

Protocol for the Execution of the Agreement
between
The Army Polytechnic School of Ecuador (ESPE)
and
Middle Tennessee State University (MTSU)

In accordance with Article 2 of the agreement subscribed to on the October 27, 1993, in Murfreesboro, Tennessee, and in part on November 4, 1993, this document is submitted for approval for the exchange period 1994-1996, including subsequent exchange periods, and also supersedes the protocol subscribed to in March 1994, as proposed by Dr. James E. Walker, President of Middle Tennessee State University (MTSU) to Colonel Wilson Torres Zapata, Rector of the Army Polytechnic School of Ecuador (ESPE). Middle Tennessee State University shall be referred hereinafter as MTSU and The Army Polytechnic School of Ecuador shall be referred hereinafter as ESPE.

Section I. Program Development and Areas of Cooperation

1. MTSU and ESPE will develop plans for programs of study for their different faculties, schools, and institutes, and that both will make available to each other such plans as they are developed.
2. MTSU and ESPE may also cooperate in the preparation of scholarly publications of scientific and other academic interest that may be jointly edited and published. The content and frequency of publication may be determined at a later date.

Section II. Student Exchange

1. Each academic year ESPE and MTSU may exchange a mutually agreed upon number of students, not to exceed five (5), to be determined at least four (4) months prior to their arrival in MTSU.
2. MTSU and ESPE agree that only graduate students will remain to pursue their master's degrees under the current terms. Furthermore, both institutions agree that the graduate students would complete their degree programs by May 1996. Students who don't complete their degree programs by the designated date, unless hampered by extenuating circumstances, shall be responsible for all their expenses if they desire to continue in the program.
3. Effective the end of the 1994-95 academic year, ESPE undergraduate students participating in the exchange program shall return to their home country. They may, however, be able to remain and pursue degree programs, if funding was available to them through their home institution or through private sources.

4. All exchange participants pursuing degree programs must meet all the requirements for admission as stated in the host institution's catalogs prior to their departure from their home country.
5. There shall be no new ESPE students to come to MTSU under the exchange program and under the current terms for the 1995-96 academic year.
6. Beginning academic year 1996-97, each institution shall make every attempt to exchange the same number of students each academic term. An imbalance in the student exchange shall not be allowed to exceed five (5) participants during any one academic year.
7. At the time the exchange limit is reached in a given academic year, the institution with the deficit has the option to limit continued acceptance of students to those that are fully funded, e.g., tuition, fees, housing, meals, transportation, health insurance and personal expenses, by the sending institution or the student participant. This provision is retroactive to include the current exchange balance.
8. Fully funded students are welcome either at the undergraduate or graduate level. Change of Visa category may be necessary for these students, and determination of the visa is contingent upon type of sponsorship.
9. An academic year at MTSU is defined as the period beginning in the fall semester (August) and ending in the spring semester (May). A student may participate in the exchange program for no more than two (2) semesters.
10. Each institution shall adhere to the following provisions:
 - a. Travel expenses are the responsibility of the exchange participant.
 - b. Each exchange participant shall pay tuition, fees, housing, meals to his or her home institution, thereby covering said fees for his or her exchange counterpart. The host institution will make available to each exchange student university housing, meal services, and student services available to regularly enrolled students at the institution, including health services and internal transportation.
 - c. Exchange participants who prefer to live off campus may do so at their own expense, however, the host institution is not responsible for locating off-campus housing. Notification of housing preferences (on-campus or off-campus) should be submitted to the host institution two (2) months prior to arrival. Withdrawals from university housing will not be permitted until the end of the academic term.
 - d. The host institution shall not provide housing, meal plan, or other benefits to spouses or

dependents of exchange participants. Exchange participants who intend to bring dependents may apply for MTSU family housing, however, they should do so at least six (6) months prior to their arrival. All expenses for MTSU family housing must be the responsibility of the individual sponsor of that family.

- e. The exchange student participant is responsible for obtaining health insurance coverage that will be accepted at medical facilities in the host country and that the coverage meets the requirements of the host institution.
- f. ESPE and MTSU shall make available to each other a list of the selected student exchange participants at least four (4) months prior to the academic term for which they intend to enroll. Student exchange participants will be required to submit admission applications, official transcripts from all universities attended, and degree certificates, in addition to other documents as required by the host institution at least two (2) months prior to registration. The sending institution shall select student participants who possess a high level of proficiency with the English and Spanish language.

