**Agreement for A 3+1 Cooperative Education Program**

**Between**

**The Board of Trustees of Southern Illinois University**

**And**

**Partner Institution**

This Agreement is made and entered into Enter date (“Effective Date”) by and between the Board of Trustees of Southern Illinois University (hereinafter referred to as "SIU"), located in Carbondale, Illinois, USA, and Partner Institution (hereinafter referred to as "abbreviated name of the partner institution"), located in city, full legal name of country (each a “Party” and collectively, the “Parties”), to establish a 3+1 Cooperative Education Program (hereinafter referred to as the “Program”). The Parties hereby agree as follows:

1. **Purpose of the Agreement**

This agreement outlines the terms and conditions under which SIU and abbreviated name of the partner institution will collaborate to offer a 3+1 program. Under this program, students will complete the first three (3) years of their education at abbreviated name of the partner institution and the final one (1) year at SIU, ultimately earning a bachelor’s degree awarded by SIU.

1. **Program Structure**
   1. The 3+1 program will consist of two distinct phases:
      1. Phase 1: Students will complete the first three years of their undergraduate studies at abbreviated name of the partner institution, following an agreed-upon curriculum. (See the Appendix: Plan of Study)
      2. Phase 2: Students will transfer to SIU for the remaining one years of the program to complete their Degree degree.
   2. Degree Award: Upon successful completion of the entire program, students will be awarded a Degree degree from SIU.
2. **Responsibilities of Each Party**
   1. Partner Institution
      1. Curriculum Design: Develop and maintain the curriculum for the program's first three years, ensuring it aligns with SIU’s requirements for a smooth transition.
      2. Admission and Enrollment: Admit students into the 3+1 program, providing them with the necessary academic and administrative support.
      3. Transfer Process: Facilitate the transfer process, ensuring that students are prepared for the transition to SIU.
      4. Student Preparation: Prepare students academically and administratively for the transfer to SIU.
   2. Southern Illinois University
      1. Curriculum Development: Develop and maintain the curriculum for the final one year of the program, ensuring it meets the academic standards for the Degree degree.
      2. Transfer Evaluation: Evaluate transfer credits from abbreviated name of the partner institution to ensure they meet SIU’s degree requirements.
      3. Student Support: Provide academic advising, career services, and other support services to students during their time at SIU.
      4. Degree Conferral: Award the Degree degree upon successful completion of program requirements.
   3. The details of articulated courses for specific programs will be developed as and when a program is mutually agreed upon and course articulation for that specific program is completed. Articulated courses will be a valid extension of this agreement and can be updated as necessary.
3. **Nomination, Application, and Admission Requirements**
   1. Students must meet the admission requirements of both the abbreviated name of the partner institution and SIU.
   2. abbreviated name of the partner institution will nominate students based on the below criteria and may deviate from such criteria only under special circumstances. Each nominated student generally must:
      1. have completed at least three years of full-time study.
      2. have a good academic record as demonstrated by a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale; and
      3. meet all SIU admission or specific requirements, including language proficiency test scores.
   3. abbreviated name of the partner institution shall be responsible for preliminary screening and nominating students for this program, and for ascertaining that each participating student is likely to benefit from a particular course of study. SIU reserves the right to make the final admissions decision concerning the proposed candidates.
   4. Nominated students must complete the application for admission to SIU and submit all required supporting documents, including official transcripts, by the established deadlines of the year of matriculation.
4. **Enrollment, Tuition, and Costs**
   1. During the first three years, students will pay tuition and fees to the abbreviated name of the partner institution.
   2. During the final year, students will pay tuition and fees to SIU.
   3. Students will be enrolled as full-time degree-seeking students at SIU as required by U.S. student visa regulations.
   4. SIU will provide the incoming students with an estimate of the expenses to be expected during the period of attendance.
   5. Students admitted to the Program with a GPA of 3.0 or above on a 4.0 scale will be eligible for a partial tuition waiver, effectively reducing their tuition to that of an Illinois resident student in the same program.
   6. In addition to tuition, students are responsible for the following costs: international travel; room, board, and living expenses; fees; and mandatory health insurance for international students.
   7. Students will be eligible for financial aid according to the policies of each institution attending. Each Party will provide information on financial aid availability and application procedures.
5. **Degree Completion and Conferral**
6. The Parties agree to share detailed curricular information, including course syllabi, and communicate any changes to degree completion requirements that may impact time to degree completion and related expenses.
7. Appendix describes the specific courses and credit hour requirements by year for this program at both universities.
8. The Degree degree from SIU will be awarded to students upon successful completion of all the program requirements.
9. **Communications & Notices**

The name and contact information of the Parties’ respective liaison persons are:

