

APPENDICES

Appendix A: Memorandum of Understanding

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**INTERNATIONAL STUDENT EXCHANGE AGREEMENT
ADDENDUM TO MEMORANDUM OF UNDERSTANDING**

This Agreement is made and entered into on the date of the final signature hereto, by and between Prince Mohammad Bin Fahd University and the University of _____.

Prince Mohammad Bin Fahd University and the University of _____ hereby agree to an exchange of students for the purposes of furthering the inter-cultural education of our students. The faculty coordinator of this exchange at Prince Mohammad Bin Fahd University is _____ and the faculty coordinator at the University of _____ is _____.

I. Selection of Participants

- A All students shall be bona fide students of the home institution and be engaged in a degree-oriented course of study. Prospective students will be selected for the exchange by the faculty coordinator at the participant's home institution. The host institution will reserve the right to make the final decision regarding the admission of each student nominated for the exchange. Selection for or participation in the exchange does not confer the right to pursue a degree at the host institution.
- B At least six months before the anticipated date of enrollment, the number of students exchanged that particular year will be decided mutually.
- C The Universities agree that the exchange program shall operate on a reciprocal basis. Parity in numbers of exchange students is required over the term of the agreement. However, each party should be prepared to consider a disparity in any given semester or year during the term of agreement. Any imbalances should be resolved by the end of the following academic year.

II. Admission

- A Exchange participants hosted by each institution will be admitted as visiting, non degree-seeking students, will have the undergraduate admissions application fee waived, and must submit all documents requested by the respective institutions.
- B Students must possess the language ability necessary to fulfill their academic plan.
- C The cooperating universities should receive participants' applications and all supporting documents six months prior to their expected date of enrollment.

III. Fee Payment and Accommodation

- A Students will pay the normal tuition fees at their home university for the period of the exchange. The host institution will waive tuition fees for participating students. If students of unlike academic status are exchanged (for example, undergraduate for graduate) and there is a cost differential, the student whose tuition is greater is responsible for paying the difference.
- B Students participating in the exchange will be required to pay any international student fees required of all international students.
- C The host university will assist the exchange students in finding housing in residence halls or alternative accommodation as may be necessary. Students are responsible for the cost of their accommodation.
- D Exchange participants are responsible for arranging and paying for their own in-country and international travel, medical insurance, passport and visa application fees, textbooks, and personal items.

IV. Other Related Articles

- A Exchange participants hosted by each institution will be required to comply with the insurance policies and procedures for international students.
- B Exchange participants shall be entitled to participate in any course offered by the host institution in accordance with university policies and procedures.
- C Selected students shall abide by all applicable rules and regulations of the home and host universities and by all applicable laws, rules and regulations of the home and host countries. In case of violation, either university has the right to terminate the student's participation in the exchange and the host university has the right to expel the student in question.

V. Validity of Agreement

- A All modifications to this agreement must be in writing and signed by both parties.
- B This addendum becomes effect when signed by representatives of the two universities and shall remain effective until the termination date of the *International Student Exchange Agreement* between the two parties. During the final year of the agreement, renewal for an additional five-year period will be considered. If the exchange is out-of-balance at the time any notice of renewal is given, a mutually agreed upon means of "balancing" the exchange must be achieved before the agreement can be renewed.

APPENDIX B

C Either party giving ninety (90) days written notice to the other party may terminate this addendum provided that such termination will not affect the completion of any activity underway at the time. If future activity has been advertised and either party has made commitments to students concerning such activity, such termination will not affect that activity. If the exchange is out-of-balance at the time the notice of termination is given, a mutually agreed upon means of “balancing” the agreement must be achieved before the agreement can be terminated.

On behalf of Prince Mohammad Bin Fahd University

Rector

Date

On behalf of the University of _____

President

Date

**SPECIFIC DOUBLE DEGREE AGREEMENT IN
ELECTRONIC AND ELECTRICAL ENGINEERING**

BETWEEN

**THE TECHNICAL UNIVERSITY OF DENMARK
AND
TEXAS TECH UNIVERSITY (USA)**

Preamble

With reference to the General Agreement between the parties The Technical University of Denmark (henceforth named DTU) and the Department of Electrical and Computer Engineering, the Graduate School at Texas Tech University (henceforth named TTU) hereby agree to proceed with the exchange of students leading to double degrees under the following conditions:

Article 1. Aim of the agreement

The aim of the present agreement is to define the conditions and the modalities according to which the possibility is offered to students from both institutions to accomplish a part of their studies at the other institution and simultaneously obtain both diplomas.