Section III. Faculty and Professional Staff Exchange

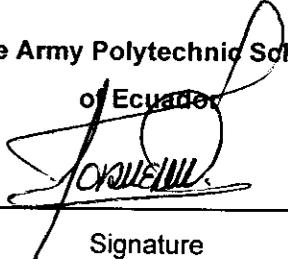
In the case of exchanges of faculty and/or professional staff the following provisions apply:

1. Each academic year MTSU and ESPE may exchange a mutually agreed upon number of faculty and/or professional staff to be determined at least four (4) months prior to their arrival.
2. An academic unit of either MTSU or ESPE may extend an invitation to faculty at the other institution to conduct teaching or research within that unit. The academic unit that extends the invitation will be responsible for providing housing and subsistence for visiting faculty member(s). The visiting faculty member(s) are responsible for all travel expenses and support of any accompanying dependents.
3. An academic unit of either MTSU or ESPE may offer their professional services to the other institution. The academic unit must make a written proposal to the host institution.
4. Visiting faculty may enroll in courses for audit at their own expense. Visiting faculty will not be permitted to pursue formal degree programs as a part of this exchange agreement.
5. ESPE and MTSU, upon mutual agreement, have the option to send professional administrative officials for the purpose of observation and training in areas other than academic units.
6. In all exchanges of academicians and administrators familiarity with English and Spanish is to be encouraged.

Section IV. Additional Provisions

1. Coordination of the ESPE-MTSU exchange is critical to ensuring effective and productive interchanges and sustaining an enduring institutional linkage. The International Programs and Services Office (IPSO) is the primary administrative body that shall monitor and coordinate the activities of this agreement at MTSU. At ESPE this shall be _____
In addition, a faculty contact shall be named by each institution to assist with academic aspects of the agreement. The designated offices and/or persons shall cooperate and collaborate to facilitate the maintenance and development of the exchange.
2. Each exchange participant will submit a program evaluation to be presented to both institutions at the end of the exchange period. These evaluations, along with annual evaluation reports submitted by the designated offices of each institution, shall be used to assess the exchange program and in future deliberations for improving the agreement.
3. MTSU and ESPE agree to draft one definitive and comprehensive document that will consist of those provisions and guidelines agreed upon by both parties and shall supersede all previous agreements, both oral and written. The comprehensive document shall be drafted six (6) months prior to the end of the 1995-1996 exchange period and, after review and approval by both parties, shall become the sole working paper for the exchange agreement and for future revisions, amendments, or for the purposes of termination of the agreement.

This agreement is written in English and Spanish. The parties agree to the aforementioned provisions and affirm with the signatures below:

The Army Polytechnic School
of Ecuador


Signature
Rector of the Army Polytechnic
School of Ecuador

Name and Title

Middle Tennessee State University


Signature
President
Middle Tennessee State University

Name and Title

WILSON TORRES ZAPATA
CORONEL DE ESTADO MAYOR CONJUNTO _____

Date

Date

ABRIL DE 1995



Office of the President

110 Cope Administration Building
Middle Tennessee State University
Murfreesboro, Tennessee 37132
(615) 898-2622
FAX: (615) 898-2507

*Protocol for the Execution of the Agreement
between
The Army Polytechnic School of Ecuador (ESPE)
and
Middle Tennessee State University (MTSU)*

In accordance with Article 2 of the agreement subscribed to on October 27, 1993 in Murfreesboro, Tennessee, and in part on November 4, 1993, this document is submitted for approval for the exchange period 1996-97, and also supersedes the protocol subscribed to in April 7, 1995 as proposed by Dr. James E. Walker, President of Middle Tennessee State University (MTSU) to Colonel Wilson Torres Zapata, Rector of the Army Polytechnic School of Ecuador which shall be referred hereinafter as ESPE.

Section I. Program Development and Areas of Cooperation

- 1. MTSU and ESPE will develop plans for programs of study for their different faculties, schools and institutes, and both will make available to each other such plans as they are developed.*
- 2. MTSU and ESPE may also cooperate in the preparation of scholarly publications of scientific and other academic interest that may be jointly edited and published. The content and frequency of publication may be determined at a later date.*

Section II. Student Exchange

- 1. For the 1997 spring and fall semesters, MTSU will accept only five (5) qualified students. The list of the five qualified students along with relevant documents for admission shall be submitted to the International Programs and Services Office (IPSO) at least four (4) months prior to their arrival at MTSU.*
- 2. MTSU and ESPE agree that both graduate and undergraduate students may participate in the program, but no student may stay longer than one academic year. Students who wish to pursue a degree, however, may do so through the sponsorship of their home institution or private sources.*
- 3. All exchange participants pursuing degree programs must meet all the requirements for admission as stated in the host institution's catalog prior to*

A Tennessee Board of Regents Institution

MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities.

