

Exchange Agreement
between

Humboldt State University (HSU)
Arcata, California

and

Universite de Technologie de Troyes (UTT)
Troyes, France

To continue to promote understanding and goodwill, to strengthen cultural ties, to broaden student and faculty experience and horizons, Humboldt State University and the Universite de Technologie de Troyes agree to pursue the following student and faculty exchange activities:

I. STUDENT EXCHANGE

A. PRINCIPLES

1. Student exchange will be on a one-to-one basis.
2. Participation in the exchange does not constitute later admission as a regular student at the host institution nor does it establish residence

B. DURATION

1. All student exchanges shall be for one academic year or one semester.

C. SELECTION

1. Exchange students shall be selected by the home institution based on the qualities mentioned below:
 - a. Good academic record.
 - b. Degree of fluency in English for students attending HSU
 - c. A commitment to one UTT course in useful French for HSU students.
 - d. Good health.
 - e. Relevant and appropriate curricular interests with preference to CS majors.
 - f. Approval of the appropriate academic units.
 - g. Other criteria that the home institution may wish to impose.

2. The home institution shall notify the host institution of the names of the students selected and other relevant information regarding them. Upon receiving this notification, the host institution shall take the procedures necessary for the implementation of the exchange.

D. REGISTRATION

1. Exchange students shall not be charged for application, tuition, or other fees at the host institution, however, they will pay the regular student fees at the home campus.
2. Students shall receive all orientation and registration materials from the host institution with instructions to proceed through normal registration procedures of that institution, abiding the established deadlines.
3. Exchange students shall be accorded the same rights and privileges of regular students at the host institution, except that they should not be permitted to matriculate for academic degrees.
4. Records will be established for exchange students as if they were regularly matriculated students of the host institution. An official transcript of coursework and grades will be mailed to the registrar of the home institution.

E. STUDENT OBLIGATION

1. Exchange students are responsible for providing their own international transportation.
2. Exchange students are responsible for their own financial support and the host institution bears no responsibility for providing funds to an exchange student for any purpose.
3. Exchange students are responsible for securing their own housing accommodations. Students interested in living in university housing will be provided assistance and information, to the extent possible, in regard to accommodations.
4. Exchange students shall be responsible for contracting for their own health insurance in accordance with the policy of the host institution.

II. FACULTY EXCHANGE

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis, as far as possible.
2. Exchange faculty members serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution.
3. Exchange faculty will continue to enjoy the rights and privileges of their home institution as if they were in continuous residence at that institution.
4. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institution.
6. All exchanges must be approved by the appropriate academic department.

B. DURATION

1. All faculty exchanges are normally for one semester. Longer duration may be made by special arrangement.

C. APPLICATION

1. Exchange faculty shall be selected by the home institution with the following matters to be taken into consideration.
 - a. Interest in promoting international friendship and understanding.
 - b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution.
 - c. Good health.
 - d. Availability of position.
 - e. Other criteria as deemed appropriate by the home institution.

2. Upon selection, the home institution shall so inform the host institution.
3. The host university shall review and issue letters of appointment as exchange professors to the successful candidates via the home institution.

D. FACULTY OBLIGATION

1. Exchange faculty are responsible for providing their own travel expenses.
2. Exchange faculty are responsible for contracting for their own housing accommodations. The host institution's coordinator will provide assistance and information as possible.
3. Exchange faculty are responsible for arranging their health insurance while in the host country.
4. Exchange faculty shall report to the host department, as well as the host institution's administration upon arrival on campus.

III. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. The contract will be in effect for two years from the date of signing. It may, however, be renewed for another two-year period if both parties are agreeable to such an extension. These extensions may be made for an unlimited number of times. Reasonable notice of intent to terminate the agreement by either party will be given.

Signatures of the University Presidents or Their Designees:

Humboldt State University

Universite de Technology de Troyes

Date

Date