Implementing Protocol
Hessen-Wisconsin Exchange Program

June 7, 2001

1) Overview of the Wisconsin-Hessen Exchange Program

a) The purpose of this program is to provide students with up to one academic year of study abroad experience as outlined in the Declaration of Understanding signed by representatives of the State of Wisconsin and the State of Hessen in December 1998. The stated goal of the Declaration was to create a framework for student exchange, to encourage faculty and administrative contacts, and to promote the mutual discovery of knowledge. Based on program availability, students participating in this program will be entitled to take courses in accordance with their interests and level of preparation but will not be permitted to receive diplomas or degrees from the host institutions. Students may, with consent of the host and sending institutions, participate in internship experiences related to their course of study and appropriate to their student status.

b) The exchange program will be coordinated by two Program Coordinators. One is to be designated by UW-Milwaukee and the other by the Justus-Liebig-University in Giessen.

c) Participating institutions are listed in the following table:

<table>
<thead>
<tr>
<th>University of Wisconsin System Institutions</th>
<th>State of Hessen Institutions</th>
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</thead>
<tbody>
<tr>
<td>UW Colleges</td>
<td>Fachhochschule Darmstadt</td>
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<tr>
<td>UW-Eau Claire</td>
<td>Technische Universität Darmstadt</td>
</tr>
<tr>
<td>UW-Green Bay</td>
<td>Fachhochschule Frankfurt</td>
</tr>
<tr>
<td>UW-La Crosse</td>
<td>J. W. Goethe-Universität – Frankfurt</td>
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<tr>
<td>UW-Madison</td>
<td>Hochschule für Musik und Darstellende Kunst – Frankfurt am Main</td>
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<tr>
<td>UW-Milwaukee</td>
<td>Fachhochschule Fulda</td>
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<tr>
<td>UW-Oshkosh</td>
<td>Justus-Liebig-Universität – Giessen</td>
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<tr>
<td>UW-Parkside</td>
<td>Fachhochschule Giessen-Friedberg</td>
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<tr>
<td>UW-Platteville</td>
<td>Universität Gesamthochschule Kassel</td>
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<tr>
<td>UW-River Falls</td>
<td>Philipps-Universität Marburg</td>
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<tr>
<td>UW-Stevens Point</td>
<td>Hochschule für Gestaltung – Offenbach am Main</td>
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<tr>
<td>UW-Stout</td>
<td>Fachhochschule Wiesbaden</td>
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<tr>
<td>UW-Superior</td>
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<tr>
<td>UW-Whitewater</td>
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2) Selection and Placement of Students

a) Sending institutions will forward student applications to their program coordinator. The sending program coordinator will then provide the receiving program coordinator with a completed application for each of the students being recommended for admission.

b) The coordinator of the receiving program will collaborate with the designated contacts at the receiving institutions to arrive at individual admission decisions.

c) Institutions will retain right of refusal.

d) The list of German candidates will be sent to Wisconsin by December 31 for the following Fall semester and by April 1 for the following Spring semester. Admission decisions will be made by February 15 for the following Fall semester and by May 15 for the following spring semester.

e) The list of Wisconsin candidates will be sent to Hessen by March 1 for the following Fall semester and by October 1 for the following Spring semester. Admission decisions will be made by April 30 for the Fall semester and by November 30 for the Spring semester.

f) Some short-term and special programs may have earlier deadlines, such as the April 1 application deadline for Summer University (Sommeruniversität) at Philipps University in Marburg and at the University of Kassel, in Kassel.

g) Due dates for other program options, including but not limited to intersessions and internships, will be determined on an ad hoc basis by the respective program coordinator. It will be the responsibility of the program coordinators to meet the deadlines.

h) It is the intent of this program that students will be placed at as many of the participating institutions as feasible, both in Wisconsin and in Hessen. To the extent possible, placement decisions will respect the expressed choice of the candidate.

3) Tuition, Fees, and Other Costs

a) Outgoing Wisconsin students will pay tuition and any applicable administrative fees at their home institution for the term(s) of the exchange, but not the segregated fees. Incoming Hessen students will not pay tuition at the host institution, but will be responsible for segregated fees.

b) Institutions in Hessen will not charge tuition for Wisconsin exchange students. Incoming Wisconsin students will be responsible for the Semesterbeitrag (a mandatory fee) and optional fees.

c) Travel arrangements and associated expenses, including room, board and insurance, will be the exclusive responsibility of each participant in this exchange.

