

**Memorandum of Agreement**

**Between**

**HuaZhong Agricultural University, China**

**And**

**University of \*\*\*\*\*\*\*\*\*\*\***

**Concerning 3+2 Master’s Degree Program**

**Article One General Provisions**

1. The University of \*\*\*\*\*\*\*\*\*\*\* and HuaZhong Agricultural University hereby agree to implement a collaborative educational program that promotes internationalized education, cultural exchange and collaboration in areas of common interest and benefit to both institutions according to the following terms and conditions.

1.1 **Parties in Cooperation**

1. **HuaZhong Agricultural University (HZAU)**, People’s Republic of China

Program Representative:

Address: #1 NanHuShizishan Street, Wuhan, Hubei Province, China, 430070

**Department of Human Nutrition, Food and Animal Sciences (\*\*\*\*\*\*\*\*\*\*\*), University of \*\*\*\*\*\*\*\*\*\*\*, United States of America**

Program Representative: Dr.\*\*\*\*\*\*\*\*\*\*\*

Address: \*\*\*\*\*\*\*\*\*\*\*

1. Both parties in cooperation will act as the Joint Management Committee for the “3 + 2 Undergraduate – Graduate Program “(herein after called the 3+2 Program)”.This Committee will be comprised of 4 people from both parties and will be responsible for the sound development and operation of this cooperative program. A \*\*\*\*\*\*\*\*\*\*\* representative will serve as Committee Chair and a representative from HZAU will serve as Vice Chair. The proportional representation of each committee will be 2 from HZAU and 2 from \*\*\*\*\*\*\*\*\*\*\*-\*\*\*\*\*\*\*\*\*\*\*.
2. The Joint Management Committee will be appointed for a term of five years with the possibility of renewal. The Joint Management Committee shall be notified in writing of any replacement or supplement of its members by the party concerned. The substitute member’s duration of appointment shall not exceed the remaining time of the ex-member’s term of office.

**1.2** **Program Name**

The 3 + 2 Program is exclusively for students in HZAU who qualify for enrollment by exception in the Master’s Degree Programs in,\*\*\*\*\*\*\*\*\*\*\*. The 3+2 program will be jointly implemented and administered by HZAU and \*\*\*\*\*\*\*\*\*\*\*. HZAU students from the following colleges will be eligible to apply the 3+2 program:

College of Animal Science &Technology

College of Food Science & Technology

The available Master’s programs of \*\*\*\*\*\*\*\*\*\*\* covered by this 3+2 program are:

* Animal Sciences
* Food Sciences

**Article Two Operation of the Cooperative Program**

1. **The following provisions govern eligibility for program participation.**

**2.1** **Requirements for All Students**

1. All student applicants must satisfy \*\*\*\*\*\*\*\*\*\*\* admission requirements for international graduate students (detailed admission requirements are listed in Section 2.3 and Section 3);
2. All students must meet the academic standards of \*\*\*\*\*\*\*\*\*\*\*\*\*\* and HZAU
3. Failure to maintain these standards may result in termination of study.

**2.2 Student Recruitment**

1. HZAU will begin the process of program recruitment at the time freshmen are accepted to the University. At that time, HZAU faculty will recruit promising students and supervise the process through which they apply to the 3+2 Program. At that time, HZAU and \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* faculty will jointly administer the student selection process. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* will make the final decision on the student admission.
2. All students accepted into the program at the start of their freshman year must successfully meet all the following requirements within the three years they study at HZAU:
	* 1. Successfully maintain at least a grade-point average (GPA) 3.0 or an average grade of at least 75 out of 100-scale point;
		2. Prepare for taking the English tests (TOEFL or IELTS) required by \*\*\*\*\*\*\*\*\*\*\* Office of Graduate Education for international graduate students,
		3. Prepare for taking GRE required by \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*.
3. HZAU students who successfully meet all the requirements above at the end of their junior year will be qualified to apply to the Master’s program in \*\*\*\* at \*\*\*\*\*\*\*\*\*\*\* through 3+2 program. After they meet all international graduate student admission requirements of \*\*\*\*\*\*\*\*\*\*\*, they will begin their study at \*\*\*\*\*\*\*\*\*\*\* in the Fall of the senior year.

