MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
BLACKSBURG, VIRGINIA, USA

AND

TELECOM ECOLE DE MANAGEMENT
(Telecom)
EVRY, FRANCE

Telecom Ecole de Management (Telecom) and Virginia Polytechnic Institute and State University (Virginia Tech) agree to renew this Memorandum of Understanding.

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 any activities as detailed in Section 1 above shall be separately negotiated by both universities and set forth in a separate written document.
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 it 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, Reed Kennedy, and for Telecom, Chris Wert, shall serve as liaison officers for this agreement.

Charles W. Steger  
President  
Virginia Tech

Philippe Rivet  
Dean  
Telecom Ecole de Management

Date 4/16/14

Date 3/17/14
STUDENT EXCHANGE AGREEMENT
between
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
Blacksburg, Virginia, U.S.A.
and
TELECOM ECOLE DE MANAGEMENT
(Telecom)
Evry, France

In the interest of expanding educational opportunities, Virginia Tech and Telecom Ecole de Management 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 Director for Education Abroad will serve as Exchange Coordinator. For the Telecom, that role will be played by Chris Wert.

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: ½ summer term = 0.25, 1 summer term = 0.5, 1 semester = 1, 1 academic year = 2. These are defined in the Virginia Tech system approximately as follows: ½ summer is about 3 weeks and 3 credits, 1 summer term is about 6 weeks = 6 credits, a semester is full-time enrollment in Fall or Spring term, and an academic year is full-time enrollment for fall and spring semester. When Virginia Tech students participate in Virginia Tech's study abroad program hosted by Telecom's Summer Program for 4 weeks in the summer, where Telecom instructors teach ¼ of the study abroad curriculum, Telecom will receive 1 semester exchange credit for every 4 participating Virginia Tech students. Each party should be prepared, however, 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. 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 French/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 university will make every reasonable effort to assist students in finding suitable accommodation. Virginia Tech is normally not able to offer on-campus housing to all exchange students and does not reserve off-campus housing, but does offer assistance in finding off-campus housing. 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.

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 Telecom 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 Telecom 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. Charles W. Steger  
President

Date 4/14/14

**TELECOM ECOLE DE MANAGEMENT**

Dr. Philippe Rivet  
Dean

Date 2/17/2014

[Signature]

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