

MEMORANDUM OF UNDERSTANDING (MOU)

Educational Services Agreement¹

between

**The Board of Trustees of
The University of Alabama
Tuscaloosa, Alabama**

and

**Shanghai Normal University - Tianhua College
Shanghai, China**

The Board of Trustees of the University of Alabama, by and through The University of Alabama-College of Education/Office of International Programs (hereafter “UA-OIP” or “UA”) and Shanghai Normal University - Tianhua College, Shanghai, China (hereafter “SNU-TC”) agree to collaborate in the delivery and administration of the discussed operational mechanics and collaborative program in Elementary Education at SNU-TC. In addition, the parties of the MOU agree to adhere to all SACSCOC accreditation principles and substantive change policies affecting UA-OIP’s participation in this agreement.

I. Terms and Conditions: UA-OIP agrees to:

A. Programming and Campus Services

1. Provide undergraduate course work in Elementary Education. This program will be an intensive 4 - week blended course involving two weeks face-to-face in China and 2 weeks of reading and preparatory/reflective assignments before and after the face-to-face delivery.
2. Assure Undergraduate faculty are vetted for their specific expertise to teach the course content as required by The University of Alabama-College of Education.

¹ These educational services agreements between the institutions are required to follow SACSCOC Substantive Change policies and procedures. In addition, the points of agreement within the MOU are consistent with the spirit of best practice in educational collaborations.

3. Collaborate in developing a semester-by-semester academic course schedule for the SNU-TC campus. Each academic course time and date of delivery will be approved and agreed upon a minimum of one full semester prior to the delivery date.

B. College of Education - Undergraduate School Policies and Procedures

1. Review, provide, and maintain the rules and requirements for admission to and completion of UA-College courses in Elementary Education programs for classroom teachers and educators at the SNU-TC campus.

2. Students who apply for academic admission are expected to take all of their courses alongside native English speakers. This includes:

- Participating in class discussions
- Writing multiple-page essays
- Reading and understanding assigned textbook and course material
- Comprehending lectures to show English proficiency.

3. International applicants must adhere to UA English proficiency and submit an official qualifying English Proficiency test score:

TOEFL iBT score of 79 and above TOEFL code 1830.

4. Enrollment and admission: this program will enroll 100 new students each year. Students will be selected based upon the admission scores of Chinese Entrance Examinations for Colleges. Among them, SNU-TC will nominate up to 20 undergraduate students who will be enrolled as non-degree students at UA for up to one year of course study. Nominations, including credentials, complete academic records, and all other supporting documentation will be made available to UA's Office of Undergraduate Admissions by January 1 for fall semester enrollments. All credentials and pertaining documents will be accompanied by accurately translated English copies.

Nominated SNU-TC students must, at a minimum, have an undergraduate GPA equivalent to a UA GPA of 3.0 and the standard minimal TOEFL score for undergraduate admissions.

5. Coursework completed on the campus of UA will be followed by a certificate of completion. Coursework will use the Chinese course name and number rather than UA course name and number.

6. The study plan is jointly designed by the two parties. Students will be enrolled in the courses jointly designed by the two parties that will be taught either in Chinese or English. Up to ¼ of the courses (no more than 10 courses) can be taught by UA instructors and/or instructors approved by The University of Alabama.

7. SNU-TC will designate a teaching assistant to each UA faculty who will teach at Tianhua College. The teaching assistant will learn from the advanced educational philosophies and theories and instructional strategies from UA. At the same time, SNU-TC will send its faculty members and administrators to UA frequently for training in order to improve the level of SNU-TC's teaching and management.

C. Course Delivery Expenses UA

1. Provide the round-trip, economy class airline ticket for each faculty instructor traveling to SNU-TC.
2. Provide reasonable to and from airport travel expenses for faculty instructor traveling to SNU-TC.
3. Provide a detailed site accommodation travel itinerary package to each Professor traveling to SNU-TC campus.
4. Assist the faculty instructor in obtaining the required entrance-exit visa to the SNU-TC site.

