

*AGREEMENT*  
*Between*  
*THE FACHHOCHSCHULE HOF*  
*And*  
*THE PENNSYLVANIA STATE UNIVERSITY, ABINGTON COLLEGE*

*For the term of the academic years 2005/06 through 2008/09*

The Pennsylvania State University, Abington College, hereafter referred to as Penn State Abington, and Fachhochschule Hof, Germany, hereafter referred to as Hof, jointly agree to implement a Student Exchange Agreement in accordance with the principles and guidelines set forth below.

General Administration

It is agreed that:

1. Beginning in the Spring of 2006 and continuing for each year during the period of this Agreement, Penn State Abington and Hof will exchange undergraduate students on a quid-pro-quo basis using student-semester (i.e., one student enrolling for one semester equals one student-semester) as the currency of exchange, with a maximum exchange of ten student-semester per year.
2. Within the context of this Exchange, "home university" will mean the institution in which the student is formally enrolled as a degree candidate, and "host university" will mean the institution that has agreed to receive students from the home university for a period of study on a non-degree basis.
3. Participants will remain registered at their home institution, where they will pay all academic fees, including tuition, and be exempted from such fees at the host university.
4. Participants in the Exchange will be enrolled as non-degree students at the host university for either one semester or for a full academic year.

Student Selection

5. Each university, respecting the admission requirements and enrollment constraints of the host university, shall assume responsibility for selecting qualified participants. However, the host institution will reserve the right to make final judgment on the admissibility of each student nominated for the Exchange.

Student Support and Requirements

6. Hof will appoint an individual or individuals to look after the Penn State Abington students' welfare and safety needs. This person will: provide orientation, including cultural and safety information, upon the students' arrival; assist the students with welfare and safety issues throughout the program; be responsible for communicating with officials at Penn State Abington if any Penn State Abington student is seriously ill, injured or experiences other emergencies; and be available to the students twenty-four hours a day and seven days a week in case of emergency, or will appoint another individual or individuals to do so.

7. Penn State Abington will appoint an individual or individuals to look after Hof students' welfare and safety needs. This person will: provide orientation, including cultural and safety information, upon the students' arrival; assist the students with welfare and safety issues throughout the program; be responsible for communicating with officials at Hof if any Hof student is seriously ill, injured or experiences other emergencies; and be available to the students twenty-four hours a day and seven days a week in case of emergency, or will appoint another individual or individuals to do so.
8. Penn State Abington students will have access to standard accommodations (i.e., room and board) at Hof, or private accommodations close to the students' base campus if residence space is not available. Hof students will have access to private accommodations close to Penn State Abington's campus. The office responsible for administering the Exchange at each university will assist its guest students in making advance arrangement for the acquisition of such accommodations; however, each individual student will make payment for such provisions to the appropriate agency in accordance with that agency's standard requirements and deadlines.
9. Penn State Abington students taking part in this program will be required to purchase the Penn State Education Abroad Student Health Insurance Plan (underwritten by the MEGA Life and Health Insurance Company), a comprehensive health insurance policy. This coverage is required, regardless of any other coverage the student may have.
10. Exchange students studying at Penn State are required to have health insurance coverage which meets US Department of State standards. This can be accomplished by purchase of Penn State's health insurance or by obtaining a waiver from Penn State's Student Insurance Office by showing proof of comparable coverage.
11. Participants in the Exchange will be personally responsible for all travel and personal expenses, including required health/medical insurance, books and academic supplies, activities fees, and living expenses, including room and board.
12. Each of the cooperating universities will assist its guest students, to the fullest extent possible, in obtaining visas and other documents required by the government of the host country. In order to comply with the U.S. government regulations, students from Hof will be required to provide a guarantee that they have the financial resources to meet expenses not covered by this agreement: Penn State's International Student Services office (ISS) will provide its standard Financial Guarantee Form to the Exchange students accepted for enrollment in the program and issue necessary visa documents after submission of a satisfactorily completed form.

#### Academic Matters

13. Each institution will provide academic advising to assist its guest students in the selection of appropriate courses. Hof will provide advising and support through the Fachhochschule Hof International Office and Penn State Abington will provide advising and support through the Office of Intercultural Affairs and the Baccalaureate Center, and Penn State Abington will provide advising and support through the Office of Intercultural Affairs, the Division Head(s), and the Academic Advising Center.

14. Support for student internship placement will be provided by Penn State Abington's Center for Career Development.
15. In the selection of courses, participants in the Exchange will be subject to the standard rules, regulations, and enrollment constraints of the host university. The offices responsible for administering the Exchange will consult with each other prior to finalizing the selection of participants each year to preclude the enrollment of students seeking admission to restricted courses or disciplines. Hof students at Penn State Abington will enroll in a maximum of eighteen credits including six semester hours of internship credits. Penn State Abington students at Hof will enroll in eighteen credit hours including six semester hours of intensive language study and twelve hours of third year business core courses.
16. Participants in the Exchange will be subject to the standard academic regulations and academic performance standards of the host university. They will be required to take the same examinations for the courses for which they are enrolled as students of the host university who are taking the same courses.
17. Academic achievement reports (i.e. transcripts) will be sent to the students' home universities at the conclusion of their respective programs, enabling credit to be transferred back to the home university in accordance with procedures determined by the latter. If a student has any outstanding financial obligations at the host institution, transcripts will be withheld until all debts have been paid.

#### Exchange Balance Management

18. Every effort will be made to maintain an evenly balanced Exchange within each particular academic year and from one year to the next. It is recognized, however, that circumstances may occasionally preclude an even Exchange of students in a particular year. By mutual consent of the two institutions, imbalances may therefore be carried forward from one year to the next, as long as balance can be restored by adjusting the number of students exchanged in subsequent years.
19. Every effort will be made to keep the Exchange in balance. If the Exchange goes out of balance by more than 3 (three) student-semesters, a hold will be placed on either Hof or Penn State Abington until the Exchange is no more than 3 (three) student-semesters out of balance.

#### Program Review

20. At the end of the period of the agreement, the program's effectiveness in achieving each institution's objectives will be reviewed. Each institution will suggest modifications as appropriate.
21. This Agreement shall be effective for an initial period of three years from the date of signing, subject to revision or modification by mutual written agreement, unless terminated by either party in the form of a written notice submitted at least six months in advance of the proposed termination. In the absence of any such termination notice, this Agreement will be automatically renewed at the end of the initial three year period and shall continue on an

indefinite basis thereafter, unless or until terminated by either party upon six months written notice to the other party.

22. If the Agreement is to be terminated and an imbalance exists at the time of termination, every effort will be made to correct that imbalance by an extended one-way sending of students in the years immediately following termination
23. If the Agreement is to be renewed and an imbalance exists at the time of renewal, that imbalance can be carried over into the term of the next Agreement, if the imbalance is no more than 3 (three) student-semesters. If an imbalance exists in the number of students exchanged, the deficit institution is obliged to accept students until the imbalance is eliminated.

*The Pennsylvania State University*

*Fachhochschule H of*

Karen Wiley Sandler Date 4-3-06  
Karen Wiley Sandler  
Chancellor,  
Penn State Abington

Jurgen Lehmann Date 21 Mar 2006  
Dr. Jurgen Lehmann  
President der Fachhochschule

Robert N. Pangborn Date 4/7/06  
Robert N. Pangborn, Vice President and  
Dean for Undergraduate Education

Susanne Krause Date 21 Mar 2006  
Susanne Krause  
Director of International Affairs

David F. Marshall Date 4/14/2006  
David F. Marshall, Assistant Treasurer