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**Student Exchange Agreement**  
**Addendum to**  
**Memorandum of Understanding between**  
**Minot State University, North Dakota U.S.A.**  
**and**  
**Kristianstad University, Sweden**

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This agreement for the mutual support and promotion of student exchanges is entered into by Minot State University, 500 University Ave West, Minot North Dakota, U.S.A., (hereafter referred to as MSU), Högskolan Kristianstad (Kristianstad University), SE-291 88 Kristianstad, Sweden (hereafter referred to as HKR). To carry out the purposes of this agreement, MSU and HKR understand the following:

**1. Purpose of the Agreement**

The purpose of this agreement is to develop scholarly exchanges between Sweden and the United States in the shared conviction that such exchanges contribute to international friendship and understanding and promote global awareness among exchange students from the two participating institutions.

Within the framework of this exchange, "home university" will mean the institution in which a student is formally enrolled as a degree candidate, and "host university" will mean the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis.

This exchange agreement will enable students to take classes but not to study for a degree at the host institution. Courses passed at the host institution will normally be accepted for credit towards the degree at the candidate's home institution in which s/he is enrolled. It will be the responsibility of each participant in the student exchange program to obtain official approval from his/her own institution for courses taken at the host institution.

**2. Number of Students to Participate**

Beginning in the academic year 2016-2017 the institutions shall commence exchanging students per this agreement. Each academic year, up to two (2) undergraduate students enrolled for degree study at Minot State University may, through this agreement, be enrolled at Kristianstad University for one semester. Similarly, each academic year, up to two (2) undergraduate students enrolled for degree study at Kristianstad University may be enrolled at Minot State University for one semester.

The total number of participating students from the home institution shall not exceed the number of participating student form the host institution over a three-year period. If the flow becomes too imbalanced in one direction, the flow in that direction may be suspended until the balance is achieved.

If there are more students interested in participating in the exchange program than space available in any academic year, these students may apply to be enrolled as “not-for-degree” visiting students and pay the standard fee set for all visiting students.

### **3. Selection of Exchange Candidates**

Each exchange student will be screened for eligibility for admission by the home institution. Each university shall respect the admission requirements and enrollment constraints of the host institution. Participants will be subject to the standard rules, regulations, and enrollment constraints of the host university in the selection of courses. The obligations of the two institutions under this agreement are limited to exchange students only and do not extend to spouses and dependents.

The exchange program shall be open to undergraduate students who have completed at least one year of undergraduate study at the home institution.

Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, color, gender, age, height, weight, marital or familial status, ethnicity, religion, national origin, or disability.

### **4. Requisite Language Skills**

Each of the parties to this agreement will endeavor to select only exchange students who possess the language skills required for completion of classes they are to take at the host institution during the period of exchange. The language of instruction at MSU is English and at HKR is Swedish and/or English, depending upon the field of study. Students must be proficient in the program language in order to participate in the exchange. The host institution shall have final authority on admission decisions.

HKR students must present to MSU a letter of recommendation from their professor stating their level of English.

If deemed necessary, the host institution may require exchange students to undertake further language instruction after their arrival.

### **5. Application Documentation**

Students must submit necessary documentation in order to be considered for admission as an exchange student at the host institution. Documentation will vary depending upon the field of study, and can be requested from the host institution’s contact person named in item #13.

General applications documents required for consideration at MSU include the following:

- a) NDUS general application form
- b) English language certification letter
- c) Unofficial transcript (to determine if pre-requisites have been met)
- d) Student’s declaration of finances and supporting documentation
- e) Photocopy of the page containing personal information from passport
- f) On-campus housing application
- g) Any program-specific documentation

General application documents required for consideration at HKR include the following:

- a) Online application form uploaded with signature of MSU International Coordinator
- b) Uploaded passport photo
- c) List of preferred courses to be pursued at HKR
- d) Unofficial transcript (to determine if pre-requisites have been met)

Upon acceptance to HKR, the following additional documentation must be submitted:

- e) Student's declaration of finances and supporting documentation (when applying for a residence permit)
- f) Application for accommodation
- g) Application for pick-up at arrival

Additional information regarding the application process at HKR can be found at: [www.hkr.se/en/study-at-hkr/exchange-student/application](http://www.hkr.se/en/study-at-hkr/exchange-student/application).

## **6. Degrees Granted at the Host Institution**

If exchange students wish to pursue a degree program at the host institution after completing the period of exchange, they must meet the regular university and program admission requirements and regulations and pay all applicable fees required of matriculated foreign students.

## **7. Financial Responsibilities of Exchange Students**

Exchange students will be responsible for all expenses incidental to the exchange, including visas, travel expenses, and room and board at the host institution.

Participating students shall pay tuition and mandatory fees to their home institution.

