Universität Rostock Traditio et Innovatio

Appendix to Memorandum of Understanding

STUDENT EXCHANGE AGREEMENT

The University of XY and the University of Rostock (UR) agree that they have an interest in establishing student exchange. The terms of this kind of exchange are agreed as follows:

1. Number of Students and Duration of Exchange

1.1 The maximum number of students exchanged in each academic year shall not exceed XXX students from each institution.
In principle, the exchange of students will occur on a one-to-one basis. While this number may vary in any given year, the relationship is assumed to be reciprocal during the period this agreement is in force.

1.2 The academic year is a fixed term referring to the relevant period of time at the host university. The period of study for an exchange student will be one academic year or at least one semester.

2. Selection and Admission

2.1 All participants shall be bona fide students and be engaged in a degree-oriented course of study at the home institution. Prospective students will be selected for the exchange by the faculty coordinator at the participant's home institution. The host institution will reserve the right to make the final decision regarding the admission of each student nominated for the exchange. Selection for or participation in the exchange does not confer the right to pursue a degree at the host institution.

2.2 Students will be selected by their home institutions on the basis of:

a. Academic excellence
b. Quality of study proposal
c. Adequate language competence

An academic experience of at least one year of studies is required.

2.3 All official student nominations from University of Rostock will come from a dedicated advisor in the AAA (International Office). All official student nominations from <University XY> will come from a dedicated advisor at the <International Office of University XY>. Students who are not nominated through these offices will not be considered part of the official exchange program and will not count toward the exchange balance.

2.4 Exchange participants hosted by each institution will be admitted as visiting, non-degree students, and must meet admissions eligibility requirements as defined by the host institution. Exchange participants who apply for graduate studies must hold an academic degree considered to be the equivalent of a Bachelor's degree or an equivalent.

3. Fee Payment and Accommodation

3.1 Each student will pay her or his regular tuition fee to the home institution and will receive the customary benefit from the host institution.

3.2 International students at Rostock University will, like all German students, pay the registration fee, currently € 185,- (not equivalent to a tuition fee!) which includes a contribution to the student parliament and a semester ticket for public transportation in Rostock.

3.3 The host university will assist the exchange students in finding housing in residence halls or alternative accommodation as may be necessary. Students are responsible for the costs of their accommodation.

3.4 Exchange participants are responsible for arranging and paying for their own in-country and international travel, medical insurance, passport and visa application fees, textbooks and personal items.

4. Insurances

4.1 Exchange students are also responsible for obtaining sufficient health insurance, (relevant to the host country) including medical evacuation and repatriation.

4.2 Furthermore students should take out a personal accident and liability insurance. It is highly recommended to choose an insurance company with affiliates in Germany for optimal service.

4.3 In case taking out insurance for Germany in the home country is not possible, the International Office of Rostock will assist the in-coming student in receiving an insurance policy upon arrival in Germany.

5. Academic Courses and Credits

5.1 Exchange students will be permitted to enroll in courses or programs at the host institution for which they are qualified.
The host institution reserves the right to exclude students from restricted enrollment programs.

5.2 The home institution should approve the chosen academic courses which the student wishes to attend prior to the beginning of studies at the host institution. This occurs in the form of a Learning Agreement among the home institution and the student. It is recommended to communicate with a contact of the chosen faculty (template of Learning Agreement available at the International Office of the UR).

5.3 Academic credits earned in courses at the host institution should be accepted by the student's home institution. At the end of the academic year, the host institution will provide a final official transcript of records with all results obtained by each exchange student.

5.4 It is the responsibility of each exchange student to ensure that he or she obtains a copy of his or her official statement of results covering the subjects taken during the period of exchange. The home university will be responsible for all matters concerning credit for subjects taken.

6. Article 4: Language Requirements

6.1 The students should satisfy the required language skills as evaluated by the inviting party.

7. Rules and Regulations

7.1 Exchange students shall be subject to the rules and regulations of the host institution and country. In case of violation, either university has the right to terminate the student's participation in the exchange or the host university has the right to expel the student in question.

8. Validity of Memorandum of Understanding

8.1 All modifications to this agreement must be in writing and signed by both parties.

8.2 This agreement shall be effective from the date of signature for an initial period of XXX [*no longer than five years*] unless either party provides written notice to terminate the agreement a minimum of six months prior to the expiration date. Nevertheless, such termination will not affect the completion of any activity underway at the time. Moreover, if future activity has been advertised and either party has made commitments to students concerning any activity, such termination of the Memorandum of Understanding will not affect that activity.

8.3 Thereafter, the Memorandum of Understanding could be re-evaluated and renewed by both parties' approval and will be considered for an additional five-year period of cooperation.

IN WITNESS WHEREOF, the parties hereto have offered their signature:

N.N.
Dean/President of the University of XY
Place, (Date)

Prof. Dr. Elizabeth Prommer
Rector of the University of Rostock
Rostock, (Date)