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

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 Aalborg University, Fredrik Bajers Vej 5 DK-9220 Aalborg East, Denmark (hereafter referred to as AAU). To carry out the purposes of this agreement, MSU and AAU understand the following:

1. Purpose of the Agreement
   The purpose of this agreement is to develop scholarly exchanges between Denmark 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 2018-2019 the institutions shall continue exchanging students per this agreement. Each academic year, up to two (2) students enrolled for degree study at Minot State University may, through this agreement, be enrolled at Aalborg University for one semester. Similarly, each academic year, up to two (2) students enrolled for degree study at Aalborg University may be enrolled at Minot State University for one semester.

   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.

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 AAU is Danish 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.

AAU students must present 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 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 AAU are the following:
   a) Printed application form including signature
   b) Stamped and signed copies of certificates and academic transcripts (a stamped and signed copy of all documents will be accepted only if performed by the institution that has issued the original document, by the Embassy or Consulate in your home country or by a public notary)
   c) 1 passport size photo (approximately 1.2X1.2 inches)
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. 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.

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 AAU 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.

Once AAU has enrolled the MSU student an official enrolment letter and the ST-1 form (application for ‘Residence and Work Permit for Students’) with part two completed, will be emailed. To apply the student must complete part one and take this to the Danish Consulate General in New York, NY in order to get biometrics registered with the application.

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 1st for fall semester and October 1st for spring semester.

Exchange students at AAU are guaranteed accommodation in Aalborg on the condition that Housing Applications are submitted to the host institution by April 1st for fall semester and October 1st 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 1 September 2018 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 Study Abroad Coordinator at AAU. 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
The address for notices at Aalborg University is:
*Mariann Simonsen, Study Abroad Coordinator
Aalborg University
Fibigerstræde 10
DK-9220 Aalborg East, Denmark
Telephone: +45 9940 9630
Fax: +45 981545 4522
E-mail: mas@adm.aau.dk

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:

Dr. Steven Shirley, President
Date: 7-20-18
Minot State University
500 University Ave West
Minot, ND 58701, U.S.A.

Per Michael Johansen, President
Date: 9-18-18
Aalborg University
Fredrik Bajers Vej 5
DK-9220 Aalborg East, Denmark