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

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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), and Telemark University College, Kjølnes ring 56, Porsgrunn, Norway, NO-3901 (hereafter referred to as TUC). To carry out the purposes of this agreement, MSU and TUC understand the following:

**1. Purpose of the Agreement**

The purpose of this agreement is to develop scholarly exchanges between Norway 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 2012-2013 the institutions shall commence exchanging students. No limit is placed on the number of students that can participate in the exchanges. With approval from both institutions, students can choose a period of time that fits into their program of study, allowing for semester and academic year exchanges. Practical placements may be organized under this agreement by special arrangements.

**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.

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 TUC is Norwegian 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.

TUC students will need to have scored at least a 4 (four) in their high school English courses in order to study at MSU. A coordinator at Telemark University College will certify the student's Norwegian high school transcript.

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 are the following:

- a) Application form
- b) English language certification
- c) Unofficial transcript (to determine if pre-requisite 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 TUC are the following:

- a) Application form
- b) Photocopy of the page containing personal information from passport
- c) Transcript of records
- d) Documentation of financial capacity

#### **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, tuition and fees at the host institution, and room and board. Each student must also obtain, at their own expense, insurance to cover medical contingencies in the host country.

The home institution must make certain that the students have sufficient means to support themselves and to cover all costs related to the study abroad period.

## **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 TUC 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 DS 2019 form to apply for a J-1 Exchange Visitor Visa.

In order to comply with Norwegian government regulations regarding a student visa, MSU students must provide the following documents as part of their visa application: A letter of acceptance from TUC, proof of housing and proof that they have sufficient means to cover their expenses while in Norway. TUC will provide the student with a document that will meet these requirements.

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

Exchange students 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.

## **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 January 1, 2013 and will be in effect for a period of five (5) 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**

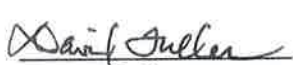
Administration of this Student Exchange Agreement shall be the responsibility of the Director of International Programs at MSU and the Head of International Relations office at TUC. Any additions, changes, or deletions must be approved by these official representatives of both universities.


The address for notices at Minot State University is:  
*Ms. Libby Claerbout, director of international programs*  
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The address for notices at Telemark University College is:  
*Ms. Trine Ellefsen, head of international relations*  
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Telephone: +47 35 57 50 00  
Fax: +47 35 57 50 02  
E-mail: [trine.ellefsen@TUC.no](mailto:trine.ellefsen@TUC.no)

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:

 date 10/26/12  
David Fuller, President  
Minot State University  
500 University Ave West  
Minot, ND 58701, U.S.A.

 date 11/19/12  
Nils Kristian Bogen, Rector  
Telemark University College  
Kjølnes Ring 56, PB 203  
Porsgrunn, Norway, NO-3901