Memorandum of Agreement
on Student and Staff Exchange

entered into between

The University of Wisconsin – River Falls, Wisconsin, U.S.A.
herein represented by Dr. Dean Van Galen, in his capacity as Chancellor,

410 S. 3rd Street,
River Falls, WI 54022
U.S.A.

Telephone: +01 715-425-3202
E-mail: dean.vangalen@uwrf.edu
Website: www.uwrf.edu

(Hereinafter referred to as "UWRF")

and

HOCHSCHULE RHEINMAIN
UNIVERSITY OF APPLIED SCIENCES
WIESBADEN RÜSSELHEIM
herein duly represented by Prof. Dr. Detlev Reymann in his capacity as President,

Kurt-Schumacher-Ring 18
65197 Wiesbaden
GERMANY

Telephone: +49(0)611 94 95-1100
Facsimile: +49(0)611 94 95-1106
E-mail: praesident@hs-rm.de
Website: www.hs-rm.de

(Hereinafter referred to as "HSRM")

(Hereinafter referred to jointly as "The Parties")
In furtherance of their mutual interests in the fields of education and research, the UWRF and the HSRM agree to enter into the following terms of agreement for the purpose of promoting academic and educational cooperation exchanges.

1. **Student Exchange**

   (a) Each Party may send undergraduate or graduate students to the other Party in specific fields of study identified and agreed upon in (c). Exchange students may receive credit towards their degree for the semester(s) studied abroad and do not pay tuition fees to the host institution up to the number of students agreed in (c). Students will, however, be expected to pay the applicable fees and other relevant costs. Such fees may include fees for student association, administration, public transportation, etc.

   (b) The Parties will ensure that the selected students meet the appropriate admission requirements as determined and agreed upon by the Parties. It is mutually agreed that the Party from which the exchange is made (hereinafter called “the home institution”) will notify the Party in which the exchange is made (hereinafter called “the host institution”) of the intended exchange at least four (4) months in advance.

   (c) Each Party may nominate up to two (2) students per year to participate in the exchange. The Parties agree that the minimum length of student exchange is four (4) months and shall not exceed one (1) year for each student. The students shall study in Media: Conception and Production at Hochschule Rheinmain or Digital Film & Television at UW-River Falls.

   Parity in the number of exchange students is desired. However, each party should be prepared to consider a disparity in any given semester or year during the period of the agreement. Any and all imbalances shall be resolved by the end of the period of the Memorandum of Understanding under which this agreement resides.

   (d) An Exchange student shall be officially enrolled at its Home Institution and at the Host Institution in accordance with the enrolment
prerequisites of either institution and will have the same rights and obligations as any other students at the applicable institution.

(e) For each student an Individual Learning Agreement, generated by the faculties and housed the departmental offices of the faculties, will be drawn up to be signed by an Exchange student before commencement of exchange. The Parties will decide on the mutual recognition of courses approved by each party through review by the faculties of each institution.

(f) Each student participating in this exchange must provide for his/her own transportation to and from the Host institution. Each student shall also be personally responsible for expenses including, but not limited to: personal and living expenses, travel and related costs, as well as books and school supplies.

(g) Students are expected to purchase health and travel insurance as required by the host institution's country.

(h) The host institution will assist the exchange student in finding appropriate accommodation and in dealing with administrative procedures.

(i) Each exchange student will be responsible for obtaining a visa and other related documents required for study at the host institution. The host institution gives no warranty that any student will be entitled to an appropriate visa, but the host institution will provide incoming exchange students with such valid certification as may be required to obtain a student visa for the full period of exchange.

(j) If any of the exchange students studying at the host university are unable to continue their studies, as soon as practicable after becoming aware of this, the host university will advise the home university and provide relevant details.

2.2 The parties' Commitment In Respect of Staff Exchange
(a) The Parties will consult on a regular basis, the possibility of staff exchange in areas of teaching, research or administration. The period of exchange will not exceed a year.

(b) The Parties will ensure that the selected staff meets the appropriate works requirements as determined and agreed upon by the Parties. It is also agreed that the intended exchange be made known to the host institution at least three (3) months in advance.

(c) Where an exchanged is affected, the salary, travelling and living expenses will be the responsibility of the home institution unless otherwise agreed in writing.

(d) Staff is expected to purchase health and travel insurance as required by the host institution's country and they must present these documents and their translations to the host institution before departure from the home institution.

(e) Each Party may nominate one (1) of its staff members per year to participate in the exchange.

(f) The host institution will assist the exchange staff in dealing with administrative procedures inclusive of application for visa and other immigration matters.

(g) In the case of teaching and research staff members on exchange, advance understanding shall be made between the Parties with respect to access to special facilities such as laboratories and equipment's.

2.3 Further details of the specific conditions other than hereby described shall be worked out through ad-hoc mutual consultation.

2.4 The parties agree to provide on "as needed" basis, orientation of staff and student in respect of language, culture, customs and other life skills which may be necessary for the staff and students to obtain the maximum benefit from the exchange experience.
3. **Validity and Termination of the MoA**

3.1 This Agreement will be effective from the date of signing.

3.2 Cancellation: Either Party may terminate this Agreement by providing six (6) month advance written notice to the other party.

3.3 In case of termination this Agreement, both Parties shall continue to perform their respective responsibilities specified in this Agreement until such exchange staff/student complete their exchange period.

4. **Notices**

Any notice or communication between the Parties shall be in writing and shall be delivered to the address of the addressee stated below:

**ADDRESS:**

**UWRF ADDRESS:**

University of Wisconsin-River Falls  
410 S. 3rd Street,  
River Falls, WI 54022  
U.S.A.

Contact Person: Katrina Larsen, Interim Assistant Vice Chancellor of International Education  
Telephone: +1 715-425-4891  
E-mail: katrina.larsen@uwrf.edu

**HSRM ADDRESS:**

RheinMain University of Applied Sciences  
Kurt-Schumacher-Ring 18  
65197 Wiesbaden  
GERMANY

Telephone: +49(0)611 94 95-1100  
Facsimile: +49(0)611 94 95-1106
5. Variation

The terms stipulated in this MoA shall not be amended, altered, changed or otherwise modified without the mutual consent of the Parties and such amendments, alterations, changes and modifications shall be made in writing and signed by the Parties hereto.

6. Dispute Resolution

The Parties agree that all disputes arising pursuant to this MoA shall be resolved by way of negotiations and discussions and with a view to an amicable settlement and mutual benefit of both Parties.

7. Mutual Cooperation and Relationship

The Parties realize that it is not feasible to adequately foresee and address every issue involving the collaboration of the Parties herein. Hence the Parties shall use their best endeavors to realize their expertise in carrying out the steps and measures necessary for furthering their mutual interest under this MoA in accordance with the spirit of close cooperation and mutual assistance.

8. Financial Obligations

The parties agree to investigate opportunities to obtain or raise funds to support their collaborative activities. The Parties understand that all financial arrangements necessary to carry out any of the activities will depend on the availability of funds. This MoA places no financial obligation on either party.
9. Signatures

The Parties hereto have executed this MoA in two (2) original copies by their duly authorized representatives on the day and at the place referred herein, each Party receiving one (1) original copy hereof.

For
The University of Wisconsin-River Falls
River Falls, Wisconsin, USA  Dec. 17, 2015
Place, Date

Dr. Dean Van Galen
Chancellor

For
RheinMain University of Applied Sciences
Wiesbaden, Jan. 19, 2016
Place, Date

Prof. Dr. Christiane Jost
Vice-President for Academic and
International Affairs