STUDENT EXCHANGE AGREEMENT

BETWEEN:

FACHHOCHSCHULE DÜSSELDORF (FHD)
University of Applied Sciences, GERMANY
— and —

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY,
for its School of Architecture + Design (SoA+D)
(Virginia Tech)

WHEREAS the parties believe that the educational process at their respective institutions would be enriched and the learning experience of their respective students deepened through the establishment of a student exchange agreement ("the exchange program");

NOW THEREFORE in consideration of the following terms and conditions, the parties hereby agree as follows:

1.0 Definitions
In this Agreement:
exchange shall mean reciprocal exchange of students from each institution;
student shall mean undergraduate or graduate students, unless otherwise specified;
home institution shall mean the institution in which the student is enrolled as a candidate for a degree;
host institution shall mean the institution which has agreed to receive the exchange students from the home institution.

2.0 Commencement and Duration
This Agreement shall commence effective June 1, 2010 and be in effect for five (5) years. However, in no event shall the term of this agreement extend beyond the termination date of the Memorandum of Understanding between the parties. The terms and conditions of this agreement may be subject to annual review and modification by written agreement of both parties. The Agreement may be terminated by either party giving six (6) months written notice to the other party or where an earlier termination date is mutually agreed upon. In the event of termination, the respective parties will honor all commitments to students participating in the program.

3.0 Purpose and Scope
The purpose of this Agreement is to make possible the exchange of students between the two parties on a continuing basis.

The typical period of exchange shall be one semester. The exchange seeks a balanced approach regarding student numbers.

It is not necessarily expected that both institutions will host the same number of students in any one-year period, but that reciprocity would be achieved over a three-year cycle. The contact persons of the two (2) institutions will review the program annually to determine any unreasonable balance in the number of exchange students, and adjust the numbers exchanged to maintain an overall balance. Any and all imbalances shall be resolved by the end of the period of agreement.
4.0 Selection of Students
The home institution will nominate students to be exchanged on the basis of the following criteria:
4.1 The student must have a good academic standing.
4.2 The student must satisfy all admission requirements of the host institution.
4.3 The student must have completed a minimum of one (1) year (2 semesters) study at the home institution for undergraduates; and a minimum of one-half (1/2) year for graduate students (1 semester) prior to enrollment in the exchange program.
4.4 The student will enroll in courses under full-time student status, or what constitutes a normal full-time course load while participating in the exchange.
4.5 In cases where the language of instruction at the host institution differs from that of the home institution, the student must demonstrate an appropriate level of fluency in the language of instruction.

5.0 Academic Program and Student Status
5.1 Students may be exchanged between the Virginia Tech SoA+D and the FHD, Fachbereich Architektur, subject to the approval of the relevant Department Head or Dean. Alternative courses may be suggested in the event of restricted course vacancies or course cancellation.
5.2 The host institution reserves the right to approve the academic programs and individual courses in which the exchange students are enrolled at the host institution.
5.3 All students will remain enrolled as regular degree candidates at the home institution while on exchange and will not be enrolled as candidates for degrees from the host institution.
5.4 Students will remain eligible for any scholarships, bursaries, loans or other financial aid awarded toward their course of study at the home institution.
5.5 At the exchange participant's request, the host institution will forward his/her results to the designated office at the home institution. Credits toward the student's degree are to be awarded by the home institution, subject to faculty approval.

6.0 Institutional Student Fees
6.1 Exchange students will pay normal tuition fees, based on their registered course load, to the home institution. Other compulsory student association fees will also be paid to the home institution unless exempted.
6.2 The host institution will exempt exchange students from tuition and application fees.
6.3 Exchange students will be responsible for paying other fees required by the host institution such as student union fees, transcript fees, club memberships, specialized sports facility fees, the costs for books, course materials and excursion fees.
6.4 Exchange students at Virginia Tech must meet insurance policy requirements regarding health and accident insurance coverage upon registration prior to enrollment at Virginia Tech. Students are free to select a policy or insurer of their choice as long as the coverage meets or exceeds minimum university requirements.
6.5 Exchange students at the FHD must purchase student union membership (which includes accident insurance coverage and regional public transport) at the then current cost per student. Students shall present evidence of their current health insurance.

7.0 Exchange Student Rights and Responsibilities
7.1 Exchange students will have the same privileges provided to regular full-time students of the host institution while on the exchange program.
7.2 Exchange students will be subject to the rules, regulations and discipline of the host institution while on the exchange program.
7.3 Exchange students are responsible for all arrangements and costs relating to travel to and from the host institution.
7.4 Exchange students are responsible for conforming to the immigration requirements of the country in which the host institution is located and obtaining the necessary and appropriate visas for their time while on exchange.
7.5 All costs for living while on exchange will be the responsibility of the exchange student.
8.0 **Host Institution Student Assistance**

8.1 The host institution will assist in the arrangement of accommodation for exchange students.
8.2 The host institution will ensure that adequate reception and orientation is provided for exchange students.
8.3 The host institution will provide ongoing advice and support for exchange students through the contact person, as required.
8.4 Notwithstanding the host institution’s involvement, by way of assistance, the host institution shall not be liable, legally or financially, to the exchange students or host families, for any loss, action, cost for expenses arising from accommodation arrangements.

9.0 **Contact Persons**

Each institution will designate an individual who will serve as the contact person for this Agreement. The contact person will be responsible for coordinating the specific requests of the program, preparing and distributing reports on the progress of the exchange program, and advising and assisting students. For Virginia Tech Prof. Heinrich Schnoor, School of Architecture + Design, College of Architecture and Urban Studies, and for Fachhochschule Düsseldorf Prof. Tanja Kullack shall serve as the contact person for this agreement.

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**Dr. Charles Steger**

President
Virginia Tech
Blacksburg, VA, USA

Date

**Dr. Brigitte Grass**

President
Fachhochschule Düsseldorf
Düsseldorf, Germany

Date

**Dr. S.K. De Datta**

Associate Provost for International Affairs
Virginia Tech
Blacksburg, VA, USA

Date

**Prof. Tanja Kullack**

Auslandskoordinator FB Architektur
Fachhochschule Düsseldorf Fachbereich Architektur
Georg-Glock-Straße 15
D 40474 Düsseldorf - Germany

Date

**Jack Davis**

Dean
College of Architecture & Urban Studies
Virginia Tech
Blacksburg, VA, USA

Date

**Dierk van den Hoevel**

Dekan
Fachbereich Architektur
Fachhochschule Düsseldorf
Georg-Glock-Straße 15
D 40474 Düsseldorf - Germany

Date