Student Exchange Agreement
Addendum to
Memorandum of Understanding between
Minot State University, North Dakota U.S.A.
and
Hogskolen i Harstad, Norway

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 Hogskolen i Harstad (Harstad University College), Havnegata 5, Harstad, Norway, NO-9404 (hereafter referred to as HiH). To carry out the purposes of this agreement, MSU and HiH 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, as well as practicum placements.
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 HiH 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.

HiH students will need to have scored at least a 4 (four) in their high school English courses in order to study at MSU, and must provide a certification of English ability by the international coordinator at HiH at the time of application.

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

General application documents required for consideration at HiH are the following:
   a) Application form
   b) Unofficial transcript (to determine if pre-requisite have been met)
   c) Student’s declaration of finances and supporting documentation
   d) Photocopy of the page containing personal information from passport
   e) Housing application (online)
f) Any program-specific documentation

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, application fees, 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.

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 HiH 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 the Norwegian immigration regulations, students from MSU will be required to provide a guarantee that they have the financial resources to meet all expenses to support themselves for the whole period for which they are applying for a study permit. The funds must correspond to full support from the Norwegian State Education Loan Fund (NOK 45,800/semester in 2011/2012). The amount must be transferred to a deposit account established by HiH in the student’s name. HiH must be notified once the transfer has been made and the letter of admission will be issued. Students admitted through the High North Fellowship Programme are exempted from providing a financial guarantee.

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 1st for fall semester and October 1st 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 1 November 2011 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 Affairs at HiH. 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, N, 58707, USA
Telephone:+1-701-858-4155
Fax:+1-701-858-3279
E-mail: libby.claerbout@minotstateu.edu

The address for notices at Harstad University College is:
Ms. Sigrid Ag, head of International Affairs
Harstad University College
Havnegata 5
9480 Harstad, Norway
Telephone: +47 77 05 81 24
Fax: +47 77 05 81 01
E-mail: Sigrid.Ag@hih.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:

David Fuller, President
Minot State University
500 University Ave West
Minot, ND 58701, U.S.A.
Date: 10/13/17

Bodil Olsvik, Rector
Høgskolen i Harstad
Havnegata 5
Harstad, Norway, NO-9460
Date: 19.10.2011