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| --- | --- |
| *SIU Liaison’s Information*  *Name: Click to enter the name*  *Title: Click or tap here to enter text.*  *School: Click or tap here to enter text.*  *Email Address: Click or tap here to enter text.* | *Partner Institution’s Liaison’s information*  *Name: Click or tap here to enter text.*  *Title: Click or tap here to enter text.*  *Department: Click or tap here to enter text.*  *Email Address: Click or tap here to enter text.* |
|  |  |
| *And* | *And* |
| *Center for International Education*  *Name: Peter Li*  *Title: Director, Center for International Education*  *Email Address:* [*Peter.Li@siu.edu*](mailto:Peter.Li@siu.edu)  *Phone: 618-453-5774* | *Partner university’s international office.*  *Name: Enter the contact person’s name*  *Title: Click or tap here to enter the text.*  *Email Address: Click or tap here to enter text.*  *Phone: Click or tap here to enter text.* |

All notices or communications required or permitted by this agreement shall be in writing and shall be sent to the Party to whom such notice is directed by a recognized international courier service (next-day or two-day service required) or via electronic mail to a regularly monitored electronic mail address to the appropriate Party liaison identified in this section.

1. **Duration and Amendment**
   1. This Agreement shall be in force and binding upon the Parties commencing on the Effective Date and continuing for five (5) years. The term may be renewed or extended only upon a further written agreement signed by each Party’s authorized representative. Either Party may terminate this Agreement with ninety (90) days prior written notice. Notwithstanding the foregoing, either Party may terminate this Agreement immediately upon written notice to the other Party if, in the sole judgment of the Party providing such notice, said termination is required by applicable law, legal process, or the order of a court or administrative body of competent jurisdiction; or if continuing in the Agreement puts the terminating Party at risk of violating applicable law, legal process, or order of a court or administrative body of competent jurisdiction.
   2. This Agreement may be amended only by further written agreement signed by an authorized representative of each Party.
2. **General** 
   1. To remove any doubt and notwithstanding any other term or condition of this Agreement, it is acknowledged and agreed that all admissions of students to Southern Illinois University, enrollment in its academic programs, and degree completion and conferral are subject to applicable law and the then-current policies of Southern Illinois University, including without limitation the Undergraduate or Graduate catalog as applicable.
   2. Every reference to a date in this Agreement, and the determination of any time period or date necessary to implement the terms and conditions of this Agreement, shall be based upon the time zone in which SIU is located.
   3. This Agreement represents the entire agreement and understanding of the Parties regarding the subject matter hereof and supersedes all prior or contemporaneous agreements or understandings, oral or written, regarding the same.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized, respective officers, and by doing so, hereby affirm that the terms and conditions herein are mutually enforceable on behalf of and against each party.

**Approved:**

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| BOARD OF TRUSTEES OF SOUTHERN ILLINOIS UNIVERSITY |  | Partner Institution |
|  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Austin A. Lane, Chancellor  Southern Illinois University Carbondale  Date: |  | Name and title of the Partner Institution’s president.  Partner Institution  Date: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Daniel F. Mahony, President  Southern Illinois University System  Date: |  |  |

**Appendix: Sample Plan of Study**

Program participants are expected to be full-time students in Major at Partner Institution for the first three years and transfer to SIU as a full-time student in Major.

**Anticipated Plan of Study by year**

*[List courses, credit hours, and course type (in residence, online, other) or other types of requirements such as thesis, internship, project, performance, etc.]*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner Institution** | | | |  | **Partner Institution** | | | | |
| **Year I** | | | |  | **Year III** | | | | |
| No | *Course/Other* | Description | Hr. |  | No | *Course/Other* | Description | | Hr. |
| 1 |  |  |  |  | 1 |  |  | |  |
| 2 |  |  |  |  | 2 |  |  | |  |
| 3 |  |  |  |  | 3 |  |  | |  |
| 4 |  |  |  |  | 4 |  |  | |  |
| 5 |  |  |  |  | 5 |  |  | |  |
| 6 |  |  |  |  | 6 |  |  | |  |
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| 8 |  |  |  |  | 8 |  |  | |  |
| 9 |  |  |  |  | 9 |  |  |  | |
| 10 |  |  |  |  | 10 |  |  |  | |
| 11 |  |  |  |  | 11 |  |  |  | |
| 12 |  |  |  |  | 12 |  |  |  | |
| 13 |  |  |  |  | 13 |  |  |  | |
| 14 |  |  |  |  | 14 |  |  |  | |
| 15 |  |  |  |  | 15 |  |  |  | |
| **Year II** | | | |  | Southern Illinois University | | | | |
| No | Course/Other | Description | Hr. |  | **Year IV**, (the year at SIU) | | | | |
| 1 |  |  |  |  | No | Course/Other | Description | Hour | |
| 2 |  |  |  |  | 1 |  |  |  | |
| 3 |  |  |  |  | 2 |  |  |  | |
| 4 |  |  |  |  | 3 |  |  |  | |
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| 14 |  |  |  |  | 13 |  |  |  | |
| 15 |  |  |  |  | 14 |  |  |  | |
| 16 |  |  |  |  | 15 |  |  |  | |