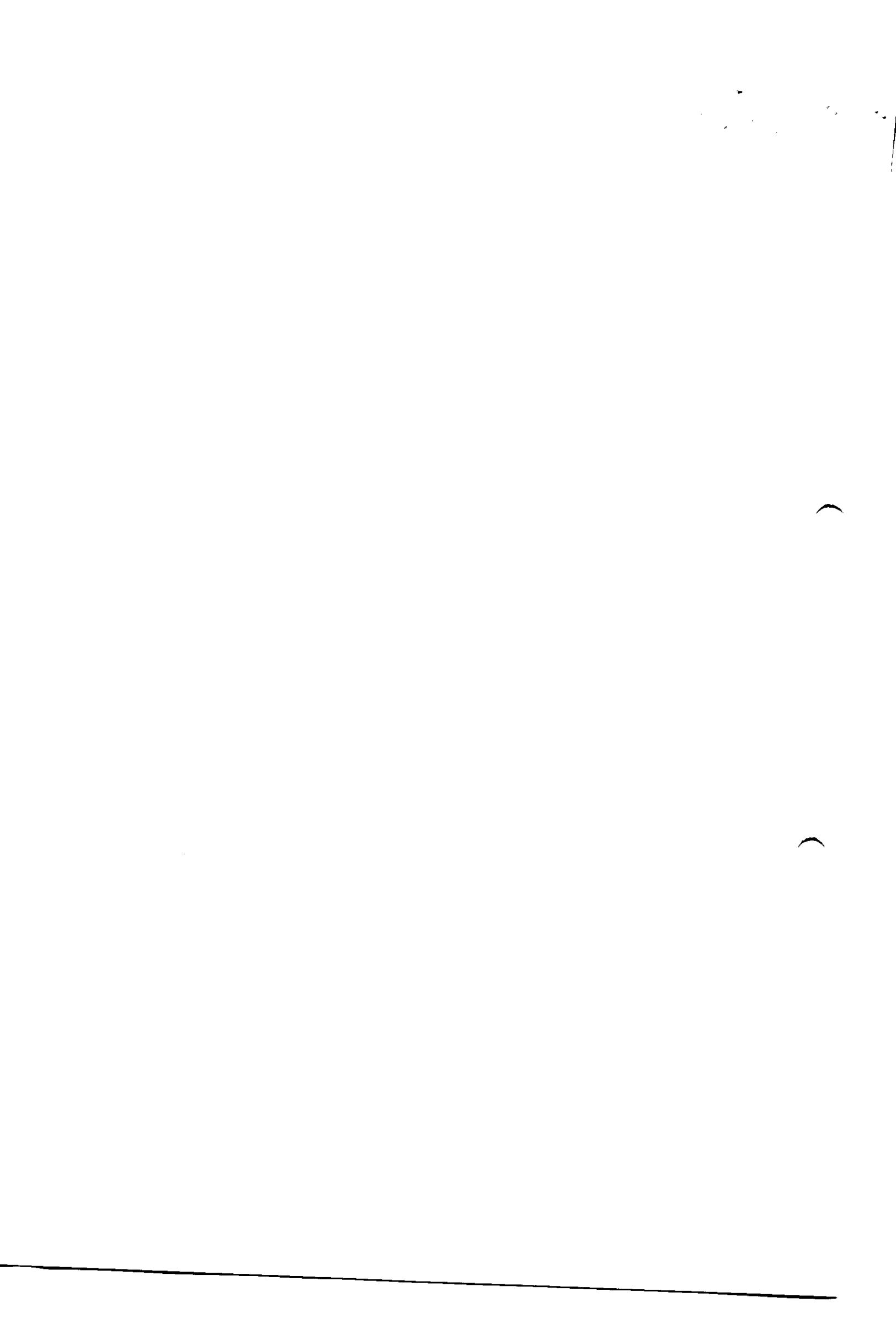
their departure from their home country.