Article 2. For the students of TTU

The students of TTU have to be admitted to the Master of Science Degree Programme in Electrical Engineering at the Graduate School of TTU.

These students are allowed to perform the last 12-15 months of their study at DTU following a programme leading to a master's degree in Electronic and Electrical Engineering. The work performed at DTU will be validated as 12 of the required semester hours of credit plus the M.S. thesis for obtaining the M.Sc. degree at TTU as long as faculty members of both institutions jointly supervise the thesis project performed at DTU.

In order to obtain the title of "Civilingeniør" with the subtitle "Elektroingeniør", the students from TTU are required to meet the following general conditions:

- The student must obtain at least 90 ECTS credit points at DTU
- The thesis project must be of at least 30 ECTS credit point and not more than 50 ECTS credit points. With the approval of the student's thesis supervisors, part of the thesis points can be accomplished at TTU.
- The subject for the thesis project must lie within the topic of Electronic and Electrical Engineering. The subject will be established in agreement of the two institutions. A professor at DTU is appointed as supervisor and a professor at TTU is appointed by TTU as co-supervisor.

APPENDIX C

- The thesis project must be carried out under the joint supervision and evaluation by the faculty members of both institutions. The thesis project is documented in a report, which is presented and defended before a panel of examiners consisting of a professor at DTU, an external examiner chosen by the Danish Committee of Examiners, and two members of the Graduate Faculty from TTU.
- The remaining 40-60 ECTS credit points must be chosen among courses defined for an appropriate specialisation at DTU.

Article 3. For the Students of DTU

The students of DTU, who follow a five year programme leading to a master's degree in Electronic and Electrical Engineering and who have succeeded in their examinations of the first four years of their studies, are allowed to finalize their study by performing a 12-month programme at the Graduate School at TTU leading to a master's degree in Electrical Engineering. These 12 months will be validated as 60 of the required ECT credit points for obtaining the title "Civilingeniør" with the subtitle "Electroingeniør" at DTU as long as the thesis project performed at TTU is jointly supervised and evaluated by the faculty members of both institutions.

In order to obtain the title of "M.Sc. in Electrical Engineering", the students from DTU are required to meet the following general conditions:

- The students have to be admitted to the Master of Science Degree Program in Electrical Engineering of the Graduate School of TTU.
- The students must obtain at least 12 semester hours of course work approved by the student's supervisors.
- The size of the thesis project must correspond to at least 30 and not more 50 ECTS credit points. With the approval of the student's supervisors, part of the thesis credit points can be accomplished at DTU.
- The subject for the thesis project must lie within the topic of Electronic and Electrical Engineering. The subject will be established in agreement of the two institutions. A professor at TTU is appointed by TTU as supervisor and a professor at DTU is appointed by DTU as co-supervisor.
- The thesis project must be carried out under the joint supervision and evaluation by faculty members of both institutions, and documented in a report, which is presented and defended before an advisory committee consisting of at least two members of the Graduate Faculty at TTU, a professor at DTU, and an external examiner chosen by the Danish Committee of Examiners.

Article 4. Selection of the candidates

Selection of the candidates will be done on the grounds of the academic records and, if necessary, by an interview performed by a mixed committee acting at the home university and chaired by a professor.

Article 5. Tutorage

The host university will appoint a person responsible for each student, acting as the main interlocutor during the stay.

Article 6. Programme support

DTU and TTU will make the necessary measures in order to obtain the best possible financial support for the exchanges, e.g. from national and international authorities, foundations, and industrial sponsors.

The host university is responsible for helping the students to obtain the permissions to stay and study, etc. from their national authorities. This includes, if necessary, the permission to receive economical support from a sponsoring industrial company.

Article 7. Follow up

Responsible persons of both institutions will meet once a year in order to:

- Check the efficiency of the pedagogical action performed at both institutions.
- Draw up the results of the cooperation performed at both institutions.
- Propose new actions.

Article 8. Particular cases

The modalities of implementation will be stated explicitly for each particular double degree student. This statement encompasses both the administrative organization and the study programme planned for each student.

Article 9. Duration of the agreement

This agreement will come into effect from the date of signature by both parties. It will remain in effect for a term of four years and shall be automatically renewed for successive terms of four years unless terminated by either part by six months advance written notice. In this case, persons still engaged in activities begun before such a notice was given shall retain all rights conferred under this agreement until the activity in question is ended.

Article 10. Budget

No previous engagement is taken concerning the expenses involved in the programme.

Article 11. Governing language

The governing language is English. Four copies of this agreement have been signed.

City, day, month, year

By the DTU
The Rector

By the TTU
The President