

**Student Exchange Agreement  
between  
the xxxUniversity  
and  
the Technische Universität Berlin**

This agreement is intended to facilitate the exchange of students between the Technische Universität Berlin (hereafter referred to as TUB) and the xxxUniversity (hereafter referred to as xxx).

1. Students participating in this exchange are required to be regular students registered in either an undergraduate or graduate program of the home institution.
2. xxxUniversity agrees to accept up to three/five academically qualified students each year from TUB as non-degree seeking students for the period of one academic year (or, alternatively, one academic semester).
3. TUB agrees to accept up to three/five academically qualified students each year from xxxUniversity as non-degree seeking students for the period of one academic year (or, alternatively, one academic semester).
4. It is understood that a balance in numbers of students exchanged shall be sought over a three-year-period and that two students for one semester of study is equivalent to one student for an entire year.
5. Participation in the exchange does not guarantee later admission as a regular student at the host institution. A student wishing to pursue a degree at the host institution must contact the admissions office and follow the regular application procedures.
6. Students participating in this exchange will preferably have completed a considerable part of their undergraduate program before attending the host institution. They are eligible to attend any undergraduate as well as graduate courses at the host university for which they are academically qualified.
7. For course work, students participating in this exchange must be fluent in the language of instruction of the host institution. Participation in research projects of both parties will be possible on the basis of a sufficient fluency in English.
8. Enrollment will be based on the recommendation of TUB and xxxUniversity in consultation with the responsible professors affirming the academic, linguistic and personal qualifications of the candidates.
9. Courses successfully completed at xxxUniversity will be recognized by TUB as part of the degree program of the home institution. Courses successfully completed at TUB will be recognized by xxxUniversity as part of the degree program.
10. Participants of the exchange program are responsible for their own travel and living expenses during the exchange.

11. Exchange students shall not be charged for application, tuition or other mandatory academic fees at the host institution. However, they will be required to pay the mandatory academic fees of the home institution.

12. The International Office at xxxUniversity and the the Section Student Mobility & International Students of the Department of International Affairs at TUB will serve as the initial contact points for entering students and will assist exchange students to obtain accommodation as well as facilitate the admission procedure.

13. This agreement shall enter into force upon signature by representatives of both institutions; it is valid indefinitely and may be revised or terminated for any reason by either party on one year's written notice.

Berlin, \_\_\_\_\_

Berlin, \_\_\_\_\_

Professor

XXXUniversity

Professor Dr. Christian Thomsen  
President

Technische Universität Berlin