5. Submit an Invoice to SNU-TC for \$10,000.00 dollars for each section of the course delivered. Note: Maximum per course section is 50 students. Enrollment over 50 students in a course will result in two sections of the course.

D. Obligations Site Ambassador at SNU-TC

1. Collaborate with the site ambassador in determining:
 - a. the dates and times for scheduling courses a full semester prior to the courses being offered;
 - b. which courses are needed and when by the students at (SNU-TC) in the Undergraduate program;
 - c. a complete course roster of approved enrollees (SNU-TC teachers) 30 days before delivery date of a course;
 - d. accurate spreadsheet records of each SNU-TC student's status, completed courses, courses still required, final course grades, and any and all final requirements;
 - e. satisfactory attention to visiting professor's safety, lodging, meals, and travel while on the SNU-TC campus, as well as addressing any other reasonable needs during the stay;
 - f. maintain monthly visual communication with the Office of International Programs.
 - g. Send completed applications, proof of finances, and all forms needed to travel to US, based on International Recruitment and Applications Office and OIP at UA. All application materials will be mailed together to process as a group each term.
 - h. Collaborate with UA-OIP in determining:
 - the dates and times for scheduling Undergraduate courses a full semester prior to the courses being offered;
 - which courses are needed and when
 - complete course roster of UA-Undergraduate School approved enrollees (SNU-TC students) 30 days before delivery date of a course;

E. Responsibilities of the Two Parties

SNU-TC responsibilities are:

- a. Obtain the approval for the proposed program from the Chinese education authorities to deliver the international program in Elementary Education;
- b. Undertake student recruitment, admission, daily supervision and administrative support for the program students;
- c. Provide the classroom, necessary teaching facilities and resources including teaching staff in Shanghai. No more than ¼ of program can be provided by UA;
- d. Meet Chinese quality assurance standards in China and the day-to-day management of the Program in China;
- e. Provide reasonable food and lodging and local transportation for UA instructors who come to teach at SNU-TC;
- f. Students will arrange their own accommodations and transportation at UA. The admissions office can offer housing suggestions, but fall and spring terms have limited housing on campus.

UA responsibilities are:

- a. Provide requested documents to support the program approval;
- b. Co-develop requested with SNU-TC the curriculum, syllabus, and related teaching materials;
- c. Provide instructors each year to SNU-TC. Provide necessary assistance and advice to UA instructors in delivering the agreed courses in China;
- d. Admit qualified students who are acceptable under UA's admissions process, provide necessary documents and assistance to students in their visa obtaining and necessary student support service that are equal to other exchange students while SNU-TC students are at UA;
- e. Award students a document of recognition for completion of the courses

taught by UA instructors.

- f. Students are limited to ¼ of the curriculum or 10 total courses delivered by UA (either in U.S or China).

II. Terms and Conditions: SNU-TC agrees to

A. Programming and Campus Services

1. Provide appropriate facilities to host potential courses that could be delivered at SNU-TC, such as:

<u>SNU-TC Course Name & Number:</u>	<u>UA Equivalent:</u>
12150010 小学教育研究	EE320
12250010 阅读指导基础	RD369
12250110 小学数学教育	EE380
12250020 小学科学教育	EE304
12250050 小学社会科学教育	EE366

2. Provide appropriate facilities for SNU-TC enrollees to access UA-OIP campus academic support services.
3. Support the MOU provision that UA-OIP will offer the agreed upon number of Undergraduate Elementary Education level courses per academic school year at SNU-TC campus.

**Summer 2017*

12150010 小学教育研究

12250010 阅读指导基础

**Summer 2018 (EE320 and RD369) and a rotation each year of one of the following (EE380, EE304, EE366). Three courses per year are taught in China.*

4. Collaborate with UA-OIP in developing a semester-by-semester academic

course schedule for SNU-TC campus and adhering to the requirement that all academic course times and date of delivery will be approved and agreed upon a minimum of one full semester prior to the delivery date.

