GRADUATE AND UNDERGRADUATEEXCHANGE AGREEMENT

**between**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

 **(Virginia Tech)**

**Blacksburg, Virginia, U.S.A.**

**and**

**PARTNER UNIVERSITY NAME**

**Partner University Location**

In the interest of expanding educational opportunities and to provide a unique learning experience for undergraduatestudents, as well as promote collaboration between the two institutions, Virginia Tech and Partner University agree to the following provisions:

Undergraduate students may only generate semester placement units for undergraduate students. Graduate students may only general semester placement units for graduate students.

1. Duration of Exchanges

Students may be exchanged for a summer, semester or an academic year.

2. Number of Students to be Exchanged

The number of qualified students to be exchanged will be determined by mutual agreement between the two institutions.

3. 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/Partner University language of instruction that will allow them to attend regular university classes. The appropriate level will be demonstrated through the required tests in each institution. At Virginia Tech, English proficiency requirements are as follows:

Undergraduate:

IELTS: 6.5 with no subscore below 6.5

TOEFL: iBT 80 with no subscore below 16; CBT 233; PBT 550

PTE: 53

Graduate:

IELTS: 6.5

TOEFL: iBT 90 with no subscore below 20; CBT 231; PBT 550

Insert language requirements at Partner University

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 fulltime enrollment in Fall or Spring term, and an academic year is fulltime enrollment for fall and spring semester.

Each party should be prepared, however, to consider a disparity in any given semester or year during the period of the agreement. Imbalances may therefore be carried forward from one year to the next with the provision that enrollment adjustments will be made in the following year to restore balance. Virginia Tech or Partner University may refuse admission to additional incoming exchange students until the exchange balance is restored. 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** **may not earn degrees from the host institution while studying under this agreement.** Students are expected to maintain full-time status as determined by host institution.

6. Student Rights & Responsibilities

Exchange students will have the same rights as students at the host institution and be subject to the same regulations at that institution.

7. Student Program Fees

Neither institution will charge incoming students an application fee. 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 travel costs will be the responsibility of the individual student. In the case of Virginia Tech, miscellaneous fees such as special course fees, fieldwork courses, key deposits, books, etc. may be required. These fees are associated with particular VT colleges or majors will be paid directly by each participant.

An Incoming Exchange Student Support Fee will be assessed to incoming exchange students participating in study abroad at Virginia Tech. This fee contributes to orientation and arrival services, on-going support and programming as well as facilitation of one official transcript mailed to the student’s home institution upon completion of each semester of study.
Following acceptance, this administrative fee will be billed to the student’s account and will be paid directly by the participant.

Graduate students studying at Virginia Tech who have completed sufficient coursework may earn up to one Graduate Certificate while studying under this agreement. Before the Graduate Certificate may be conferred, the student must pay the application and conferral fees. If a graduate student has earned a Graduate Certificate while studying under this agreement; is subsequently admitted to a Graduate Degree program at Virginia Tech; and wishes to apply the coursework completed for the Graduate Certificate toward their Graduate Degree, they must first seek approval from the Dean of the Graduate School.

Insert additional fees for Partner University

8. Housing

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. 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). Insert housing details of Partner University.

9. 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 Partner University 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. Insert insurance requirements ofPartner University.

10. Visa Requirements

Participants will be required to meet any visa requirements that pertain to studying in the host country. In the case of Partner University students coming to Virginia Tech, they will need to document having sufficient financial resources for the period of stay.

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. Transcripts

Both institutions agree to provide a transcript at the end of the period of study, giving details of the courses studied, grades earned and credits awarded. Virginia Tech is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Virginia Tech requires an official transcript from Partner University to process the transfer of credits. The partner institutionmust also grant degrees as recognized by the Ministry of Education in their country. Credits earned at Partner University will transfer back to Virginia Tech at a ratio of X:X. This means that for every X credits a Virginia Tech student earns at Partner University they will receive X credit on their Virginia Tech transcript.

13. 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 Assistant Director of Global Education for Partnerships & Affiliations will serve as Exchange Coordinator. For Partner University, that role will be played by name/title.

14. Effective Date and Termination of Agreement

This agreement shall be in effect for five years from the date of its final 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.

15. Agreement

In agreement with the above terms of participation, the following signatures are affixed:

VIRGINIA POLYTECHNIC PARTNER UNIVERSITY INSTITUTE AND STATE

UNIVERSITY (Virginia Tech)

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Cyril Clarke [Representative]

Exec. Vice President & Provost Title

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Date Date