 D. The number of the first cohort of 3+2 students may not exceed **10**.

**2.3** **Huazhong Agricultural University Student Participation Requirements:**

1. Prior to beginning the \*\*\*\*\*\*\*\*\*\*\* portion of the 3+2 Program, HZAU students in the program will have:
2. Finished all the core course work required by their undergraduate programs with the exception of the culminating project. This culminating project will have to be finished during the students' first-year residency at \*\*\*\*\*\*\*\*\*\*\* and will be sent back to HZAU for grading;
3. Taken the Test of TOEFL-Internet Based, TOEFL-Paper Based or IELTS and passed the minimum score required by the \*\*\*\*\*\*\*\*\*\*\* Office of Graduate Education (See Section 3 below);
4. GPA that meets the requirement of \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* (minimum GPA 3.0 or 75 out of 100-scale);
5. Successfully completed all application documents required for \*\*\*\*\*\*\*\*\*\*\* graduate program admission and a student visa to study in the United States. Official transcripts from partner institution and any other institution of higher learning attended by the candidate for graduate admission will need to be sent to \*\*\*\*\*\*\*\*\*\*\*’s Office of Graduate Education for evaluation. Transcripts from non-English-speaking institutions will be translated by an appropriate authority (determined by \*\*\*\*\*\*\*\*\*\*\* Office of Graduate Education) and evaluated for equivalency regarding coursework*. (Detailed application checklist is provided as Appendix I)*
6. All 3+2 students’ applications should be mailed or transported in person to \*\*\*\*\*\*\*\*\*\*\* Office of Graduate Education as a 3+2 application package. The mailing address of Office of Graduate Education-Student Services is:

University of \*\*\*\*\*\*\*\*\*\*\*

Office of Graduate Education –3+2 Program

\*\*\*\*\*\*\*\*\*\*\*

B. Upon completion of the requirements in Section 2.3.A above, HZAU students will be admitted by exception into the 3 + 2 Master’s Programs in \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*. To achieve classified status in the graduate program, students must enroll in an academic program as follows:

First year of Master’s program at \*\*\*\*\*\*\*\*\*\*\*

In the Fall and Spring semesters of the first year at \*\*\*\*\*\*\*\*\*\*\*, HZAU students maintain conditional graduate student status and:

1. Finish their cumulating paper project for fulfilling their bachelor’s degree requirement;
2. Enroll full-time in the \*\*\*\*\*\*\*\*\*\*\* program (minimum 8 credits per semester are required for students to maintain fulltime status) and take the prescribed coursework for the \*\*\*\*\*\*\*\*\*\*\* Master’s degree;
3. Maintain a GPA of at least 3.0;
4. Students who meet English requirements as a result of their TOEFL or IELTS scores may still be asked to enroll in the **E**nglish **L**anguage **I**nstitute courses after testing. Students may be placed into ELI 70 or 80 classes after ELI placement testing. This instruction will help the student succeed in an English-based academic environment. ELI courses may incur extra tuition costs according to the \*\*\*\*\*\*\*\*\*\*\*’ published tuition and fees standard;

e. In order to continue as a classified Master’s candidate, students need to show evidence that they have completed all of the necessary requirements for a bachelor’s degree conferral. The following documents are required to be submitted to the Office of Graduate Education Student Services office before the start of students’ second year at \*\*\*\*\*\*\*\*\*\*\*:

One full official transcript of undergraduate program in Chinese

One official certified English translation of the full transcript

One official copy of bachelor degree certificate in Chinese

One official certified English translation of bachelor degree certificate

 (Official academic documents from all Chinese institutions must bear the red inked or embossed seal of the institution)

f. Failure to produce official records of the bachelor’s degree conferral will automatically restrict any future registration and students will not be able to continue in their Master’s program at the \*\*\*\*\*\*\*\*\*\*\*.

1. Timetables for Enrollment

Students who are freshmen at HZAU during the 2014 academic year will be the 3+2 Program’s first official cohort. They may begin their Graduate Preparation Year in the Fall semester of 2017.

The application deadline for Fall semester is April 1st. If any student intends to apply for Spring admission, please check with the \*\*\*\*\*\*\*\*\*\*\* 3+2 Program in advance.

**Article Three Required English Proficiency**

**3.** **Testing**

Students in the 3+2 Program must take and pass an approved English proficiency exam prior to admission as per the current \*\*\*\*\*\*\*\*\*\*\* admission requirement. Currently, the approved English proficiency exams are the Internet-based TOEFL (IBT) with a minimum score of 85, paper-based TOEFL(PBT) with a minimum score of 560, or the Academic International English Language Test System (IELTS-Academic) with a minimum score of 6.5 (with no less than 6.0 of each subject).

