**Agreement of student EXCHANGE**

**between (the Faculty/Department of … of) the University of …**

**and**

**(the Faculty/Department of … of)[[1]](#footnote-1) the University of Münster**

The (Faculty/Department of… of the ) University of … and (the Faculty/Department of… of)**[[2]](#footnote-2)** the University of Münster, respectively, believing that the educational process and international understanding will be mutually enhanced in their respective academic communities hereby agree as follows:

**GeNeral REGULATIONS, ELIGIBILITY AND ENrOLMENT**

1. Each institution may send up to … graduate or undergraduate students each year. Both institutions will strive for a balance regarding the number of students (counted in months) taking part in the exchange. After a period of five years, this balance will be evaluated; imbalances after the fifth year will be resolved by mutual agreement between the two institutions.
2. The home university nominates the candidates for the exchange programme to the host university well in advance before the start of the academic programme. The host institution reserves the right to determine the final admission eligibility of each student nominated by the home institution.
3. Exchange students must satisfy the language proficiency requirements for the chosen course or programme or take appropriate language instruction prior to the beginning of their academic programme, as determined by the regulations of the host university.
4. The period of enrolment for exchange students at the University of .... will be for … *[one semester, one academic year]*. The period of enrolment for exchange students at the University of Münster will be for one semester or one academic year.
5. Students from the University of … may enrol at the University of Münster - subject to the usual university regulations and policies - in the following courses: [*all courses offered, courses offered by faculty…*]**[[3]](#footnote-3)**. Students from the University of Münster may enrol at University of … - subject to the usual university regulations and policies - in the following courses: [*all courses offered, courses offered by faculty…*]**[[4]](#footnote-4)**. At the host institution, exchange students will have the status of 'non-degree-students'**.**
6. Any academic credit earned at the host university may be transferred to the home university in accordance with the procedures determined by the latter.
7. Both institutions will appoint coordinators in their respective offices who will execute the agreement and act as contact persons for the exchange students.

**FINANCIAL ARRANGEMENTS**

1. Exchange students shall be exempt from paying tuition fees at the host institution. A registration fee might still be applicable, according to the local and national regulations. At the University of Münster exchange students have to pay a social semester fee which includes a semester ticket for public transportation in the greater Münster area and German federal state of North Rhine-Westphalia.
2. Exchange students will be responsible individually for their living expenses, room and board, travel and visa costs, health insurance, books and other personal expenses.

**resources and Regulations at the host institution**

1. All student services and facilities of the host institution will be made available to exchange students.
2. The host institution will assist exchange students in all practical and academic matters, especially concerning accommodation and academic integration.
3. Upon completion of their exchange period at the host university, exchange students return to the home institution. Any extension of stay must be approved by both universities. Non-degree exchange students who want to apply for degree status must reapply to the host institution by submitting a new application according to the procedure applicable at the host institution.
4. Exchange students are subject to the rules and regulations of the host institution. The host institution reserves the right to dismiss an exchange student at any time due to academic or personal misconduct. The dismissal of a student shall not abrogate the agreement regarding other participants.

**Duration, amendment and termination of this agreement**

1. This agreement will be effective from the date of signature for an initial period of five years. Thereafter, it shall be automatically extended indefinitely, subject to revision or modification by mutual consent.
2. This agreement may be amended based upon mutual consent. Amendments need to be agreed upon in writing to become effective.
3. Either party may terminate this agreement by written notification at least six months in advance of the effective date of termination. Any exchanges of students taking place at the time of termination will not be affected; exchange students who already stay at the host institution will be allowed to complete the exchange programme.
4. This agreement is to be executed in English in duplicate, both copies being considered original.

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| For THE University of ... |  | For THE University of Münster**[[5]](#footnote-5)**: |
| Place/Date: |  | Place/Date: |
| …  President/Rector |  | Prof. Dr. Johannes Wessels  Rector |
| (Address University) |  | University of Münster  Schlossplatz 2  48149 Münster  Germany |
| For THE faculty/Department of ... |  | For THE faculty/Department of ... |
| Place/Date: |  | Place/Date: |
| …  Dean/Director |  | …  Dean/Director |
| (Address Faculty/Department) |  | (Address Faculty/Department) |

1. Nichtzutreffendes streichen [↑](#footnote-ref-1)
2. Nichtzutreffendes streichen [↑](#footnote-ref-2)
3. Nichtzutreffendes streichen [↑](#footnote-ref-3)
4. Nichtzutreffendes streichen [↑](#footnote-ref-4)
5. Zeichnung durch den Rektor nur bei universitätsweiten Agreements [↑](#footnote-ref-5)