MEMORANDUM OF AGREEMENT

between

The Pennsylvania State University
Commonwealth Campuses (India Initiative)
United States of America

and

Charotar University of Science & Technology
Changa, India

The Charotar University of Science & Technology ("CHARUSAT") and The Pennsylvania State University Commonwealth Campuses, United States of America ("Penn State") are institutions of higher education which provide academic programs in the field of information science. This agreement is intended to establish a collaborative program in which students will obtain a Penn State baccalaureate degree in Information Sciences & Technology ("IST") by first completing two years of defined study at CHARUSAT, and then completing two years of study at a campus of Penn State ("2+2 IST program"). The two institutions agree to the following:

I. Objective

A. Overall Objective:

To promote the development of academic, scientific, technical, and cultural relations between the two organizations, including, but not restricted to an undergraduate 2+2 IST program, scientific research, professional development, and technical cooperation.

B. Scope of Cooperation:

1. Students will enroll at CHARUSAT in a pre-approved series of courses which parallels Penn State’s College of Information Sciences and Technology curriculum (Information Systems: Design and Development or Information Technology: Integration and Application option). Satisfactory completion of this component will enable students to apply to and, if accepted, to enroll at Penn State. Each student will be assigned to one of eight Commonwealth campuses (Penn State Berks, Greater Allegheny, Hazelton, Lehigh, Schuylkill, Wilkes-Barre, Worthington-Scranton, or York) by the Director of Commonwealth Campuses India Initiative. After satisfactory completion of all degree requirements at the designated campus, the student will be awarded Bachelor of Science (B.S.) degree in Information Sciences & Technology by Penn State University through the College of Information Sciences and Technology at Penn State.
2. The Director of Commonwealth Campuses India Initiative will discuss possible professional development and curriculum enhancement for CHARUSAT faculty with his counterparts at CHARUSAT.

II. Procedures for Students

A. Coursework at CHARUSAT:

Students from CHARUSAT will complete a two year curriculum, equivalent to approximately 64 credits, which parallels the requirements for the B.S. degree in IST at Penn State, including general education requirements. This will be achieved by enrolling these students in the four year B Tech Information Technology (IT) program offered at CHARUSAT. Students will be enrolled in B Tech IT courses and many of these courses are substantially equivalent to Penn State courses in Information Sciences and Technology at the lower level. The specific content of all courses taught at CHARUSAT must be approved by the College of IST at Penn State through the Director of Commonwealth Campuses India Initiative. Furthermore, the students will be examined by the CHARUSAT system. CHARUSAT has committed to hiring supplemental faculty to teach the required general education courses. These general education courses need to be patterned after their equivalent Penn State courses and should be taught by faculty from other departments/colleges of CHARUSAT that are authorized to give such courses. Faculty teaching these courses shall be required to posses a level of professional competence equal to that held by CHARUSAT's B Tech in IT faculty. Both IST and general education course content must be approved by Penn State (through the Director of Commonwealth Campuses India Initiative) before they can be offered as part of this arrangement.

Students enrolled in this 2+2 program shall simultaneously be enrolled in CHARUSAT’s B Tech IT degree program so that if they
a. fail to satisfy 2+2 coursework requirements while at CHARUSAT and/or
b. fail to meet Penn State’s International Student admission criteria when applying to Penn State and/or
c. are denied a student visa by the US Consulate for any reason and/or
d. decide not to attend Penn State they can complete their remainder of the B Tech IT degree program at CHARUSAT.

Application and Admission to Penn State

i. Once a student has completed the required two year curriculum at CHARUSAT, the student’s academic record will be sent by CHARUSAT to Penn State, Office of the Director of Commonwealth Campuses India Initiative. Students will complete the on-line application form for admission to Penn State, and must satisfy all standards and procedures required of other international applicants, including:
1. Completion of the undergraduate application;
2. Submission of application fee;
3. Submission of Grade X and Grade XII Examination Certificates and transcripts that must show all the courses attempted (not just those passed);
4. TOEFL or IELTS score meeting Penn State requirements;
5. Submission of official college/university transcripts;
6. Submission of documentation showing that the student will have sufficient funds available to meet standard costs of tuition, fees, insurance, books, supplies and medical insurance.

The official transcripts must show that the student has completed the required coursework with satisfactory grades at CHARUSAT. The students must have an overall Grade Point Average of at least 3.0 (based upon Penn State grading scale) or 50/100 (CHARUSAT grading scale) in order to be accepted by Penn State. Only individual courses with a grade of C (2.0) or 50/100 (CHARUSAT grading scale) or better can be transferred into Penn State.

ii. When accepted into the program, the student will be admitted as a third year student in the IST major (Information Systems: Design and Development or Information Technology: Integration and Application option) leading to a B.S degree in IST. Upon admission to Penn State students will be assigned to one of the eight campuses offering the program by Penn State in consultation with the Director of Commonwealth Campuses India Initiative. Each student’s on-line application shall reflect this assignment.

ii. Financial Liability of students: All such liability is assumed by the individual student and his/her family.

iii. There is no financial aid available to these students from Penn State. Students may apply for paid jobs (limited up to 20 hours/week) on campus if available and if they meet the federal requirements about eligibility to work on campus, and may complete a paid IST Internship (where available) after their first year at Penn State. It should be noted that neither on campus jobs nor paid internships will provide enough income to pay for a semester’s tuition.

