

**Annex:**

**Student Exchange Agreement**

between **The University of Bremen**

**Department …**

and

**University XXX**

**Department…**

In the interest of expanding educational opportunities and furthering international understanding, the involved departments both universities agree to facilitate the educational exchange of students in the field of ……………………………..studies.

**1. Administration Body**

The exchange program shall be coordinated through the academic department and International Office/Division of International Education at both universities.

**2. Duration of Exchanges**

Each institution agrees to exchange individual students for one semester or   
an academic year, ideally on a one-to-one basis.

**3. Number of Students to be Exchanged**

A maximum of 4 semester students or 2 students for a full academic year may be exchanged each year. However, this number may vary in any given year, provided a balance of exchange is obtained over the term of the agreement.

**4. Student Program Fees / Benefits at Host Institution**

Each student will pay regular tuition fees to the home institution and will receive the customary benefits from the host institution. UB requires semester contribution, mainly but not only including the “Semesterticket” for free public transport in and around Bremen. The host institution agrees to support exchange the student find accommodation during the normal semester or term period. All meals, accommodation and travel costs will be the responsibility of the individual student. Miscellaneous fees such as administration fees, special course fees, key deposits, books, etc., will be paid directly by each participant.

**5. Responsibilities of the Student**

Each student is required to have international health insurance coverage including all medical, hospital and repatriation expenses without any exception during the whole exchange period. Health insurance coverage is a prerequisite for enrolment at a university. A private accident insurance is strongly recommended; however, while attending classes and events in connection with the university, students are covered by the university’s insurance.

All visa related expenses, medical insurance expenses, travel expenses and any additional expenses connected to the participation in the exchange shall be covered by the exchange student (or by a third party where available).

Exchange students must abide by all rules and regulations of the host institution.

**6. Dependents**

The obligations of each institution under this agreement are limited to the   
exchange students only and do not extend to spouses or dependents. Expenses of accompanying spouses and dependents are the responsibility of the exchange student.

**7. Selection of Participants**

It is understood that both institutions will strive to designate only well-  
qualified individuals for participation in the program. Academic backgrounds will be provided to the host institution subject to the written consent of the student. Students must have completed at least two semesters of studies or equivalent at the home institution. Students must meet language proficiency requirements as established by the host institution. The minimum required level of language proficiency should be equivalent to B 2/C 1 (Common European Framework of References for Languages).

The home institution must submit nominations of its candidates for the student exchange program on or prior to the final nomination date.

**8. Academic Status of Students**

All students will remain enrolled as regular degree candidates at the home  
institution and will not be enrolled as candidates for degrees at the host institution. Credits toward the student’s degree shall be recognized by the home institution provided that the recognition is compatible with the institution´s examination regulations. Students are expected to maintain the equivalent of a full course load at the host institution. Students enrolled in the host institution will be subject to the same rules and regulations as local students.

**9. Effective Date and Termination of Agreement**

This agreement comes into effect on the date of the last signature for an initial period of seven years and can be renewed after the previous contract has expired. Extension of the contract is an active step and subject to prior existence of cooperative activities in the previous period of contract.

Either party may terminate this Agreement upon six months written notice to the other party, provided the termination shall not become effective until all exchange students participating in an exchange at the time a notice of termination is submitted, have completed their terms as provided under this agreement.

Signatures

Place and date of issue

xxxxxxxxxx University Universität Bremen

*(Name and position of the signatory)* *(Name and position of the signatory)*