressly provided herein, no funds shall be exchanged between the Parties without an addendum hereto or a separate agreement enumerating the specific cost and expense related thereto.

Article 9: Duration

This Agreement shall remain in force for a period of five (5) years from the date of the last signature, with the understanding that it may be terminated by either institution providing sixty (60) days' advance written notice to the other. Students participating in this exchange at the time of the intended termination will be permitted to complete the agreed-upon exchange period at the Host Institution.

Article 10: General Matters

10.1 USE OF NAMES. Neither institution will use the name of the other in any form of advertising or publicity without the other's express written permission. _____
[PARTNER INSTITUTION] must seek permission from RUTGERS by submitting the proposed use, well in advance of any deadline, to the Office of the Dean, [RUTGERS SCHOOL], Rutgers University.

10.2 AMENDMENTS. The institutions may amend this Agreement only by writing, and signed by each institution's authorized signatory.

10.3 COUNTERPARTS. The institutions may sign this Agreement in counterparts, all of which together constitute the complete Agreement.

10.4 DISCRIMINATION. Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, color, gender identity or expression, age, marital status, ethnicity, religion, national origin, sexual orientation, or disability, or any other category covered by law in its admission, programs, activities, or employment matters.

10.5 NOTICES. Any notice given under this Agreement must be in writing and will be effective upon receipt evidenced by: (a) confirmed facsimile transmission; (b) return receipt of postage prepaid registered or certified mail; or (c) delivery confirmation by commercial overnight carrier. All communications will be sent to the addresses set forth below or to such other address designated by the Parties by written notice to the other:

RUTGERS:

[liaison officer/sponsoring unit name]

[campus address]

[street address]

[city, state, zip]

[country]

Tel: [###-####]

Fax: [###-####]
email: [liaison officer email address]

[PARTNER INSTITUTION]:
[liaison officer/sponsoring unit name]
[campus address]
[street address]
[city, state, zip]
[country]
Tel: [###-####]
Fax: [###-####]
email: [liaison officer email address]

AUTHORIZED SIGNATORIES. Each institution represents that the individuals signing this Agreement have the authority to sign in the capacity indicated.

For: *[Partner]*

By:

[Name]
[Title]

Date: _____

**For: Rutgers, The State University of
New Jersey**

By:

Keena Arbuthnot, Ph.D.
**Executive Vice President for Academic
Affairs and Chief Academic Officer**

Date: _____

Acknowledged by:

[Name]
***Chancellor (or Provost), [Name of division
or university location]***

Date: _____

Mark G. Robson, Dean
School of Graduate Studies

Date: _____

[Name]
Dean, [Name of unit]

Date: _____

DRAFT

Appendix I [AND APPENDIX II if necessary]

Course Articulation

DRAFT