4. *ESPE students coming to MTSU under the exchange agreement for the 1997 spring and fall semesters, shall depart from MTSU by the end of December, unless they find other sources of funding.*
5. *Each institution shall adhere to the following provisions:*
 - a. *Travel expenses are the responsibility of the exchange participant.*
 - b. *Each exchange participant shall pay tuition, fees, housing, and meals to his/her home institution, thereby covering said fees for his/her exchange counterpart. The host institution will make available to each student university housing, meal services, student services, health services, and on-campus transportation available to regularly enrolled students at the institution.*
 - c. *Exchange participants who prefer to live off campus may do so at their own expense. The host institution, however, is not responsible for locating off-campus housing. Notification of housing preferences (on-campus or off-campus) should be submitted to the host institution six (6) months prior to arrival. Withdrawals from university housing will not be permitted until the end of the academic term.*
 - d. *The host institution shall not provide housing, meal plan or other benefits to spouses, dependents, or guests of exchange participants. Exchange participants who intend to bring dependents may apply for MTSU family housing, however, they should do so at least six (6) months prior to their arrival. The difference in rental rate in family housing must be the responsibility of the student or the sponsor.*
 - e. *The exchange student participant is responsible for obtaining health insurance coverage that will be accepted at medical facilities in the host country and that meets the requirements of the host institution.*

Section III. Faculty and Professional Staff Exchange

In the case of exchanges of faculty and/or professional staff, the following provisions apply:

1. *Each academic year MTSU and ESPE may exchange a mutually agreed upon number of faculty and/or professional staff to be determined at least*



four (4) months prior to their arrival.

2. *An academic unit of either MTSU or ESPE may extend an invitation to faculty at the other institution to conduct teaching or research within that unit. The academic unit that extends the invitation will be responsible for providing housing and subsistence for visiting faculty member(s). The visiting faculty member(s) are responsible for all travel expenses and support of any accompanying spouses, dependents or guests.*
3. *An academic unit of either MTSU or ESPE may offer their professional services to the other institution. The academic unit must make a written proposal to the host institution.*
4. *Visiting faculty may enroll in courses for audit at their own expense. Visiting faculty will not be permitted to pursue formal degree programs as part of this exchange agreement.*
5. *ESPE and MTSU, upon mutual agreement, have the option to send professional administrative officials for the purpose of observation and training in areas other than academic units.*
6. *In all exchanges of academicians and administrators, familiarity with English and Spanish is to be encouraged.*

Section IV. Additional Provisions

1. *Coordination of the ESPE and MTSU exchange is critical to ensuring effective and productive interchanges and sustaining an enduring institutional linkage. The International Programs and Services Office (IPSO) is the primary administrative body that shall monitor and coordinate the activities of agreement at MTSU. At ESPE the exchange programs shall be monitored by RR:II Department. In addition, a faculty contact shall be named by each institution to assist with academic aspects of the agreement. The designated offices and/or persons shall cooperate and collaborate to facilitate the development and maintenance of the exchange.*
2. *Each exchange participant will submit a program evaluation to be presented to both institutions at the end of the exchange period. These evaluations, along with annual evaluation reports submitted by the designated offices of each institution, shall be used to assess the exchange in future deliberations for improving the agreement.*
3. *By the end of December 1997, ESPE will have sent twenty four (24)*

student, while MTSU has been unable to reciprocate by sending its own students. Given the financial constraints MTSU and other public institutions are experiencing because of lack of additional funding from the State of Tennessee, MTSU will have to suspend the student exchange as of December 1997. Should MTSU be successful in the future in sending students to ESPE, the exchange will be resumed.

4. In the event MTSU is able to recruit students to go to ESPE and the exchange resumes, both institutions shall make available to each other a list of the selected student exchange participants along with all relevant documents required for admission at least four (4) months prior to the academic term for which they intend to enroll. The sending institution shall select student participants who possess a high level of proficiency with the English and Spanish languages.
5. When the exchange resumes, the agreement shall be reviewed each year to determine whether moneys are available for this project to continue the following year. This agreement is written in English and Spanish. The parties agree to the aforementioned provisions and affirm with the signatures below:



The Army Polytechnic School
of Ecuador

Wilson Torres Zapata
Signature

Ing. Wilson Torres Zapata
Colonel, Principal
Name and Title

November, 25, 1996
Date

Middle Tennessee State
University

James E. Walker
Signature

James E. Walker, President
Name and Title

October 15, 1996
Date