STUDENT / FACULTY EXCHANGE AGREEMENT

Virginia Polytechnic & State University
(Virginia Tech)
College of Architecture & Urban Studies
Department of Landscape Architecture
Blacksburg, Virginia USA

and the

University of Hannover
Department of Landscape Architecture and Environmental Development
Hannover, Germany

In order to facilitate an undergraduate and/or graduate student exchange, the University of Hannover, Department of Landscape Architecture and Environmental Development and Virginia Polytechnic & State University (Virginia Tech), College of Architecture & Urban Studies, Department of Landscape Architecture, agree to establish a student exchange program under the following conditions.

1. Number of Students and Period of Exchange
   The exchange will be limited to a maximum of two students per semester (or twice that number per academic year) from each University. The number of students from each institution on the exchange will not necessarily be equal in any given year, but it is expected that the number will be approximately equal over the term of this agreement. An academic year at each institution will be considered equivalent.
   No student will leave on exchange without written approval of the host University. The period of exchange will be one academic year or less per student.

2. Faculty Exchange
   This agreement also acknowledges the importance of creating opportunities for the exchange of faculty. The type and duration of exchange will be arranged on an individual basis.
   According to the University regulations and on the condition that national or international funds are available for this purpose, the cost for salary and transportation will be maintained by the home University.

   Where faculty are received as guest lecturers, short course presenters, or as consultants, the costs and stipend arrangements shall be a matter of negotiation between the host University and the individual professor who shall have the responsibility to comply with the policies of his/her home University.

3. Course of Study
   The academic program of each student, be it research or coursework, will be determined by the student and student’s advisor at the home institution in consultation with the host University. A record of the academic program will be kept in the student’s file by both institutions.

   Written acceptance will be provided for each student by the host University.
4. Admission and Credit Certification

Exchange students will be enrolled at the host University. 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. At the completion of the course of study, the student will be responsible for ensuring that evaluations are forwarded to the home University.

5. Student Eligibility

The Exchange Coordinator at each institution, acting after consultation with the appropriate academic unit, will be responsible for 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 backgrounds as well as references will be provided to the host University. It is hoped that the host University will not reject a nominated student unless he/she does not meet established admission requirements for international students, or unless the host University cannot guarantee availability of required courses. 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.

6. Registration, Fees and Governance

All exchange students must register and pay tuition at the home University. Each host University will provide tuition fee waivers for visiting students. The student is responsible for acquiring the necessary visa documents. A copy of each exchange agreement will be submitted to the Office of the Registrar, at Virginia Tech, and to the counterpart office at the University of Hannover.

Fees for the use of the library, student center, and athletic fees will be included in the tuition expenses. Additional charges normally paid by domestic students, such as laboratory fees, specialized athletic instruction or activities fees will be the responsibility of the exchange student. Guest students from Virginia Tech have to pay the term fee (Semesterbeitrag), but can get it reimbursed from the Department of Landscape Architecture and Environmental Development on request.

Exchange students will be governed by the rules and regulations of the host institution. Exchange students will graduate from the home University.

7. Travel, Housing, Books, Insurance, Personal Expenses and Subsistence

Each student is responsible for the cost of travel, housing, books and subsistence. Each institution will assist exchange students in finding suitable housing.

Health insurance and expenses are the student's responsibility. Exchange students are required to obtain health insurance as required by the host University or Country.

8. Program Administration

Each University will designate a person responsible for the administration, coordination and management of the program. The responsible persons will inform their counterparts of changes to programs. For Virginia Tech, that individual is Ms. Lyn Gray, Director, University Office of International Programs. For Hannover University, that individual is Peter Harms, Sachgebietsleiter Akademisches Auslandsamt, University of Hannover (head of the academic foreign office). On behalf of the Department of Landscape Architecture and Environmental Development that individual is Prof. Joachim Wolschke-Bulmahn.
9. Period of Agreement

The Agreement will be reviewed at five year intervals or more frequently at the written request of either University. It is agreed that if at the end of agreement no modifications are necessary, a letter to this effect signed by both parties will extend the agreement for five additional years.

10. Definitions

In this Agreement „home University/Institution“ will mean the University from which the exchange students originate. „Host University/Institution“ will mean the University which has agreed to receive the exchange students from the home University.

Approved:

For Virginia Tech:
Blacksburg, Virginia USA

Paul E. Ferguson  Charles W. Steger
President

Professor Paul Knox
University Distinguished Professor & Dean
College of Architecture & Urban Studies

Professor Patrick Miller
Head, Department of Landscape Architecture

20.03.2000
Date

For the University of Hannover:
Hannover, Germany

Professor Dr. occ. publ. Ludwig Schätzl
President

Professor Dr. Hille von Seggern
Dean, Department of Landscape Architecture and Environmental Development

07.01.2000
Date
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AMENDMENT

Virginia Polytechnic & State University
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College of Architecture & Urban Studies
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Hannover, Germany

1. Vacation Periods
The individual student will be responsible for his or her own housing and meal arrangements and costs during vacation periods.

2. Effective Date and Termination of Agreement
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 such written notice.

For Virginia Tech:
Charles W. Steger
President

Professor Paul Knox
University Distinguished Professor & Dean
College of Architecture & Urban Studies

Professor Patrick Miller
Head, Department of Landscape Architecture

26. 04. 2000
Date

For the University of Hannover:

Professor Dr. oec. publ. Ludwig Schätzl
President

Professor Dr. Hillebrand Seegern
Dean, Department of Landscape Architecture and Environmental Development

26. 04. 2000
Date