MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
BLACKSBURG, VIRGINIA, USA
AND
TECHNISCHE UNIVERSITÄT CAROLO-WILHELMINA ZU BRAUNSCHWEIG
(TU Braunschweig)
BRAUNSCHWEIG, GERMANY

The Technische Universität Braunschweig (TU Braunschweig) and Virginia Polytechnic Institute and State University (Virginia Tech) agree to implement this memorandum of understanding effective as of April, 2005.

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 5 years, and is subject to revision or modification by mutual written 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 TU Braunschweig Dr. Astrid Sebastian shall serve as liaison officers for this agreement.

[Signatures and dates]
James B. Hyatt
Executive Vice President
And Chief Operating Officer
Virginia Tech
Blacksburg, VA, USA
4/15/2005
Date
STUDENT EXCHANGE AGREEMENT
between
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
Blacksburg, Virginia, U.S.A.
and
Technische Universität Carolo-Wilhelmina zu Braunschweig (TU Braunschweig)
Braunschweig, Germany

In the interest of expanding educational opportunities, Virginia Tech and TU Braunschweig 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 the TU Braunschweig, that role will be played by the Head of International Office.

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. However, each party should be prepared to consider a disparity in any given semester or year during the period of 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. 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. Courses in Computer Science, Computer Engineering, and Accounting Information Systems will not be offered to international exchange students seeking placement at Virginia Tech.

Students involved in the exchange will have proficiency level in German/English 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 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, Semesterbeitrag, etc. will be paid directly by each participant.

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. Proof of adequate insurance coverage must be provided to the international office of each institution. In the case of TU Braunschweig 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. Virginia Tech students must secure health insurance that complies with German federal requirements as well as those of the local immigration office for a temporary residence permit.

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 TU Braunschweig 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 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)**

Dr. James W. Steger  
President  
9/24/05  

Dr. S. K. De Datta  
Associate Provost for International Affairs, and  
Director of the Office of International Research, Education and Development  
3/17/2005  

James A. Hyatt  
Executive Vice President  
And Chief Operating Officer  
3/18/2005  

**TECHNISCHE UNIVERSITÄT CAROLO-WILHELMINA ZU BRAUNSCHWEIG (TU Braunschweig)**

Prof. Dr. Jürgen Henkel  
President  
2/5/2005  

Dr. Astrid Sebastian  
Head of International Office

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