THE UNIVERSITY OF RHODE ISLAND
COLLEGE OF BUSINESS ADMINISTRATION

Procedures for the MBA Program

University of Rhode Island, USA

Technische Universität Braunschweig, Germany

Purpose of the Agreement

This Agreement of Academic Cooperation is made and entered into, by, and between the University of Rhode Island (hereinafter referred to as URI), Kingston/RI, USA, and the Technische Universität Braunschweig - Institute of Technology (hereinafter referred to as TU Braunschweig), Braunschweig/Germany.

This agreement is an addition to the existing mutual agreement “Procedures for the Dual Master’s Degree Program” between TU Braunschweig and URI. The purpose of this special program is to allow students of TU Braunschweig to participate at the “One-Year MBA program in Strategic Innovation”, offered by the URI. This is accomplished through the (existing) formal exchange program. (Therefore, the participation of TU Braunschweig students at the MBA program can be treated as an alternative option to the Dual Degree exchange.) The program is operated under the authority of the following schools or departments at the two partner institutions:

URI: - College of Business

TU Braunschweig: - Carl-Friedrich-Gauß Fakultät, Department Wirtschaftswissenschaften (Carl-Friedrich-Gauß School, Department Business Administration)
- Fakultät Architektur, Bauingenieurwesen und Umweltwissenschaften (School for Architecture, Civil Engineering and Environmental Sciences)
- Fakultät für Maschinenbau (School for Mechanical Engineering)
- Fakultät für Elektrotechnik, Informationstechnik und Physik (School for Electrical Engineering, Information Technology and Physics)

Mutual Provisions

Each institution, respecting the admission requirements and program restrictions of the other, shall assume full responsibility in the assessment and selection of qualified candidates. The host institution shall then respect the selection so made. The two parties agree to terms and provisions set forth below:
Both parties will, respectively, determine the requirements of enrollment and inform each other in advance. Each party shall procure that its students shall use the application process of the other. Each university shall provide necessary admission documents for accepted students to apply for a student visa.

It is the responsibility of the students to ensure that the academic record of their academic performance is sent directly to his/her home institution at the conclusion of each semester. However, it shall be the sole responsibility of the home institution to decide on the application of those credits to the student's degree program.

**Eligibility**

1. Students must successfully apply for participation in the program through the International Office (IO) of TU Braunschweig. They may first apply in their final Bachelor year. If selected, they get conditional acceptance for the MBA program. Before going to the U.S., they must be accepted to the TU Braunschweig Master’s program.

   Students with a non-TU Braunschweig Bachelor's degree may apply after being enrolled in the respective TU Braunschweig Master’s program.

2. TU Braunschweig students must submit an official test report from the Test of English as a Foreign Language (TOEFL) taken within the past two years to the URI Graduate School. They must arrange for ETS to report their scores directly to URI. Their scores must fall within the required minimum scores on the Internet-based (iBT) and/or paper-based TOEFL.

   Equivalently, the students may submit a report from the TU Braunschweig Sprachenzentrum verifying that the student has reached the B2 level and the C1 level or higher in two skills each in the English test given by the Sprachenzentrum in accordance with the Common European Framework of References for Languages (CEF), or any other equivalent accepted by URI. Find descriptions of levels at http://www.daad.de/deutsch-lernen/wo-deutsch-lernen/13848.en.html

3. TU Braunschweig students applying for the MBA program must also submit an official test report from the Graduate Management Admission Test (GMAT) taken within the past two years to TU Braunschweig. Applicants for the MBA program must arrange for GMAC to report their scores directly to URI. Their score must fall within the minimum score required by the URI.

**Application Procedures**

1. Potential participants should start the TU Braunschweig process 15 - 18 months prior to the proposed start of their program at URI. The formal application has to be submitted to the TU Braunschweig IO by Nov. 30, each year. A first selection process at TU Braunschweig’s IO is based on application material, followed by individual interviews in December. Once selected, students have to get formal approval for their plan of study including their exchange plan by the program representative of their respective departments.
2. Selected students will have to complete formal application to URI Graduate School by Jan. 31. A completed on-line application includes: an on-line application form, up-to-date transcripts (grades), statement of purpose, two letters of recommendation (three for Department of Chemical Engineering), an English proficiency report, a copy of their biographical passport page and a proof of funding.

The URI Graduate School will process the application. After admission is secured from URI, the Office of International Students & Scholars will then issue the DS-2019 form needed to apply for a J-1 visa.

Program Requirements

1. TU Braunschweig students should arrive at URI in time for the orientation sessions arranged by the College of Business MBA Program and the Office of International Students & Scholars.

2. Students of TU Braunschweig have to respect and fulfill the program requirements of the MBA in Strategic Innovation in order to achieve the MBA-degree. Further information about the MBA program can be found on the webpage of the URI http://web.uri.edu/business/mba-programs/. There may be the option to waive courses, if approved by both URI and TU Braunschweig.

3. As per US federal immigration regulations, students must register for no less than 9 credits per semester. If and when students cannot register for 9 credits per semester, they must obtain clearance from the Office of International Students & Scholars before completing the semester registration and start of the academic term.

Calendar

The academic calendar of URI is as follows:

- End of August to end of third week of December  
  Fall term
- Mid January to late May  
  Spring term
- Late May to end of July  
  Summer term

In some cases, TU Braunschweig students must request early examinations at TU Braunschweig in summer so they may arrive at URI by the end of August when the fall semester starts.

Financials

Referring to the mutual agreement between URI and TU Braunschweig about the Dual Degree program, both institutions agree, to the extent possible, to accept dual students and MBA students annually from the partner university. The exact number will be determined on a yearly basis by the end of May/beginning of June for the following academic year. Dual degree students as well as MBA-Students from TU Braunschweig will be counted as exchange students within the exchange balance between both institutions.

The number of all students exchanged each year should be approximately equal. If the number is not equal, a balance should be achieved in the following year.
TU Braunschweig Students

TU Braunschweig students will pay tuition fees, and other related costs to their home institution for a maximum of two terms while attending URI in exchange for URI undergraduates and graduate students who would plan to attend TU Braunschweig within the Dual Degree Program. Both URI undergraduate and graduate students will pay tuition to URI (exchange program), which serves to create slots for TU Braunschweig students.

However, the slots created for TU Braunschweig students only cover a maximum of 15 credits per term (maximum credits for graduate level at URI). For each credit exceeding the maximum of 15, TU Braunschweig students have to pay a credit overload fee, two overload credits in the Fall and four overload credits in the Spring.

During all three terms, students will be charged the tuition fee rate approved by the Office of the Provost.

TU Braunschweig students in excess of the exchange balance will be required to pay the tuition rate during spring, fall and summer semester approved by the Office of the Provost.

International students and their dependents are required to have medical health insurance. All International students are automatically enrolled in and are responsible for payment of the University Accident/Sickness Insurance Plan unless they apply for and are granted a waiver.

Duration and renewal of the agreement

The agreement shall become effective on the day representatives of both universities affix their signatures and seals. It will be in force for a period of 5 years, and will automatically extend for another three years without written notice. The agreement is subject to revision or modification by mutual agreement. It is also understood that either institution may terminate the agreement at any time, which shall give notice to the other party in writing six months in advance of the next academic year. In case of termination, the academic programs of students currently participating in the exchange will not be affected.

Signatures:

David M. Dooley, Ph.D.
President
University of Rhode Island
Kingston, RI, USA

Date 19.9.14

Prof. Dr. Ing. Dr. h.c. Jürgen Hesselbach
President
Technische Universität Braunschweig
Braunschweig, Germany

Date 19.09.2014