
**Student Exchange Agreement
Addendum to
Memorandum of Understanding between
Minot State University, North Dakota U.S.A.
and
University of South-Eastern Norway, 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 the University of South-Eastern Norway), P.O. Box 235, 3603 Kongsberg, Norway (hereafter referred as USN). To carry out the purposes of this agreement, MSU and USN 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 on August 1, 2019 the institutions shall commence exchanging students. No limit is placed on the number of students that can participate in the semester exchanges; however, each institution will strive to maintain a balance within the period of the agreement. If MSU students participate in summer school program at USN, 3 summer school spots are equivalent to one semester spot at MSU. There may be limitations on the number of summer school spots available each year at USN. USN will be in contact with MSU prior to the summer school application deadline in regards to the anticipated capacity for each summer session.

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.

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 and summer school at USN.

3. Selection of Exchange Candidates

Each exchange student will be screened for eligibility for admission by the home institution. USN students must have the average of "C" or better on the Norwegian/ECTS grading scale. 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 USN 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.

USN 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 USN 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) 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) Any program-specific documentation

General application documents required for consideration at USN are the following:

- a) Complete the online application form
- b) Copy of the photo-page in the passport (containing name)
- c) Official transcript of records from MSU
- d) Learning agreement and/or course approval form from MSU
- e) Documentation of financial capacity for use in the application for student residence permit (requested by UDI, the Norwegian Immigration Authorities).

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 USN will be required to provide a financial 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 USN, proof of housing and proof that they have sufficient means to cover their expenses while in Norway. USN confirms these items in the Letter of Admission, but additional documents may be required by the local visa processing office.

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 complete withdrawal from the 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 in the form of a 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 August 1, 2019 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

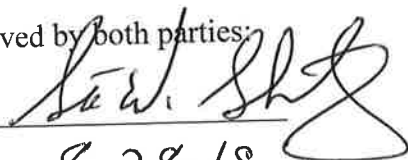
Administration of this Student Exchange Agreement shall be the responsibility of the Director of International Programs at MSU and the Head of International Relations office at USN. Any additions, changes, or deletions must be approved by these official representatives of both universities.


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
E-mail: Libby.Claerbout@MinotStateU.edu

The address for notices at University College of Southeast Norway is:
Ms. Heidi T. Knutsen
University of South-Eastern Norway
P.O.Box 235, 3603 Kongsberg
Telephone: +47 31 00 89 78
E.-mail: Heidi.Knutsen.Tovsrud@usn.no

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

Approved by both parties:


Date: 8-28-19


Date: 9-26-19

Dr. Steven Shirley, President
Minot State University
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