

**Inter-institutional student and academic staff exchange agreement
between the Université Catholique de Louvain
and North Dakota State University
for academic years 2018-2019 through 2020-2021**

The Institutions named below agree to cooperate for the exchange of students and academic staff according to the principles and conditions below. They commit to respect these principles and conditions in all aspects related to the organisation and management of the mobility/exchange, in particular the recognition of the credits awarded to students by the partner institution. The present bilateral agreement will be valid during the academic years 2018-2019 through 2020-2021 unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
Université catholique de Louvain (UCL) Faculté d'architecture, d'Ingénierie architecturale, d'urbanisme – LOCI Campuses Bruxelles, Louvain-la-Neuve, Tournai	B LOUVAIN01	Academic Coordinators Pr Christine Fontaine (Brussels) Pr David Vanderburgh (Louvain-la-Neuve) Pr Eric Van Overstraeten (Tournai) Place des Sciences, 1, bte L6.05.01, B-1348 Louvain-la-Neuve, Belgium international-loci@uclouvain.be	www.uclouvain.be/ects www.uclouvain.be/loci
		Central office: Administration des relations internationales, Place de l'Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, tél. +32-10-47.81.32 (fax 40.75), erasmus@uclouvain.be	
North Dakota State University (NDSU) Department of Architecture and Landscape Architecture (ALA)	US FARGO01	Academic coordinator: Pr. Paul Gleye NDSU Dept., 2465 P.O.B 6050 Fargo, North Dakota 58108, USA Paul.gleye@ndsu.edu	www.ndsu.edu/ala
		Central office: International Student and Study Abroad Services, Memorial Union 116, Dept. 2862 PO Box 6050, Fargo, North Dakota 58108. Tel :+1 701 231 5046. ndsu.international@ndsu.edu	

B. Aim of the agreement

Because the exchange of students and academic staff governed by the present agreement may differ for each institution, this agreement will organize the pedagogical initiatives between UCL-LOCI and NDSU-ALA.

C. Mobility / exchange numbers per academic year

UCL-LOCI and NDSU-ALA agree that student exchanges and pedagogical initiatives shall operate on a reciprocal basis and that a balance of exchanges acceptable to both institutions shall be sought. The balance in any given year may be asymmetrical, in that individual student exchanges from one institution may balance a pedagogical initiative from the partner institution, as described below.

Basic principles for UCL-LOCI students studying as exchange students at NDSU-ALA.

1. The exchange covers at least three months and up to one academic year. During this period the student is required to attend a number of courses and seminars corresponding to the normal workload at NDSU-ALA.
2. Prior to the departure to NDSU-ALA, a *Learning Agreement* is drawn up for each individual student. Upon the basis of the courses available at NDSU, this agreement sets out the details of the study program, including the credits to be achieved. It is signed by the student and the academic coordinator at both UCL-LOCI and NDSU-ALA.
3. Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
4. The student is assessed by NDSU-ALA, who will deliver to the academic coordinator of UCL-LOCI a *Transcript of Records*, listing the credits and grades achieved.
5. In accordance with the *Learning Agreement*, UCL-LOCI will give full academic recognition for the credits achieved at NDSU-ALA.
6. Tuition at NDSU is waived for the student taking part in the exchange program, provided he/she is enrolled at UCL. The UCL exchange students will be subject to NDSU student fees. Students enrolling at NDSU toward a degree fall outside of the scope of the present agreement, and shall be subject to all regular tuition fees.
7. The selection of exchange students is carried out by UCL-LOCI on the basis of criteria established jointly by the academic coordinators of the present agreement.
8. Apart from the tuition fee at NDSU, all other costs will be borne by the student, including traveling expenses, living costs, health insurance, and student fees.
9. All exchange students must buy the health insurance coverage required by the State of North Dakota for international students enrolled at state institutions.

