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, STATE OF LOWER SAXONY, GERMANY

In the interest of expanding educational opportunities, Virginia Tech and TU Braunschweig agree to promote the exchange of students between the College of Architecture and Urban Studies (Virginia Tech) and the Department of Architecture at TU Braunschweig 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, or his designee, will serve as Exchange Coordinator. For TU Braunschweig, that role will be played by Prof. Carsten Roth. Heinrich Schneidt shall serve as the liaison for the College of Architecture and Urban Studies at Virginia Tech.

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

3. Number of Students to be Exchanged
   The College of Architecture and Urban Studies (Virginia Tech) and the Department of Architecture at TU Braunschweig will exchange a number of students which is not more than equivalent of two full-time students each academic year (four semester places) during the term of this agreement, unless this number is varied by mutual agreement. If Virginia Tech and TU Braunschweig decide to exchange students from outside The College of Architecture and Urban Studies (Virginia Tech) and the Department of Architecture at TU Braunschweig, an addendum to this agreement shall be necessary.

Both parties will review the program annually to maintain a well-balanced exchange. If an exchange is not balanced after three years, it should be evaluated by both parties to determine whether it should be continued.
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. Any and all imbalances shall be resolved by the end of the period of agreement.

The exchange slots of this exchange agreement in Architecture will not affect the exchanges between Virginia Tech and TU Braunschweig in other disciplines.

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 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 institutions an 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 administration fees, special course fees, sports, fieldwork courses, key deposits,
books, telephone, health insurance and international fees, computer fees, Semesterbeitrag, etc. will be paid directly by each exchange student.

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 (break, 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 coming to TU Braunschweig 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 (5) 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 (6) month from the date of the written notice.

14. Southern Association of Colleges and Schools
Disclaimer Statement. As required by the Southern Association of Colleges and Schools’ Commission on Colleges, the following “disclaimer statement” must be used in the Virginia Tech materials describing this relationship. Virginia Tech is also responsible for
reviewing, approving and monitoring TU Braunschweig's statements of relationship to ensure conformance with this disclaimer.

Virginia Tech is accredited by the Southern Association of Colleges and Schools' Commission on Colleges to award bachelor, master and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Virginia Tech. TU Braunschweig is not accredited by the Commission on Colleges and the accreditation of Virginia Tech does not extend to or include TU Braunschweig or its students. Although Virginia Tech accepts certain course work in transfer toward a credential from TU Braunschweig, or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from Virginia Tech. This decision is made by the institution subsequently considering the possibility of accepting such credits.

Institutional Names on an Academic Credential. For undergraduate academic credentials, students taking courses from participating institutions in a collaborative arrangement may be awarded the academic credential from the SACSCOC-accredited institution when 25 percent or more credits were earned through that institution's own direct instruction.

For graduate academic credentials, students taking courses from participating institutions in a collaborative arrangement may be awarded the academic credential from the SACSCOC-accredited institution where one-third or more of the credits were earned through that institution's own direct instruction.

Use of the SACSCOC Logo. Neither Member nor Partner institutions may use the SACSCOC logo. Its use is reserved exclusively for the Southern Association of Colleges and Schools Commission on Colleges.

15. 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
Virginia Tech
Blacksburg, VA, USA

2/24/14
Date

TECHNISCHE UNIVERSITÄT CAROLO-WILHELMINA ZU BRAUNSCHWEIG
(TU Braunschweig)

[Signature]
Prof. Dr.-Ing. Dr.h.c. Hesselbach
President
TU Braunschweig
Braunschweig, Germany

Date
Jack Davis, FAIA  
Reynolds Metals Professor and Dean  
College of Architecture and Urban Studies  
Virginia Tech  
Blacksburg, VA, USA

Prof. Dr. Thomas Siefer  
Dean of the Faculty Architecture  
Civil Engineering and Environmental Sciences  
TU Braunschweig  
Braunschweig, Germany

04/12/13  
Date