MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
BLACKSBURG, VIRGINIA, USA
AND
AALBORG UNIVERSITY
Esbjerg, Denmark

Aalborg University, Esbjerg, Denmark and Virginia Polytechnic Institute and State University (Virginia Tech) agree to implement this memorandum of understanding signed on November 12, 2004.

This agreement is based on the principle of reciprocity and expresses the interest of both parties in exchanging scholars, students, academic information and materials in the belief that the research and educational process at both the institutions will be enhanced and that mutual understanding between their respective scholars and students will be increased by the establishment of such exchange programs.

1. The universities agree to encourage the development of the following exchange programs based on their respective academic and educational needs:
   - Exchange of faculty
   - Exchange of students (undergraduate and/or graduate)
   - Joint supervision of M.S. and Ph.D. students
   - Exchange of academic information and materials
   - Exchange of periodicals and other publications
   - Organization of joint research programs
   - Organization of joint conferences
   - Organization of other academic exchanges agreeable to both universities

2. The parties recognize that the implementation of any exchange program will depend upon the academic interests and expertise of individual faculty members and upon the availability of financial resources. Accordingly, the implementation of each exchange program based on this agreement shall be separately negotiated and determined by both universities.
3. This agreement is not intended to be a legally binding document. It is meant to describe the nature and to suggest the guidelines of the cooperation described above. Nothing therefore shall diminish the full autonomy of either institution, nor will any constraints be imposed by either upon the other in carrying out the agreement.

4. The agreement shall become effective on the day representatives of both universities affix their signatures and seals, will be in force for a period of five (5) years, and is subject to revision or modification by mutual agreement. It is also understood that either institution may terminate the agreement at any time, although is assumed that such action would only be taken after mutual consultation in order to avoid any possible inconvenience to the other institution.

5. For Virginia Tech, the Assistant Program Director for Education Abroad and for Aalborg University, Esbjerg, Denmark, Kirsten Bieggaard Kirchner shall serve as liaison officers for this agreement.

[Signatures and dates]

Finn Kjaersdam
Dean, Faculty of Eng. And Science
Aalborg University

Dr. S.K. De Datta
Associate Provost for
International Affairs
Virginia Tech

Kirsten Bieggaard Kirchner
International co-ordinator

Date

April 14, 2005
AGREEMENT FOR THE STUDENT EXCHANGE PROGRAMME
Between

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

AALBORG UNIVERSITY
Esbjerg, Denmark

In the interest of expanding education opportunities, Virginia Tech and Aalborg University, Denmark, hereby agree upon the following items concerning the Student Exchange Programme:

1. Statement of Purpose: To promote international friendship and world peace stimulating and supporting intercultural activities and projects among students from Virginia Tech and Denmark, and to promote good will between the two institutions especially in the area of student exchange.

2. 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 counselling of the exchange participants. For Virginia Tech, the Assistant Program Director for Education Abroad will serve as Exchange Coordinator. For the Aalborg University, that role will be played by International co-ordinator Kirsten Bisgaard Kirchner.

3. Selection of Students: 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. The final admission will be determined by the relevant official body at the receiving institution. Exchange students are subject to the same regulations about admission and performance in classes as pertain to students in the receiving institution.

All applications and dossiers will be sent to the host institution according to their deadlines. Aalborg University Esbjerg shall receive applications and dossiers of incoming students by 1 November for the Spring semester admissions, and 1 June for the Fall semester admissions. Virginia Tech shall receive applications and dossiers of incoming students by 1 December for the Spring semester admissions, and 1 August for the Fall semester admissions. Dates may vary from year to year at VT.

Students involved in the exchange will have proficiency level in English that will allow them to attend regular university classes. The appropriate level will be demonstrated through the required tests in each institution.
4. **Duration of Exchanges:**
   Students may be exchanged for a summer, semester or an academic year.

5. **Number of Students to be Exchanged:**
   The number of qualified students to be exchanged will be determined by mutual agreement between the two institutions. The programme is based initially on the principles of a direct annual one-to-one exchange of students, each of whom will take the place of his or her partner at the partner’s institution.

6. **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. 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. Some latitude may be provided in allowing for unequal exchange of students as long as the total number of students is equal over a period of five years.

7. **Student Programmes:** Exchange students will be permitted to enrol in courses and programmes at the host institution for which they are qualified with the exception of those courses in which places may not be available due to enrolment limitations. Acceptance into a particular programme of study implies that the student will be permitted to enrol in all courses required in that programme appropriate to the particular level of the student. Courses in Computer Science, Computer Engineering, and Accounting Information Systems will not be offered to international exchange students seeking placement at Virginia Tech.

8. **Academic Status of the Students:** 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. Students enrolled in the host institution will have the same privileges and enjoy the same student services, and other amenities as other full-time local students. They will also be subject to the statutes, ordinances, and regulations of the host institution as well as the local and federal laws of the region.

9. **Student Finance and 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 incoming students an application fee.

10. **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.
11. **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).

12. **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 Aalborg University 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.

13. **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.

14. **Visa Requirements**: Participants will be required to meet any visa requirements that pertain to studying in the host country. In the case of Aalborg University students coming to Virginia Tech, they will need to document having sufficient financial resources for the period of stay.

15. **Refund of Fees**: No refund of fees will be made if the student is unable to complete his or her course.

16. **Travel**: Students will be responsible for their own travel arrangements.

17. **Accommodation**: Each institution will arrange accommodation for visiting students. Students will be responsible for payment of accommodation.

18. **Credits**: Credit at the home institution will be determined by the home institution dependent upon the grades received by the students at the host institution. Terms under which credit will be awarded will normally be provided to the exchange students at the time they are asked to commit to the programme.

19. **Funding Commitments**: No funding commitments are created for either party by this agreement.

20. **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.
21. Agreement

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

VIRGINIA POLYTECHNIC
INSTITUTE AND STATE
UNIVERSITY (Virginia Tech)

Dr. Charles W. Steger
President

5/26/05
Date

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

5/30/2005
Date

AALBORG
UNIVERSITY

Finn Kjersdam
Dean,
Faculty of Engineering and Science

18.4.05
Date

James Hyatt
Executive Vice President
and Chief Operating Officer

6/7/05
Date