4) Balance of Exchange

a) As stipulated in the Declaration of Understanding, the intention of the Partners is to promote the exchange of up to 25 undergraduate and/or graduate students per
side per academic year. This is understood to mean 25 students for two semesters of study, or 50 FTE. This agreement does not imply obligation to exhaust the maximum in any academic year.

b) The balance of the exchange will be calculated on the basis of Full-Time-Equivalents (FTE). 1 FTE equals one semester of full-time enrollment. Enrollment in Summer programs will count as 0.5 FTE. Internships of 3-6 months will count as 1 FTE. The FTE value of short-sessions will be determined on a case-by-case basis.

c) This program will maintain a one-for-one balance, based on participant FTE over a three-year period. The actual numbers of students to be placed will be determined each year by the coordinators based on a projection of interest on each side for the upcoming year.

d) In the first year, enrollments under this exchange agreement will be limited to twelve (12) FTE per side.

5) Transfer of Academic Credit

a) Each participating institution agrees that academic credit earned at the host institution will be transferable to the home institution. Transfer of academic credit will be determined as per current practice.

6) Responsibilities of the Program Coordinators

a) The program coordinators will create guidelines for the operation of the Hessen-Wisconsin Exchange agreement.

b) The program coordinators will establish timetables for exchange that comply with deadlines established in this document.

c) The program coordinators will provide information to participating institutions that will serve to inform students about educational options offered by this exchange program.

d) The program coordinators will negotiate the placement of students within their respective states.

e) The program coordinators will establish and maintain a web site containing information on the Hessen-Wisconsin exchange, including but not limited to program costs, program offerings, links to participating institutions, and access to contact persons at each institution.

f) The program coordinators will create a standard application form to be used for this exchange program.

g) The program coordinators will communicate information on program status and related issues with their own and counterpart institutions.

h) The program coordinators will keep a record of students sent and received under this program and provide information on applicant status to participating institutions.
i) The program coordinators will coordinate the exchange of academic program information.

7) Responsibilities of the Sending Institution

a) The sending institution will be responsible for the screening and selection of candidates recommended for participation in this program. At a minimum, students selected for this program should be in good academic standing, meet any academic standards defined by the sending institution, and have appropriate proficiency in the language of instruction at the host institution.

b) The International Studies Office at each participating institution will designate a representative who will be the primary contact for purposes of this program.

c) The sending institution will be responsible for the provision of pre-departure orientation to participating students.

8) Responsibilities of the Host Institution

a) Host institutions will comply with all relevant statutes and policies.

b) Host institutions will provide incoming students with post-arrival orientation, which will include appropriate information and assistance in course selection and registration.

c) Students will be permitted to enroll in any courses or programs at the host university for which they are qualified with the exception of those courses or programs in which space is unavailable due to enrollment limitations.

d) Host institutions will attempt to secure space in a student residence for students who desire such accommodations. Institutions are not obligated to provide accommodations for participants in this program.

e) Host institutions will provide incoming students with the forms and information required for the timely acquisition of appropriate visas or permits in the host country.

9) Responsibilities of Student Participants

a) All student participants are responsible for obtaining a visa and/or and other documents necessary for the pursuit of study at the host institution (see 8c above).

b) All student participants who cannot show that they hold appropriate health insurance for the term of the exchange will be required to purchase such insurance.

c) Student participants are subject to the same academic requirements and rules of conduct as other students attending the host institution.

d) In the event that a student participant does not complete the term of study, or is cancelled, the withdrawal and refund procedures of the student’s home institution will pertain. For purposes of calculating the balance of exchange, withdrawals will be counted as though the full period of enrollment had been completed, subject to the agreement of both coordinators.
10) Internship Experiences
   
a) Internships will be structured cooperatively by the sending and host institutions on a case-by-case basis.
   
b) Student participation in internship experiences requires the consent of both the sending and the host institutions.
   
c) The host institution will be responsible for establishing contact with the internship site and for serving as liaison between the site and the prospective intern.
   
d) The host institution will provide the appropriate liaison and supervision of the student for the term of the internship.
   
11) Other
   
a) Both parties agree that the University of Wisconsin System and the Hessian Ministry for Science and Art will be prepared to answer and defend only that responsibility and resultant legal liability, involving personal injury and property damage, which is based upon or arises from their respective negligent acts or omissions which may occur in connection with this agreement.
   
b) This agreement shall in the first instance be valid and binding for a term of three years, and shall be automatically extended by additional terms of one year at a time unless one or the other of the participating partners undertakes in writing to withdraw from the agreement. A written declaration of withdrawal must be made no later than one year before termination.
   
c) The English and German texts of this agreement shall be equally binding on both signatory parties.
   
Dated this seventh day of June, 2001

Katharine Lyall
President
University of Wisconsin System Administration

Frank E. Portz
Vice-Minister
Hessian Ministry of Science and Art

Nancy Zimpher
Chancellor
University of Wisconsin - Milwaukee

Stefan Hormuth
President
Justus-Liebig-University