TERMS OF AGREEMENT FOR A
RECIPROCAL STUDENT EXCHANGE BETWEEN

WAGENINGEN UNIVERSITY

AND

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY
COLLEGE OF AGRICULTURE AND LIFE SCIENCES

Within this agreement, Home Institution means the institution in which the exchange student is formally enrolled as a degree candidate, and Host Institution means the institution that has agreed to receive the exchange student from the Home Institution for a period of study on a non-degree basis.

FEES
Exchange students will remain enrolled as full-time students of the Home Institution throughout the exchange period and will continue to pay tuition fees to the Home Institution. Exchange students shall not be charged for application, tuition, or other mandatory academic fees at the Host Institution. Note: there is a small ISU application fee of $40 (2017-2018 - to be determined each year), which cannot be waived. Exchange students will be responsible for all other costs associated with participation in the student exchange programme, including, but not limited to:

a. Travel and transportation.
b. Passport and visa costs.
c. Health and medical expenses (including dental)
d. Health and travel insurance acceptable to the Host Institution for the full period of the proposed exchange.
e. Course materials, textbooks, clothing and personal expenses (including meals).
f. Accommodation expenses.

SELECTION OF PARTICIPANTS
Number of Exchange Students: Each institution shall accept up to six (6) exchange students/semesters, at the undergraduate or postgraduate level, subject to maintaining a balanced reciprocity. These numbers could be extended by mutual agreement, provided a balanced reciprocity is maintained.
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 number sent by each institution each year will be decided upon by mutual agreement.

The Home Institution, respecting the admission requirements of the Host Institution, shall assume full responsibility for the assessment, selection and nomination of qualified candidates. The Host Institution reserves the right of final approval on the admission of an exchange student.

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 accord 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 endeavor to assist in obtaining the proper documents.

Three months prior to the planned arrival of the students, each institution will send to the other full information on the students nominated to fill the places allocated.
ACADEMIC PROGRAM
Students involved in an exchange will enrol in courses of their choice at the Host Institution, subject to admission and registration requirements, faculty approval and availability of places. Students have to fulfil the prerequisites of the courses they wish to attend. Each institution will provide academic advice to assist its guest exchange students in the selection of appropriate courses.

Iowa State will enroll accepted Wageningen exchangees as full time special non-degree students for up to two regular semesters of the academic year. Wageningen 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 Wageningen curriculum.

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

Wageningen will enroll accepted Iowa State exchangees as full time students during the regular academic year. Iowa State students may enroll in regular Wageningen 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, Wageningen will send to Iowa State University a report on the academic achievement of the Iowa State students, including an evaluation of performance and results of degree examinations. This report will take the form of an official transcript.

Each party shall assure that exchange students will have all the privileges accorded to its regular students, including, but not be limited to, instructors, classroom facilities, library facilities, recreational facilities, computer lab and laboratories.

PROGRAM INFORMATION:
Each party shall provide to the other party copies of or weblinks to any policies or documents that it expects exchange student to abide by, including but not limited student handbooks, disciplinary policies, housing agreements, and insurance requirements. Each party shall also inform the other party of the visa and entry requirements for students.

CONFIDENTIALITY:
Each institution shall protect the confidentiality of exchange student records as required by law regarding confidentiality of exchange students' personal information applicable to either the Host Institution or the Home Institution. Each institution shall ensure that it obtains any relevant consent from each exchange student to enable personal information to be disclosed to the other institution.

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

Room and meal costs, 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.
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 written agreement of the parties through the exchange of letters signed by authorized representatives of the parties. Such amendments shall be added in the form of appendices.

LIAISON PERSONS
The liaison person for this agreement at ISU will be the Exchange Coordinator, and at WU, it will be the institutional exchange coordinator (Appendix A). Each party shall communicate in a timely manner with the other party’s liaison person regarding matters relating to this program, including but not limited to any exchange student emergency, disciplinary or academic problem, or any natural disaster, civil disturbance or other health or safety crisis that may adversely impact exchange students.

TERM OF AGREEMENT
This agreement shall commence on the date both institutions have signed this agreement for an initial period of 5 years (Initial Term). Upon written mutual agreement, the parties may extend the Initial Term or terminate this agreement prior to the end of the Initial Term.

TERMINATION OF THIS AGREEMENT
Either institution shall be entitled at any time at its absolute discretion to terminate this agreement by giving at least 6 months’ prior written notice to the other institution. Such termination shall not affect any exchange students that an institution has agreed to host, prior to the effective date of termination. This is the case even where the exchange period falls after the date of termination. Such termination shall not affect the validity and continuity of any outstanding obligation agreed upon by the two institutions prior to termination. Each institution shall ensure that adequate arrangements have been made to fulfill all commitments to the exchange students before the agreement in terminated.

NON-DISCRIMINATION
In connection with this Agreement, neither party shall discriminate on the basis of race, color, ethnicity, national origin, religion, age, sex, pregnancy, marital status, sexual orientation, gender identity, genetic information, disability, status as a U.S. veteran or other legally protected status.

NOTICE
Notices relating to this Agreement shall be in writing and shall be delivered by an internally recognized carrier (e.g. Federal Express) to the other party’s liaison person or such other address as may be given in writing in accordance with this section. Notice shall be deemed effective upon receipt.

Wageningen University of Science and Technology
College of Agriculture and Life Sciences

Iowa State University of Science and Technology
College of Agriculture and Life Sciences

Joe Colletti, Interim Dean
Date
College of Agriculture & Life Sciences

Ann Marie VanDerZanden
Date
Associate Provost for Academic Programs
Iowa State University
APPENDIX A PROGRAM COORDINATORS

Each University agrees to appoint an overall Coordinator for the administration of the program. The Coordinator will serve as the contact person on campus, being responsible for arrangements associated with visits, ensuring that necessary approvals are in place, and the general welfare of the exchange students.

The Coordinators of this program are:

at ISU

Name: Mr. Jodi Cornell
Title: Study Abroad & Exchange Coordinator
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at WU

Name: Ms. Esther Heemskerk, MSc
Title: Institutional Exchange Coordinator
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