

Memorandum of Understanding
between
The University of New Mexico
and
The Ruprecht-Karls-Universität Heidelberg

The University of New Mexico and The Ruprecht-Karls-Universität Heidelberg, recognizing the value of the educational and cultural exchanges, which can be achieved between our institutions, agree to facilitate the exchange of students.

1. Definitions

- a. For the purposes of this memorandum of understanding, "home" institutions shall mean the institution at which the student intends to graduate and "host" institution shall mean the institution which has agreed to accept the student from the home institution.
- b. Semester or academic year shall normally refer to the period relevant to the host institution.

2. Purpose of the ***Memorandum of Understanding***

- a. The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the two countries concerned.
- b. The agreement may include student and faculty exchanges, cooperative agreements, special programs and other joint activities as agreed upon by the two universities.
- c. The purpose of the student exchange agreement is to enable students to enroll in subjects at the host institution for credit, which can be applied towards their degree at their home institution.

3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.

- a. Each institution agrees to accept and enroll exchange students as full time, "non-award" or non-degree status students for the duration of their exchange.
- b. Each student will be provided with the same academic resources and related support services that are available to all students at the host institution.
- c. It will be the responsibility of the exchange student to obtain official approval from his or her home institution for subjects taken at the host

university. Students are at liberty to take other, non-approved, classes so long as the student meets the host institutions' enrollment requirements.

d. It is the responsibility of the exchange student to ensure he or she obtains a complete copy of the official academic results covering the subjects taken during the period of the exchange. In addition, each institution will forward a copy of the academic record to the home Exchange Coordinators Office or other designated office at the home institution.

e. Exchange students will be subject to the rules and procedures specified by the host institution for the academic period in which the student enrolls. The home institution will have responsibility for all matters concerning credit for subjects taken.

f. All approved classes will be taught in the appropriate languages of study at the host institutions. Students are responsible for meeting any language requirements stated by the host institution for acceptance into the program.

h. Students must meet all other applicable admission, immigration, visa and other requirements for student status in host country.

4. Numbers

The number of student participants shall be subject to the following terms:

a. Typically, up to two students from each of the universities will participate in the exchange each year. The host institution may agree to accept additional students if space is available.

b. The number of participants may be increased by the mutual agreement of the two parties.

c. Reasonable efforts shall be made to involve equal numbers of exchange students from the two universities over the period of the agreement. The institutions may agree to waive the requirement for equal numbers.

d. In assessing balance, one student who registers for two academic sessions shall be considered equivalent to two students each registering for one academic session.

5. Selection and Enrollment of Students

It is expected that only students of high academic quality will be selected to participate in the exchange program. The home institution will screen applications from its student body for exchange. Students, undergraduate, graduate and postgraduate, are eligible to participate if they:

a. have completed at least one year of study at their home institution;

b. are enrolled at their home and host institution for the full period of the exchange;

c. have an enrollment proposal, approved by their home Faculty and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will directly communicate with the relevant International office on subject availability, including enrollment limitations and conditions;

d. If English is not the first language of students from Heidelberg University, they are required to take the TOEFL exam before arrival at the University of New Mexico and achieve a score of at least 520 (190) for undergraduates and 550 (213) for graduate students, or provide other proof of English language proficiency as required by the University of New Mexico.

e. Each institution will send the other completed applications for their students at least twelve (12) weeks before the beginning of the entry semester. The host institution reserves the right of final approval on the admission of a student and will, where appropriate, establish language proficiency standards.

6. Financial Responsibilities of Institutions

a. Exchange students will be provided with the following, by the host institution, at no cost to the student:

1. Tuition and related costs
2. Orientation Program
3. Student services normally available to other enrolled student

b. Certain student fees or special course fees, which are not considered tuition, may be assessed to students by the host institution. The host institution will make every effort to inform students about such fees when they are accepted.

7. Financial Responsibilities of Exchange Students

Exchange Students will be financially responsible for:

- a. Travel to and from the host institution
- b. Books, stationary, etc.
- c. Travel documentation, visas, etc.
- d. Special fees assessed for some courses at the host institution
- e. Living expenses (accommodation, food, etc.)
- f. Each student must arrange for appropriate medical/health-care insurance before leaving their home institution, and pay the cost of the insurance. The home institution shall satisfy itself that a candidate for exchange has the ability to meet all of his or her financial responsibilities as detailed above. This may include provision for a period of vacation if a student is participating in an exchange that spans two semesters or includes extended breaks.

8. Accommodation

Incoming students may apply for campus housing at the host institution, but will not be guaranteed accommodation on-campus. Good faith efforts will be made to assist the students to obtain on-campus or alternative off-

campus accommodation, within reasonable distance from the campus. It is recognized that on-campus accommodations may not always be possible and students should be made aware of this possibility as soon as dialogue opens in an exchange arrangement. Students will also be made aware that they are responsible for all costs associated with accommodation.

9. Exchange Students with Families

It is not anticipated that spouses and dependents will accompany an exchange student. Where such arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional costs incurred by accompanying spouses and dependents are the responsibility of the exchange student.

10. Exchange Program Review

Both institutions will be responsible for a regular review of the exchange program on at least a two yearly basis. The review is essential in order to make appropriate and mutually agreed modifications as may be required and to identify new opportunities for co-operation in scholarship and research.


11. Period of the Memorandum of Understanding

This agreement will come into effect from the date of signature by both parties and will remain in force for five years and may be renewed by mutual consent. The agreement may be terminated by either party provided six months written notice is given to the other party.

12. Signatures:

This agreement constitutes the entire agreement between the parties. No amendments, consent or waiver terms of this agreement shall bind either party unless in writing and signed by all parties.

For the University of New Mexico:

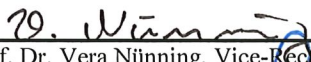


Reed Way Dasenbrock, Ph.D., Provost & Executive Vice President for Academic Affairs Date 4/12/07



Thomas Bogenschield, Ph.D., Director, Office of International Programs & Studies Date 3 April 2007

For the Ruprecht-Karls-Universität Heidelberg:



Prof. Dr. Vera Nünning, Vice-Rector for International Affairs Date 22/5/07



Dr. H. Joachim Gerke, Director, International Relations Office Date 23. Mai 2007