GRE will be required by the end of the first academic year at \*\*\*\*\*\*\*\*\*\*\*.

**Article Four Huazhong Agricultural University Student Participation in the 3+2 Program**

1. **Degree**

Upon successful completion of all course work and graduate program requirements in the \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*, HZAU students will be granted a Master’s Degree in Animal Science or a Master’s Degree in Food Science from \*\*\*\*\*\*\*\*\*\*\*.

**4.1 Degree Requirements**

During enrollment in the 3+2 Master’s program at \*\*\*\*\*\*\*\*\*\*\*, HZAU students will:

a. Follow all \*\*\*\*\*\*\*\*\*\*\* policies and regulations;

b. Follow the curriculum, teaching plans, course syllabi and requirements, and instructional resources (textbooks. Software, instruments, etc.) required by the \*\*\*\*\*\*\*\*\*\*\* and \*\*\*\* faculty;

c. Complete all required and elective courses and related degree requirements (e.g., fieldwork, practicum, etc) within two calendar years.

**4.2 Fees**

During enrollment in the 3+2 Program at \*\*\*\*\*\*\*\*\*\*\*, HZAU students will:

a. Pay \*\*\*\*\*\*\*\*\*\*\* international graduate student tuition (tuition rate may vary depending upon the number of credits taken) and \*\*\*\*\*\*\*\*\*\*\* mandated student fees;

b. Cover all costs associated with travel, study, living expenses, graduation, field trips, and health insurance;

c. Be responsible for all other personal expenses.

**4.3 Scholarship**

HZAU students who enter the master’s programs at \*\*\*\*\*\*\*\*\*\*\* through 3+2 program will be offered the \*\*\*\*\*\*\*\*\*\*\* Graduate Education International Partnership Scholarship by \*\*\*\*\*\*\*\*\*\*\* Office of Graduate Education. The amount of scholarship is $2,000 per semester and will be offered to all 3+2 students for only two academic years (Fall/Spring, summer sessions are excluded). There are requirements and restrictions applied for the scholarship awardees. \*\*\*\*\*\*\*\*\*\*\* reserves the right of the final explanation of the scholarship program.

**Article Five Indemnification**

**5.** Each party to this agreement agrees to indemnify and hold each of the other parties harmless against any and all liability, claims and damages arising out of or caused by that party’s negligent or intentional acts.

**Article Six Termination and Amendment of Memorandum of Agreement**

**6. Ratification of the Memorandum of Agreement.**

This agreement must be ratified by the approving authorities at \*\*\*\*\*\*\*\*\*\*\* and HZAU to become effective and will be valid for five years.

**6.1 Amendment**

Any amendment to this agreement shall become effective only after the written consent of legal representatives of both \*\*\*\*\*\*\*\*\*\*\* and HZAU.

**6.2 Termination**

If this agreement is terminated due to any unexpected event that prevents one of the parties from doing something that was promised under the terms of this Memorandum of Agreement, termination will be performed through the written agreement of the legal representatives of both parties and will become effective only after its ratification by the legal representatives of both parties.

**6.3 Language**

This agreement is written in English and Chinese. These two versions are equally valid after being signed by the legal representatives of both parties.

**Article Seven Application of Law and Settlement of Disputes**

**7.** The implementation and explication of this agreement should obey the laws of the People’s Republic of China, the laws of the United States, and the laws of the State of \*\*\*\*\*\*\*\*\*\*\*. The settlement of disputes concerning the affairs occurring in the\*\*\*\*\*\*shall follow the laws of the\*\*\*\*\*\*and the State of \*\*\*\*\*\*\*\*\*\*\*. The settlement of disputes concerning the affairs occurring in the People’s Republic of China shall follow the law of People’s Republic of China.

7.1 Should any dispute arise in the implementation of this Memorandum of Agreement, it shall be settled through negotiation. If the dispute cannot be settled, both parties agree to go to arbitration and submit their case to the arbitration board in the country in which the dispute arose.

**Article Eight Additional Considerations**

**8.** Administrators and faculty of \*\*\*\*\*\*\*\*\*\*\* and HZAU will make reasonable efforts to make good will visits to each other’s institutions.

8.1 Both parties agree that the academic and disciplinary policies and requirements of both educational institutions shall be respected and that all current applicable policies will be transferred to the other institution and carefully followed.