B. Full-Time Study Requirement
Students at Penn State must maintain full-time status, which is defined under U.S. immigration law as a minimum of twelve (12) credits during fall and spring semesters. Under limited circumstances specifically defined by immigration regulations, and with the prior approval of an International Student Adviser at Penn State International Student Services (“ISS”), a student may be permitted to enroll in
less than 12 credits. In such circumstances, the campus program coordinator must consult with ISS to determine the relevant requirements and procedures.

C. Housing and other facilities for students

i. Participants in the program will have access to on-campus housing where available or to off-campus housing and will have the assistance of the campus Chancellor’s office in obtaining same.

ii. Students will be provided access to all facilities, including computer access, research facilities, and materials, commensurate with their standing as degree candidates.

iii All students attending Penn State must purchase the health insurance plan provided by the Student Insurance Office of Penn State or obtain a waiver by providing to that office proof of alternate coverage that meets Penn State’s waiver standards.

III. Procedures for non-students

A. Professors, staff members, specialists, and technicians may wish to engage in professional development and other mutually agreed upon joint projects. Penn State and CHARUSAT will seek to facilitate visits by faculty for the purpose of research or other approved cooperative projects. The Director of Penn State Commonwealth Campuses India Initiative will coordinate such activities.

B. The objective in exchanging staff members or faculty is to enhance and maintain working relationships for both Penn State and the CHARUSAT. The number and duration of exchanges will be negotiated on an individual basis.

i. Both Penn State and CHARUSAT will allow access to unclassified resources such as libraries, film and slide libraries, technical and academic materials depositories, laboratories, and studies for the purpose of enriching and developing the resources available to those involved in the program.

ii. Exchange personnel must abide by the laws of the host country and the rules and regulations of the host organization. The cooperating institutions will seek to assist guest faculty and scholars in obtaining visas and other documents required by the government of the host country. If necessary or advisable, the Director of Penn State Commonwealth Campuses India Initiative will obtain advice and assistance from Penn State International Scholars and Faculty Visa Services.

IV. Expenses

A. Undergraduate students
CHARUSAT shall be ascertaining, as a prerequisite for acceptance into the program, that the students are financially capable to pursue studies at Penn State. Financial Expenses include travel expenses, plus the standard amounts required of international students at Penn State for tuition, fees, room, board, books and supplies, insurance, and other living expenses. In order to receive the appropriate visa document from Penn State in a timely manner, documentation of this support must be provided to ISS at the time the student is offered admission.

B. Faculty and other employees

Travel funding will be the responsibility of each employee at the discretion of their home institution. Reasonable attempts will be made to seek external funds for mutual projects. Other arrangements may be made on an individual basis. Participants (faculty and researchers) in the program coming to the CHARUSAT or Penn State will obtain medical and accident insurance necessary for their own health assistance for the period to be spent in that institution. Participants coming to Penn State as Exchange Visitors (J visa status) must obtain insurance that meets the specific standards established by the U.S. Department of State.

V. Administration

A. Undergraduate students

The 2+2 IST degree program is the direct responsibility of the Office of the Vice President of Commonwealth Campuses and his staff, including the Director of Commonwealth Campuses India Initiative, the Chair of the Penn State Commonwealth Campuses India Initiative, and the Associate Dean for Academic Programs.

B. Faculty and other employees

Administrative structures at each of the eight participating Penn State campuses will be determined on a case-by-case basis. Each campus will designate a campus coordinator to support the Director of Commonwealth Campuses in carrying out activities undertaken pursuant to this agreement.

VI. Intellectual Property

This agreement covers only research and academic cooperation, and does not cover the generation of intellectual property.

VII. Equal Access Policy

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Both institutions are committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by the respective Penn State and CHARUSAT policies or by state or federal authorities. Neither institution discriminates against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Penn State and CHARUSAT shall abide by these principles in the administration of this MOA, and neither institution shall impose criteria for the exchange of faculty, scholars or students which would violate the principles of non-discrimination.

VIII. Evaluation/Assessment

The offices responsible for administering this agreement will jointly review the program every three years to assess its effectiveness in promoting the institutions' respective international education goals. This agreement will start immediately after all signatures have been obtained and will be effective for three years, subject to revision or modification by mutual written agreement, unless terminated by either party in the form of a written notice submitted at least twelve months in advance of the academic year in which the termination is to become effective.

Students enrolled in this program prior to such termination of agreement will be allowed to complete their studies at Penn State if they meet admissions requirements. Controversies regarding the interpretation and execution of this Agreement will be resolved by a committee comprised of following representatives from each institution: Michael Adewumi, Vice Provost for International Programs, Penn State, and designated by CHARUSAT.
Samir Shah  
Dr. Samir Shah, Director  
Penn State Commonwealth Campuses India Initiative

Joel M. Rodney  
Dr. Joel Rodney, Chair  
Penn State Commonwealth Campuses India Initiative

Henry C. Foley  
Dr. Henry C. Foley, Dean  
College of Information Sciences and Technology

John J. Romano  
Dr. John J. Romano, Vice President  
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Dr. Michael Adewumi  
Dr. Michael Adewumi, Vice Provost  
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Robert N. Pangborn  
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Susan J. Wiedemer  
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Yogesh Kosta  
Dr. Yogesh Kosta  
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Faculty of Engineering & Technology  
Charotar University of Science & Technology