STUDENT EXCHANGE AGREEMENT

Between

**UNIVERSITY OF XXX**

represented by XXX, address, country

and

**TECHNISCHE UNIVERSITÄT DORTMUND**

**(TU Dortmund University),**

represented by the President Prof. Dr. Manfred Bayer,

August-Schmidt-Strasse 4, 44227 Dortmund, GERMANY

(Wenn zutreffend)

Executive Agency:

**DEPARTMENT OF XXX**

**Chair of XXX**

In recognition of the benefits of international study, the University of XXX and TU Dortmund University (TUDO) agree to encourage and promote the exchange of students (undergraduate, graduate and PhD-level) between the two institutions. Both parties agree in principle to the following:

1. Each institution will appoint an **exchange liaison officer** who will be the resource for exchange students and who will handle the practical matters related to student exchanges.
2. **Students** from XXX have the option to participate in the Dortmund International Summer Program (ISP) or to stay for one or two semesters at TUDO; students from TUDO also have the option to stay for one or two semesters at XXX. For every 2 XXX students accepted to the ISP, TUDO will be able to send 1 student for 1 semester to XXX. The number of the students exchanged may be adjusted each year by mutual agreement.
3. Students will **apply for admission** to the program in their own university through the liaison officer who will accept or reject a student on the basis of criteria approved by both institutions, pending final approval by the host institution.
4. Students may enroll in any program or course of study at the host institution provided that have completed the necessary prerequisite course(s) and that they have the **language skills** necessary to participate fully in the class work as determined by the host institution.
5. Neither institution will charge **tuition** for an exchange student from the partner institution. At TUDO all students will be responsible for the “Semesterbeitrag”, a mandatory contribution including exclusively social services for the benefit of the students and a ticket for public transport in the region. This contribution is managed by the student body (Studierendenschaft) and the student services organisation (Studierendenwerk).
6. All other **expenses** incurred for the purpose of study under this exchange agreement (such as travel, various fees, room, board, and miscellaneous personal expenses) will be the responsibility of the student.
7. If possible Dortmund students will live in XXX **housing**. TUDO will try to find housing for XXX students (on- or off-campus student dormitories).
8. XXX students are legally obligated to have a **health insurance** which is valid in Germany and meets the requirements for enrollment at a German university. TUDO students are highly recommended to have a health insurance which is valid in XXX. There is no obligation to take out any particular insurance company.
9. XXX students are highly recommended to have a **personal liability insurance** which is valid in Germany and includes rental damage. TUDO students are highly recommended to have a personal liability insurance which is valid in XXX. There is no obligation to take out any particular insurance company.
10. Course **credit and grades** will be awarded on the basis of the policies governing academic work at the host university. The student’s home university, however, retains the right to accept or reject any credit awarded toward the completion of degree requirements.
11. The official **transcript of records** of each exchange student’s performance will be sent directly to the home institution in accordance with prior instruction.
12. The present agreement will be in effect when signed by the duly authorized representative of both participating institutions. It may be terminated at any time by either of the participating institutions, with at least six months advance notice to the other, but without prejudice to persons participating in the exchange programs at the time.
13. The present agreement may be modified or replaced at any time by mutual agreement between the participating institutions. Subsidiary agreements or alterations of the contract must be in writing in order to be effective.
14. Exchange students will be subject to all the appropriate policies and regulations of the host university governing student life and behavior. Violation of laws by a participant may result in the immediate withdrawal of privileges under the exchange agreement for that participation.
15. Students are responsible for obtaining any required **visas.**
16. Each university is responsible for assuring that their respective participating students are informed of all terms of this agreement and are in compliance with these terms.
17. This Agreement is valid for a period of **5 years**.

|  |  |  |
| --- | --- | --- |
| Accepted for |  | Accepted for |
| TU Dortmund University |  | XXX University |
| Dortmund, date |  | Place, date |
| On behalf of the President(Prof. Dr. Manfred Bayer)Prof. Dr. Tessa FlattenVice President International Affairs |  |  |
|  |  |  |