B. Course Delivery Expenses

1. Collaborate in securing above-average quality hotel lodgings for visiting UA-OIP faculty instructors. Above-average quality includes, but not limited to:
 - high level of security in and around hotel site location;
 - comfortable accommodations in and around hotel site and;
 - restaurant accommodations in and around hotel site
2. Provide appropriate security transportation to-from airport, and to-from hotel to SNU-TC campus for visiting UA-OIP faculty instructors.
3. Provide UA-OIP updated detailed site accommodation travel and itinerary information for the SNU-TC campus.
4. Pay invoice for each course delivered at the SNU-TC site. Remittance due one month after invoice is received.

C. Duration, Liability, Law, Revision, Validation, and Termination

1. Collaborate with UA-OIP in reviewing, introducing changes when necessary, and validating this MOU every two years.
2. Establish the start date of this MOU as the date noted by the last signatory (Initial course delivery pending SACSCOC acceptance of the UA-OIP off-campus instructional site at SNU-TC).
3. Terminate this MOU at any time provided that both parties will adhere to a teach-out plan acceptable to SACSCOC.

4. Each party warrants that it will be responsible for the actions of its employees, agents, or others under its direct control in carrying out the Program
5. In the event that any difference or dispute arises between the parties, both parties agree to attempt an amicable resolution.
6. This agreement shall abide by the laws and regulations of the United States of America and the State of Alabama, U.S.A., without regard to conflict of law principles or those of territorial jurisdiction.

D. Financial Management

1. In accordance with the regulation for the collection of fees approved by the Government in Shanghai and China during the period of time the students are studying in China, all tuition fees will be used in the teaching practice, student services, and management, etc. SNU-TC will collect tuition from students for their study in China, and financially support the teaching undertaken by UA instructors who teach in China with a standards payment of \$10,000 dollars per course section.
2. UA will pay reasonable cost of air travel. SNU-TC will make the agreed payment to UA one month after the teaching is undertaken by UA instructors. Note: Maximum per class is 50 students. Enrollment over 50 students per course section will result in two sections of course.
3. UA will collect the tuition from the students who choose to study at the UA campus based on international student tuition published on the UA website.
4. Both parties agree to review annually the above-mentioned Fee Policy and make changes accordingly.

E. Residential Obligation to Students

1. In the event that provisions for early termination of this Agreement are invoked, both UA and SNU-TC recognize their residual obligations to students and agree to continue to work together throughout the duration of the period of written notice of termination to ensure that any student enrolled in the Program before the date of early termination is given the opportunity to complete the program of study and obtain the expected certificate.

2. All teaching plans, syllabi, teaching content and assessment standards in this program from both parties shall meet all necessary quality standards of the countries where the courses are delivered.

F. Intellectual Property Rights

1. During the periods covered in the Agreement, and all its renewals and extensions, all copyrights, patents, databases, rights for geographical names, trademarks (registered or unregistered), applications for registration, trade secrets, rights to know, and other forms of intellectual or industrial properties that may occur in any parts of the world (hereafter referred to as “Intellectual Property Rights”) in all the materials provided by either UA or SNU-TC to the other party involved in the Program belong to and are vested in the originating party’.

2. Both UA and SNU-TC agree to provide the other party with a worldwide royalty free license to use any resources created solely by the to support the delivery of the program.

3. The use of UA and SNU-TC of all materials supplied by the other party in connection with this program is restricted exclusively to the Program covered by this Agreement.


4. Each party warrants that the materials provided by it under this Agreement shall not infringe the Intellectual Property Rights of any third party.

Nothing contained herein shall be deemed or construed as a waiver of the immunities available to The Board of Trustees of the University of Alabama under the laws of the

United States of America and the State of Alabama, U.S.A., which will apply to any issues relating to immunity.

**The Board of Trustees of
The University of Alabama**


Host Institution

 2-23-17
Director of International Programs Date
College of Education

 2/20/2017
Site Ambassador Date

 2-24-17
College of Education Date
Dean

 2/20/2017
SNU Provost Date

 2/28/17
Provost and Executive Vice President Date
The University of Alabama

 2/20/2017
SNU President Date