Each student must also obtain, at their own expense, insurance to cover medical contingencies in the host country. Exchange students from HKR are all covered by Student UT: the Swedish State's Insurance during Education Abroad, which is acceptable coverage at MSU. See attachment.

## **8. Visas/Travel Documents**

The host institution will assist its guest students, to the fullest extent possible, in obtaining visas and other documents required by the government of the host country.

In order to comply with U.S. government regulations, students from HKR will be required to provide a guarantee that they have the financial resources to meet all expenses related to the exchange. Upon submission of a satisfactorily completed form, MSU's Office of International Programs will provide the student with a form DS-2019 form to apply for a J-1 Exchange Visitor Visa.

MSU students will receive a letter of acceptance from HKR's International Office, stating the admitted student/s as admitted for full time studies and the period of exchange. The letter of acceptance will also include information about a group insurance as stated at [www.hkr.se/en/study-at-hkr/exchange-student/group-insurance-for-exchange-students-/](http://www.hkr.se/en/study-at-hkr/exchange-student/group-insurance-for-exchange-students-/).

## **9. Housing Facilities and Support**

Exchange students at MSU are guaranteed accommodation in the host institution's campus residences on the condition that Housing Applications are submitted to the host institution by April 1<sup>st</sup> for fall semester and October 1<sup>st</sup> for spring semester.

Exchange students at HKR are guaranteed accommodation in Kristianstad on the condition that Housing Applications are submitted to the host institution by April 30<sup>th</sup> for fall semester and October 31<sup>st</sup> for spring semester.

Exchange students participating under this agreement will have access to all student support services and facilities that are also available to regular degree-seeking students at the host institution.

Pre-exchange support and preparation as well as on-program support will be provided International Office at the respective home and host institutions.

## **10. Student Conduct**

Participants in the exchange will be governed by the same regulations and performance standards that pertain to other students at the host university. If the exchange student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the course, it will be considered as a completed exchange from the institution concerned. In addition, the host institution reserves the right to require the withdrawal of any student whose academic standing or conduct warrants such action. The host institution will consult with the home institution before finalizing such action. The parties agree that there will be no replacement for students who do not complete an exchange.

## **11. Academic Records**

Academic achievement reports will be sent to the student's home university at the conclusion of each semester, not later than six weeks after the last day of final examinations. In most cases, this will be by university transcript, used at the discretion of the home institution. Exchange students may be asked to pay a fee to the host university for this service.

Prior to the exchange, departments/divisions at the home university will provide academic counseling to ensure that the academic courses taken at the host institution are acceptable to the home institution. The host institution will provide course descriptions and syllabi to aid in course equivalency evaluation.

## **12. Term and Termination**

This agreement will go into effect on June 1, 2016 and will be in effect for a period of three (3) years. This agreement may be modified by mutual written agreement of the parties during its term. The agreement can be renewed for additional periods by mutual written consent of the parties to the agreement. Both parties reserve the right to terminate this agreement upon written notice given six months prior to the termination date becoming effective.

### 13. Administration, Amendments, Notices

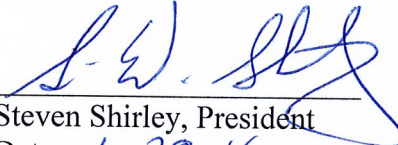
Administration of this Student Exchange Agreement shall be the responsibility of the Director of International Programs at MSU and the International Office at HKR. Any additions, changes, or deletions must be approved by these official representatives of both universities.

The address for notices at Minot State University is:  
*Ms. Libby Claerbout, director of international programs*  
Minot State University  
500 University Ave West  
Minot, ND 58707, USA  
Telephone: +1-701-858-4155  
Fax: +1-701-858-3279  
E-mail: [libby.claerbout@minotstateu.edu](mailto:libby.claerbout@minotstateu.edu)


The address for notices at Kristianstad University is:  
*Ms. Marie Gunnarsson Ekström, International Co-ordinator*  
Högskolan Kristianstad  
se-291 88 Kristianstad, Sweden  
Telephone: + 46 44 20 31 72  
Fax: + 46 44 20 30 63  
E.-mail: [marie.g.ekstrom@hkr.se](mailto:marie.g.ekstrom@hkr.se)

Each party is responsible for the claims, losses, damages and expenses that may arise out of negligent acts or omission of that party or its agents or employees in performance of this agreement.

Approved by both parties:

  
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Steven Shirley, President  
Date: 1-29-16

Minot State University  
500 University Ave West  
Minot, ND 58701, U.S.A.

  
\_\_\_\_\_  
Håkan Pihl  
Date: 2-11-2016

Högskolan Kristianstad  
SE-291 88 Kristianstad  
Sweden

#### Attachment:

1. Student UT: the Swedish State's Insurance during Education Abroad