8.2 Both institutions agree to comply with all federal, state, and local laws, rules, regulations, and executive orders of the host country.

8.3 Both parties may send administrators and faculty to the other institution at their own expense for the purpose of supervising and appraising the teaching quality and educational administration.

8.4 This agreement may not be renewed by either institution without the advance written consent of the other party.

8.5 Adherence to the provisions of this agreement shall be binding upon both current and future administrations of both parties for the duration of the Memorandum of Agreement.

8.6 Any notice to either institution related to this Memorandum of Agreement must be in writing and signed by the legal representative or designee, and shall be deemed sent when mailed postage prepaid by certified, express mail, or other overnight mail service or hand delivered and addressed as follows:

**Huazhong Agricultural University contact information**

Name

Title

Huazhong Agricultural University

Email:

Mailing Address:

\*\*\*\*\*\*\*\*\*\*\* contact information

Dr.\*\*\*\*\*\*\*\*\*\*\*

Chair, Department of Human Nutrition, Food and Animal Sciences

University of \*\*\*\*\*\*\*\*\*\*\*

Email: \*\*\*\*\*\*\*\*\*\*\*\*

Mailing Address: \*\*\*\*\*\*\*\*\*\*\*

**Signed and Dated:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\*\***

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Wuhan, Hubei, China \*\*\*\*\*\*\*\*\*\*\*

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**\*\*\*\*\*\*\*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\*\*\***

\*\*\*\*\*\*\*\*\*\*\* Dean, Graduate Education

Huazhong Agricultural University University of \*\*\*\*\*\*\*\*\*\*\*

Wuhan, Hubei, China \*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Appendix I:**

**University of \*\*\*\*\*\*\*\*\*\*\* Graduate Education Admission Checklist**

PLEASE PROVIDE THIS CHECKLIST TO STUDENT APPLICANT(S)

The following is a list of admissions requirements that the Office of Graduate Education requires in order to process your admissions application for the 3+2 program.

* \*\*\*\*\*\*\*\*\*\*\* 3+2 Program Online Application: \*\*\*\*\*\*\*\*\*(submit online)
* University of \*\*\*\*\*\*\*\*\*\* Graduate Admissions Application and Fee Payment Form [http://manoa.\*\*\*\*\*\*\*\*\*\*\*.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms)(print out the form and fill in. Please indicate you are applying for “3+2 in Education”)
* Confidential Financial Statement for International Applicants: [http://\*\*.\*\*\*\*\*\*\*\*\*\*\*.edu/graduate/content/forms](http://**.***********.edu/graduate/content/forms)(Print out the form and fill in. Please provide enough funding resources as indicated on the page 1 of the form)
* One copy of Passport
* One official transcript in Chinese
* One official certified English translation of transcript

 **Please note that all academic documents from all Chinese institutions must bear the red inked or embossed seal of the institution.**

* Official English Proficiency Test Results (TOEFL or Academic IELTS) must be sent from the testing organization and received by our institution. If you are sitting for the TOEFL exam, the University of Hawai‘i at Minoa ETS school code is\*\*\*\*\*\*. [http://manoa.\*\*\*\*\*\*\*\*\*\*\*.edu/graduate/content/standardized-exams](http://manoa.hawaii.edu/graduate/content/standardized-exams)
* **\*\*\*\* master’s program internal application and materials**:
* Submit an Objective Statement (500-1,000 typed words statement indicating what your objectives are for pursuing a graduate degree. The statement should include information on: 1) your long-term career goals; 2) how a master’s degree will help you attain those goals; 3) a description of research, educational, and/or professional experiences that make you a strong candidate for the intended master’s program; and 4) any other information that you feel is pertinent and will aid the selection committee when reviewing your application);
* Resume or CV;
* Three Letters of Recommendation.

The **Mailing Address** of \*\*\*\*\*\*\*\*\*\*\* 3+2 Programs is:

*University of \*\*\*\*\*\*\*\*\*\*\*\*\**

*Office of Graduate Education – 3+2 Programs*

*\*\*\*\*\*\*\*\*\*\*\**

For any question regarding \*\*\*\*\*\*\*\*\*\*\* 3+2 Program, please contact the **\*\*\*\*\*\*\*\*\*\*\* 3+2 Program Coordinator**:

*Email:* *\*\*\*\*\*\*\*\*\*\*\*.*

*Phone Number: \*\*\*\*\*\*\*\**