STUDENT EXCHANGE AGREEMENT
between
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
Blacksburg, Virginia, U.S.A.
And
HAMBURG UNIVERSITY OF APPLIED SCIENCES
Hamburg, Germany

In the interest of expanding educational opportunities, Virginia Tech and Hamburg University of Applied Sciences agree to promote the exchange of students under the following provisions:

1. **Exchange Coordinator**
   Each party to the agreement will appoint an officer who will be responsible for the coordination and administration of the exchange, including the selection and counseling of the exchange participants. For Virginia Tech, the Assistant Program Director for Education Abroad will serve as Exchange Coordinator. For Hamburg University of Applied Sciences, that role will be played by the International Coordinator for Oversees Programs.

2. **Duration of Exchanges**
   Students may be exchanged for a summer, semester or an academic year.

3. **Number of Students to be Exchanged**
   The number of qualified students to be exchanged will be determined by mutual agreement between the two institutions.

4. **Balancing the Exchange**
   Parity in numbers of exchange students is the objective of the agreement. Numbers should be counted in semester units: 1 summer= 0.5, 1 semester=1, 1 academic year=2. Each party should be prepared, however, to consider a disparity in any given semester or year during the period agreement. It should however, be the goal that all imbalances be resolved by the end of the period of agreement.

5. **Academic Status**
   All students will remain enrolled as regular degree candidates at the home institution and will not be enrolled as candidates for degrees at the host institution. Students are expected to maintain full-time status at the host institution. Exchange students will have the rights and be subject to the same regulations at the host institution.

6. **Student Eligibility**
   The Exchange Coordinator at each institution, acting after consultation with the appropriate academic unit, will be responsible for the selection of suitable nominees for exchange. It is understood that the Coordinator will nominate students who are both
academically and personally suitable for exchange abroad and that details of academic background as well as references will be provided to the host institution. It is hoped that the host institution will not reject a nominated student unless he/she does not meet established admission requirements for international students, or unless the host institution cannot guarantee availability of required courses.

Students involved in the exchange will have proficiency level in the language of instruction that will allow them to attend regular university classes. The appropriate level will be demonstrated through the required tests in each institution.

7. **Transcripts**
Both institutions agree to provide a transcript at the end of the period of study, giving details of the courses studied and grades and credits awarded.

8. **Student Program Fees**
Each student will pay his or her regular tuition and fees to the home institution and will receive benefits (instruction and student services) in turn from the host institution. All housing and meal costs will be the responsibility of the exchange student. The host institution agrees to provide all necessary assistance in arranging accommodation in the residence halls or off campus, as appropriate. All travel costs will be the responsibility of the individual student. Miscellaneous fees such as special course fees, fieldwork courses, key deposits, books, etc. will be paid directly by each participant. Guest students at Hamburg University of Applied Sciences have to pay a fee for which they receive a ticket for the public transport system for six months.

Neither institution will charge incoming students an application fee.

9. **Vacation Periods**
The individual student will be responsible for his or her own housing and meal arrangements and costs during vacation periods (breaks, holidays, or between semesters).

10. **Insurance**
Each participant will provide his or her own health and accident insurance. Guest students at Hamburg University of Applied Sciences must take out German health insurance for the period of their stay. Proof of adequate insurance coverage must be provided to the international office of each institution. In the case of Hamburg University of Applied Science students coming to Virginia Tech, they will be required to provide proof of health insurance that meets Virginia Tech's minimum standards for insurance coverage before registering for courses.

11. **Dependents**
The obligations of each institution under this agreement are limited to the exchange of students and do not extend to partners or dependents. Expenses of accompanying partners and dependents are the responsibility of the exchange student.
12. **Visa Requirements**
Participants will be required to meet any visa requirements, including documentation of sufficient financial resources for the period of stay, which pertain to studying in the host country.

13. **Effective Date and Termination of Agreement**
This agreement shall be in effect for five years from the date of its signing. At the anniversary of the agreement, each institution will exchange a brief report indicating any imbalances of student numbers and/or other issues or problems. This agreement may be amended, and/or extended by mutual written consent of both institutions for a period beyond its original date of expiration. Either party may terminate this agreement by serving written notice to the other party. In this case, if either party desires to balance the numbers before termination, the other party will cooperate in that effort. Otherwise, termination will take effect six months from the date of the written notice.

14. **Agreement**
In agreement with the above terms of participation, the following signatures are affixed:

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**
(Virginia Tech)

[Signature]

Dr. Charles W. Steger
President

18/29/06

Date

[Signature]

Dr. S. K. De Datta
Associate Provost for International Affairs, and Director of the Office of International Research, Education and Development

October 23, 2006

Date

**HAMBURG UNIVERSITY OF APPLIED SCIENCES**

Prof. Dr. Michael Stawicki
President

Date

Dr. Christoph Maas
Vice-President, International and Research

Date
VT-Hamburg SEA

James A. Hyatt
Executive Vice President
And Chief Operating Officer

Date