STUDENT EXCHANGE AGREEMENT

between

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
Blacksburg, Virginia, U.S.A.

and

Department of Wood Science and Technology
University of Hamburg, Germany

In the interests of expanding educational opportunities, Virginia Tech and the Department of Wood Science and Technology, University of Hamburg, 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 Director for Education Abroad will serve as Exchange Coordinator. For the University of Hamburg, that role will be played by Dr. Heiko Thoemen, Assistant Professor.

2. **Duration of Exchanges**
   Each institution agrees to exchange individual students for a semester or an academic year, ideally on a one-for-one basis.

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. However, each party should be prepared to consider a disparity in any given semester or year during the period agreement. Any and all imbalances shall 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.
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.

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 these benefits 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.

Neither institution will charge 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.

10. **Insurance**
Each participant will provide his or her own health and accident insurance. Proof of adequate insurance coverage must be provided to the international office of each institution. In the case of ________________ 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 that pertain to studying in the host country. In the case of ________________ students coming to Virginia Tech, they will need to document having sufficient financial resources for the period of stay.
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 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. Such termination will take effect six months from the date of that written notice.

14. **Agreement**

In agreement with the above terms of participation, the following signatures are affixed:

\[Signature\]

President  
Virginia Tech

\[Signature\]

Dr. Heiko Thoemen  
University of Hamburg

\[Date\]

29. March 2022  
Date

\[Date\]

1. March 2022  