10. Each individual student is responsible for obtaining his/her visa in time. NDSU will provide him/her with the appropriate documents.
11. Any candidate accepted as an exchange student must:
- ✓ Have completed the equivalent of two years of full-time study in his or her home program;
 - ✓ Remain registered and in good standing at UCL during the period of exchange at NDSU;
 - ✓ Provide evidence of language proficiency (TOEFL or equivalent documentation of proficiency);
 - ✓ Remain in conformity with the rules, regulations, and policies of NDSU, including codes of conduct and academic requirements to remain in good standing;
 - ✓ Remain in conformity with all local, state, and federal laws
 - ✓ Remain in conformity with all US immigration regulations imposed upon international students;
 - ✓ Provide proof of housing in proximity to the main or downtown NDSU campus
 - ✓ Provide a copy of his or her passport and visa, if applicable, and complete and submit any registration forms required by NDSU; and
 - ✓ Arrange and pay the expenses for:
 - a. Any required visa,
 - b. Travel to and within the United States,
 - c. Books and equipment required for study,
 - d. Food and lodging for the student and any dependents, and
 - e. Other incidental expenses arising from the exchange.
12. Each institution reserves the right to terminate the participation of individual students if deemed necessary accordance with the institution's policies. The terminating party will provide the partner institution with prompt notice of this decision and state the factors leading to said termination. Students will be responsible for their own return transportation in the event their student status at the host institution is terminated.

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
B LOUVAIN01	US FARGO01	731	Architecture	1 st , 2 nd and 3 rd	3 x 6 = 18 months	NA

Basic principles for NDSU-ALA students as a visiting delegation to UCL-LOCI

The 'Faculté d'architecture, d'ingénierie architecturale, d'urbanisme' of UCL (UCL-LOCI) agrees to receive and accommodate, depending on yearly institutional feasibility, a group of up to 20 students led by a teacher from NDSU-ALA, each year for the duration of this agreement.

When receiving a delegation from the partner institution, UCL-LOCI will offer, to the extent of its possibilities:

- A seminar room for visiting students and their teacher,
- Wi-Fi connection for the visiting students and their teacher,
- Access to relevant student and university facilities, such as the library,
- Appropriate student ID cards, if necessary, for access to the above facilities,
- Teaching materials and documents, in digital format, concerning the districts or sites to be studied by the visiting students, and
- Suggestions for activities, sites to visit, and other information regarding the region of the receiving institution.

The students' home institution (NDSU-ALA) shall:

- a) Undertake the formalities of registering participating students and providing relevant information to the participants. Participating students shall remain registered at their home institution;
- b) Collect fees owed to the home institution by participating students, including logistical costs when necessary;
- c) Organize the logistics of transportation and insurance for participating students, including covering any costs incurred by the receiving institution in case of cancellation;
- d) Organize the logistics of housing and food for participating students and teachers, where appropriate; and
- e) Assure that participating students are supplied with the necessary equipment (e.g., computer, software) necessary to the success of their program.

Dates of the pedagogical initiatives shall be determined in mutual agreement by the parties to assure availability of space, facilities, and other support during the requested period.

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
US FARGO01	B LOUVAIN01	731	Architecture	1 st , 2 nd and 3 rd	20 students x 3 months (+ 1 teacher)	NA

Basic principles for the exchange of Teachers and Researchers

This agreement encourages the exchange of teachers and researchers in pursuit of common pedagogical, research, or scientific themes determined by the partners. Courses, lectures, workshops, seminars, etc., may be organized within the framework of each institution's mission and capacity. A minimum of 8 hours of teaching or contact hours during the period of the visit must be performed by each visiting professor. Researchers shall be selected on the basis of a detailed proposal.

Both Institutions agree to promote the exchange of teachers and researchers, in particular for short term teaching assignments.

FROM	TO	Subject area [ISCED]		Number of staff mobility periods	
		code	name	Teaching	Training
B LOUVAIN01	US FARGO01	731	Architecture	1 x 1 week	Individual agreement
US FARGO01	B LOUVAIN01	731	Architecture	1 x 1 week	Individual agreement

D. Financing

The two partner Institutions are committed to seeking sources of funding in order to support the participation of their own students, teachers, and researchers in the context of this agreement. No exchange of funds between the two institutions shall occur unless specifically authorized in writing by the responsible signatories representing each institution.

