Memorandum of Agreement
Between
Partner Institution, China
and
University of Hawai‘i at Mānoa, U.S.A.
Concerning 3+2 Master Degree in Study Field

Article One  General Provisions

1.1 Partner Institution and University of Hawai‘i at Mānoa 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.

1.2 Parties in Cooperation

A. Partner Institution, People’s Republic of China
   Program Representative:
   Address:

   University of Hawai‘i at Mānoa (UHM), United States of America
   Program Representatives:
   Address:

B. Both parties in cooperation will act as the Joint Management Committee for the “3+2 Undergraduate – Graduate Program” (hereinafter called the 3+2 Program). This Committee will be comprised of four people from both parties and will be responsible for the sound development and operation of this cooperative program. A UHM representative will serve as Committee Chair and a representative from Partner Institution will serve as Vice Chair. The proportional representation of each committee will be two from Partner Institution and two from UHM.

C. 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.
1.3 Program Name

The 3+2 Program is for students at Partner Institution who qualify for enrollment in the Master’s Degree at UHM. The 3+2 program will be jointly implemented and administered by Partner Institution and UHM.

This 3+2 Agreement is between Partner Institution and UHM. Partner Institution Students majoring in the following study fields will be eligible to apply for this 3+2 program:

- Major 1
- Major 2

The available Master’s programs at UHM covered by this 3+2 program in the following study fields:

- Graduate Program 1
- Graduate Program 2

Article Two  Operation of the Cooperative Program

2.1 Requirements for All Students

A. All student applicants must satisfy UHM admission requirements for international graduate students (detailed admission requirements are listed in Section 2.3 and Section 3);

B. All students must meet the academic standards of UHM;

C. Failure to maintain these standards may result in termination of study.

2.2 Student Recruitment

A. In principle, Partner Institution will begin the process of admission into the 3+2 Program at the time freshmen are accepted to the University. The first cohort, however, will be drawn from students who entered Partner Institution in the 2014-2015 academic year. Partner Institution and UHM faculty will jointly administer the student selection process.

B. 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 Partner Institution:

   a. Successfully maintain a grade-point average (GPA) 3.0 or above (or equivalent grade on the 100-scale);
   b. Take at least one English medium course each semester at Partner Institution;
   c. Prepare to take the English proficiency test (TOEFL or IELTS) required by UHM Office of Graduate Education and the UHM Graduate Program for international students;
   d. Prepare to take GRE. (Some UHM graduate program may not require GRE for admissions. Please check with UHM 3+2 Program for details)

C. Partner Institution students who successfully meet all the requirements above in their junior year will be eligible to apply to the Master’s Program at UHM through the 3+2 program. After they meet all the international graduate student admission requirements of UHM, they will begin their study at UHM in the fall of their senior year.

D. The first cohort of 3+2 students may not exceed TEN students.
2.3 Partner Institution Student Participation Requirements:

A. Prior to beginning the UHM portion of the 3+2 Program, Partner Institution students in the program will have:

   a. Completed all undergraduate courses required by Partner Institution for this 3+2 program with the exception of the culminating paper project. This paper must be completed during the first year of residence at UHM, and graded by the faculty of Partner Institution;

   b. Taken the TOEFL-IBT, TOEFL-Paper Based or IELTS-Academic and passed the minimum score required by the UHM (See Section 3 below);

   c. Taken the GRE test; *(Some UHM graduate program may not require GRE for admissions. Please check with UHM 3+2 Program for details)*  

   d. Achieved a GPA (or equivalent) that meets the academic standards of UHM (no less than 3.0);

   e. Successfully completed all paperwork required for UHM graduate program admission and obtained 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 UHM’s Office of Graduate Education for evaluation. Transcripts from non-English-speaking institutions will be translated by an appropriate office of Partner Institution and evaluated for equivalency regarding coursework. (Detailed application checklist is provided as Appendix II);

   f. All Partner Institution 3+2 students’ applications should be mailed by students or transported by one member of Joint Management Committee to UHM Office of Graduate Education – 3+2 Programs as a single application package;

   g. A Selection Committee made up of UHM faculty will review the applications and forward recommendations to the UHM Office of Graduate Education. If deemed necessary, applicants will be interviewed via Skype. The Committee’s decision will be conveyed to Partner Institution.

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

   **Fall and Spring of Graduate Provisional Year (first year at UHM)**

   In the Fall and Spring semesters of the provisional year, Partner Institution students maintain conditional graduate student status. In this year,

   a. Students must finish their culminating paper project to fulfill the requirements of the bachelor’s degree;

   b. Provisionally admitted Partner Institution students should enroll full-time in the UHM program and begin taking the prescribed coursework for the UHM master’s degree;

   c. 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 – 3+2 Programs before the start of students’ second year at UHM:
- One official transcript in Chinese
- One official certified English Translation of transcript
- One official copy of degree certificate in Chinese
- One official certified English translation of degree certificate

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

e. 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 UHM.

C. Timetables for Enrollment

Students who are freshmen at Partner Institution during the 2014-2015 academic year will be the 3+2 Program’s first official cohort. They may begin their 3+2 Provisional Year in the Fall semester of 2017.

