MEMORANDUM OF AGREEMENT
BETWEEN
LA TROBE UNIVERSITY in AUSTRALIA
AND
IOWA STATE UNIVERSITY in the UNITED STATES OF AMERICA

In order to formalize the scholarly exchange agreement between La Trobe University and Iowa State University, hereafter referred to as La Trobe and Iowa State, the two universities subscribe to the statement of principles and procedures given below and to the terms of agreement attached regarding the responsibilities which each institution undertakes as its part of the reciprocal exchange.

Believing in the critical importance of students gaining an understanding of the interdependence of all peoples of the world, La Trobe and Iowa State agree to the establishment of a reciprocal exchange of students between their respective institutions.

The universities therefore agree jointly to support the exchange of students between the two educational institutions by:

- Establishing a university body, or utilizing existing bodies, to provide oversight to the exchange program and to consider and rule on policy matters relating to the program.
- Selecting on an annual basis one student to be considered by the receiving university for admission and placement in an appropriate program of study. La Trobe and Iowa State will send students majoring in agricultural sciences. Upon mutual agreement, La Trobe and Iowa State may send students majoring in other disciplines than those previously mentioned. La Trobe and Iowa State may, through mutual agreement, vary the numbers of students to be exchanged in any given year.
- Placing the students in practical training positions of up to six months’ duration.
- Agreeing to accept as equivalent each other’s tuition fee level, residence provisions, length of academic year, teaching methods, examinations, and related provisions.
- Providing predeparture orientation for home students and post-arrival orientation for guest students by utilizing existing programs or establishing special programs
- Agreeing to pursue the possibility of expanding this agreement to include staff/faculty visits and exchanges and research projects.

This agreement is initially for a five-year period, renewable by agreement of both parties and terminable at the end of this period by mutual consent.

Iowa State University

Benjamin J. Allen
Provost

Catherine E. Woteki
Dean, College of Agriculture

David G. Acker
Director, International Agriculture Programs

La Trobe University

[Signature]
Professor Michael J Osborne
Vice-Chancellor and President

Date

December 2007

Date
TERMS OF AGREEMENT FOR A RECIPROCAL
STUDENT EXCHANGE BETWEEN
LA TROBE UNIVERSITY in AUSTRALIA
AND
IOWA STATE UNIVERSITY in the UNITED STATES OF AMERICA

SELECTION OF PARTICIPANTS
The selection procedure by which reciprocal exchange candidates are nominated is the responsibility of the sending institution. These candidates will normally be undergraduates but, upon mutual agreement, may be graduates. The agreed ratio for exchange will be one-for-one. The candidates may be a mixture of undergraduate and graduate. The number sent by each institution each year will be decided upon by mutual agreement. If the number of students exchanged is out of balance at the end of the agreement, the agreement will continue until a balance has been reached.

Each institution reserves the right to require candidates to complete the standard admission documents and to provide the results of any required entrance examinations.

Each institution reserves the right to accept or reject each candidate for admission on the basis of regular academic selection criteria and to classify appropriate students’ status at the time of admission. It is also understood that certain candidates may be rejected on account of shortage of faculty or lack of student places and other teaching or research facilities.

The acceptance of exchangees is conditional on obtaining the necessary immigration and travel clearance. The receiving institution will endeavour to assist in obtaining the proper documents. Three months prior to the planned arrival of the students, each institution will send the student information necessary for processing the necessary paperwork, visas and training placement.

ACADEMIC PROGRAM
Iowa State will enroll accepted La Trobe exchangees as full time special non-degree students for up to two regular semesters of the academic year. La Trobe students may enroll in regular Iowa State courses for which they have the appropriate prior study and which are appropriate to the needs of the university curriculum.

At the end of the academic year Iowa State will send to La Trobe a report on the academic achievement of the La Trobe students. This report will take the form of an official transcript.

La Trobe will enroll accepted Iowa State exchangees as full time students for the regular academic year. Iowa State students may enroll in regular La Trobe courses for which they have appropriate prior study and which are appropriate to the needs of the Iowa State curriculum.

At the end of the academic year, La Trobe will send to Iowa State University a report on the academic achievement of the Iowa State students, including an evaluation of performance and official transcript.

STUDENT FINANCES
Iowa State and La Trobe students will pay tuition and fees to their home university.

The costs of room and meals, travel, health and accident insurance, books and supplies, and incidental expenses are the responsibility of the individual exchangee, except as the sending institution may determine otherwise.

The receiving institution will reserve appropriate university housing for each exchangee. Arrangements for other than university housing must be negotiated on an individual basis.

The receiving institution will provide, in advance, a list of estimated living expenses for each current academic year, for the information of the exchangees.

The exchangees will be entitled to the use of all host university facilities on the same basis as home students.
PRACTICAL TRAINING WORK PLACEMENTS
Some students may wish to stay for a practical training experience following their semester(s) of study. When this is the case, the receiving institution will be notified of this expectation prior to the beginning of the semester of study.

Students who have not participated in a semester or year-long study program at the receiving institution will be allowed to participate in the work placements with the approval of the receiving institution. Students who do participate in the study portion of the program will be given priority in work placement.

The receiving institution will assist the student in finding a practical training position relevant to their area of academic study. Placement may be in university or industry. The receiving institution will also assist each student in finding appropriate housing and transportation in relation to the work placement.

It is the intent of both institutions to provide stipends and/or accommodations for students participating in the practical training program. Funding sources for the practical training program may change from year to year, therefore an annual work plan will be drafted each year of the agreement that will outline expected stipends and a detail of potential costs to the students.

EXCEPTIONS, AMENDMENTS
For conditions of the exchange not covered by this memorandum of agreement or for problems which arise during the course of the exchange agreement, both parties agree to refrain from unilateral action and to consult and negotiate mutually agreeable decisions on such problems as may arise from time to time. Amendments to the agreement may be made at any time by agreement of the parties through the exchange of letters. Such amendments shall be added in the form of appendices.

Iowa State University

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Provost

Catherine E. Woteki
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