E. Recommended language skills

The sending institution is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution	Language (s) of instruction	For more details	Recommended language of instruction level	
			Student Mobility	Staff Mobility
B LOUVAIN01	FR/EN	www.uclouvain.be/en-exchange-language	B1/B2	
US FARGO01	EN	https://www.ndsu.edu/admission/international	TOEFL IBT 71; IELTS 6.0	

F. Additional requirements

B LOUVAIN01	An application dossier for exchange students is necessary, including a portfolio, and to be sent to the Faculty administration before Autumn or Spring term, along with the information listed in our Key data sheet. All candidates must be pre-selected by their institution of origin, who will send a notification of selection to international-loc@uclouvain.be . The letter will specify on which site of the faculty (BXL, TRN, LLN) the student wishes to study. Students should if possible be distributed among the three sites of the faculty. Once selected, the student must furnish a copy of his/her passport and visa, two passport photographs, and proof of medical coverage.
US FARGO01	Information is available on the website: https://www.ndsu.edu/admission/international

G. Calendar

Receiving	Autumn term	Spring term
B LOUVAIN01	Final date for applications: May 31st	Final date for applications: November 30th
	1. Applications should be sent to the contact person at the faculty level, cf. www.uclouvain.be/en-exchange-application 2. UCL faculty will send its decision a.s.a.p. and no later than 4 weeks after receiving the application 3. A Transcript of Records will be issued no later than 2 weeks after the official assessment period has finished	
US FARGO01	Final date for applications: June 1	Final date for applications: October 1
	To apply: Contact NDSU International Student & Study Abroad Services: ndsu.international@ndsu.edu Required documentation includes: Application, Application Fee, English Proficiency Test Results, Official College Transcripts, Financial documentation, Copy of Passport	


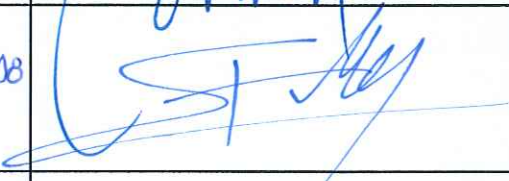



H. Information

About	B LOUVAIN	Partner institution...
	(for up to date contact details, see web pages)	https://www.ndsu.edu/admission/international
Grading system	www.uclouvain.be/en-ects-grading	
Credit conversion system	(If applicable, a distinction can be made between Bachelor and Master levels) A full-time academic year at B LOUVAIN01 represents a workload of 60 ECTS credits. A full-time undergraduate academic year at NDSU represents a workload of 24 credits. A full-time graduate academic year at NDSU represents a workload of 18 credits.	
Visa	www.uclouvain.be/en-visa	https://www.ndsu.edu/international/immigration/
Insurance	www.uclouvain.be/assurances	https://www.ndsu.edu/international/insurance/
Housing	www.uclouvain.be/en-logement	https://www.ndsu.edu/reslife/
Special needs	www.uclouvain.be/en-alde-handi	https://www.ndsu.edu/disabilityservices/

I. Termination

In the event either party desires to terminate this agreement, the other party should receive the termination notification before January 31 of the terminal year. The termination date may be either the end of the spring semester or the end of the regular summer session of the terminal year. The parties may mutually agree to terminate the agreement at any time.

J. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature ^{1 2}
B LOUVAIN01	Prof. Vincent Blondel Recteur Université catholique de Louvain	28/06/2018	
B LOUVAIN01	Prof. Jean Stillemans Dean of the Faculty of Architecture, Architectural Engineering, and Urbanism	25/06/2018	
US FARGO01	Dr. Dean Brescianni, President North Dakota State University	6-15-18	
US FARGO01	Dr. Beth Ingram, Provost North Dakota State University	6/14/18	
US FARGO01	Dr. David Bertolini Dean, College of Arts, Humanities and social Sciences	6/13/18	

¹ B LOUVAIN01: departmental agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the UCL International Office at the latest by November 30th of the preceding academic year.

² Scanned signatures are accepted