**Article Three  Required English Proficiency**

3.1 Testing

Students in the 3+2 Program must take and pass an approved English proficiency exam prior to admission as per the current UHM graduate admission requirement for international students. Currently, the approved English proficiency exams are the Internet-based (IBT) TOEFL with a minimum score of 85, paper-based TOEFL with a minimum score of 560, or the International English Language Test System (IELTS) with a minimum score of 6.5 (with no less than 6.0 in each subject). *(Some graduate programs require higher English test score, please contact UHM 3+2 Program for details)*

Submit GRE test report required by the graduate programs *(Some UHM graduate program may not require GRE for admissions. Please check with UHM 3+2 Program for details)*

**Article Four  Partner Institution Student Participation in the Master’s Program**

4. Degree

Upon successful completion of all course work and graduate program requirements at UHM, Partner Institution students will be granted a Master’s Degree from UHM.

4.1 Degree Requirements

During enrollment in the 3+2 Master of major program at UHM, Partner Institution students will:

A. Follow all UHM policies and regulations;

B. Follow the curriculum, teaching plans, course syllabi and requirements, and use the instructional resources (textbooks, software, instruments, etc.) required by UHM department 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 Master’s Program at UHM, Partner Institution students will:

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

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

C. Be responsible for all other personal expenses;

D. Be considered regular graduate students at UHM and therefore eligible to apply for any scholarships that are available to UHM graduate students.

4.3 Scholarship

Partner Institution students who enter the master’s programs at UHM through 3+2 program will be offered the UHM Graduate Education International Partnership Scholarship by UHM Office of Gradate 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). UHM Office of Graduate will reserve the right to the final interpretation of the scholarship.

Article Five Indemnification

5.1 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

6.1 Ratification of the Memorandum of Agreement

This agreement must be ratified by the approving authorities at UHM and Partner Institution to become effective and will be valid for five years.

6.2 Amendment

Any amendment to this agreement shall become effective only after agreement between members of the Joint Committee and after the written consent of legal representatives of both UHM and Partner Institution.

6.3 Termination

If this agreement is terminated due to any unexpected event that prevents one of the parties from fulfilling its obligations 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.

6.4 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
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 Hawai‘i. The settlement of disputes concerning the affairs occurring in the United States of America shall follow the laws of the United States of America and the State of Hawai‘i. 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.

Should any dispute arise in the implementation of this Memorandum of Agreement, it shall be settled through negotiation. Both parties shall make a good-faith effort at settling the dispute informally, using resources available within each institution, before seeking more formal means of conflict resolution. If the dispute cannot be settled at the institutional level, both parties agree to submit their case to the arbitration board in the country in which the dispute arose.

**Article Eight Additional Considerations**

8.1 Administrators and faculty of UHM and Partner Institution will make reasonable efforts to make good will visits to each other’s institutions.

8.2 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.

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

8.4 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.

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

8.6 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.

8.7 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:

**Partner Institution Contact**

Name: (Please provide the contact information of the person who is designated to be in charge of all the future programs communications)

Title

Email:

**University of Hawai‘i at Mānoa contact**

Name:

Title: Professor

Email Address: Email: bandaya@hawaii.edu

Signed and Dated:
Dean, 
Partner University 
City, China 

Dean, 
University of Hawai‘i at Mānoa 
Honolulu, HI, USA 

Krystyna S. Aune 
Dean, Office of Graduate Education 
University of Hawai‘i at Mānoa 
Honolulu, HI, USA 

President/Vice President 

Chancellor/Vice Chancellor 

Two partner institutions will need to discuss the proper signatories on each party and the signature collection procedure when drafting the agreement.
Appendix I: Academic Requirements of the master’s Programs at UHM (Optional)
Appendix II: UHM 3+2 Program Admission Checklist
(Please provide this checklist to the students)

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.

- UHM 3+2 Program Online Application: [http://goo.gl/forms/WRrprZ3qfV](http://goo.gl/forms/WRrprZ3qfV) (Submit online)
- University of Hawai‘i at Mānoa Graduate Admissions Application and Fee Payment Form [http://manoa.hawaii.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms) (This form must be printed out and filled out by the students. The intended program will be “3+2” – Master’s in Major)
- Confidential Financial Statement for International Applicants: [http://manoa.hawaii.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms) (This form needs to be printed out and filled out by the students)
- 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 Mānoa ETS school code is 4867. [http://manoa.hawaii.edu/graduate/content/standardized-exams](http://manoa.hawaii.edu/graduate/content/standardized-exams)
- Graduate program internal application and materials:
  - A Statement of Objectives (500-750 word, typed 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 graduate program; and 4) any other information that you feel is pertinent and will aid the selection committee when reviewing your application);
  - TWO recommendation letters;
  - GRE score report.

The Mailing Address of UHM Office of Graduate Education – 3+2 Programs is:

*University of Hawai‘i at Mānoa*
*Office of Graduate Education – 3+2 Programs*
*2540 Maile Way, Spalding 360*
*Honolulu, HI 96822*

For any question regarding UHM 3+2 Program, please contact the UHM 3+2 Program Coordinator:
*Email: threetwo@hawaii.edu*
  xiaoxin@hawaii.edu
*Phone Number: (808) 956 8950*