

Agreement on consultancy services by and between Tietgen Business College and XXXXXXXXXXXXXXX

This agreement is entered by and between Tietgen Business College (TBC), part of Lillebaelt, Academy of Professional Higher Education and

XXXXXXXX

hereinafter referred to as the consultant.

The purpose of the agreement is student recruitment to Tietgen Business College from.....

Tietgen Business College is represented by

Lars Høst-Madsen
International Co ordinator

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Tietgen Business College
Nonnebakken 9
5000 Odense C
Denmark

XXXXXXXX is represented by

XXXXX
XXXXXXXX
XXXX@XXXXXXXX.XX
+XXXXXXXXXXXX

XXXXXXXX has been designated the consultant of Tietgen Business College for the purpose of representing our English taught

1. **AP degree in Marketing Management Programme**
2. **AP degree in Multimedia Design and Communication**
3. **The bachelor top up Programme in International Sales and Marketing**
4. **The bachelor top up Programme in Web Development**
5. **The bachelor top up Programme in E-Concept**

The programmes combine theoretical and analytic studies with a practical oriented approach. All the programmes are accredited by the Danish Ministry of Education and use the European Credit Transfer System, ECTS.

Tietgen Business College authorizes XXXXXXXX to assist us in the process of selecting foreign students for further enrolment for the academic year starting in September 2011 and for the Multimedia Designer Programme with bachelor top up programmes February 2011 as well.

Agreement

As a Consultant, XXXXXXXXX will work in direction of achieving the following aims and goals:

General aim

Provision of initial marketing, and evaluation and recruitment of students.

Activities and services to be performed by the Consultant:

- Advertising in local media and/or at local events or fairs
- Establishing a help desk for applicants
- Holding informational meetings for applicants
- Receiving applications
- Working out a list of successful applicants for each of the programmes in question no later than 15 March. Later incoming applications may however still be considered. The list shall include the following information:
 - Name, sex, age, address
 - Documentation for their educational background and level
 - Name of the programme the student is applying for
- Provide assistance in arranging phone or Skype interviews
- Evaluation and selection of successful candidates

The specific number of students to be recruited is subject to agreement with Tietgen Business College.

The final selection of candidates will be carried out by Tietgen Business College.

While carrying out his work, the consultant must act and work according to the laws and rules of his country as well as according to the Code of Conduct (COC) for Danish institutions of higher education under the Ministry of Education.

While carrying out marketing activities, the Consultant is liable for the content of disseminated information, which must fully correspond to the information provided by Tietgen Business College on their web site and to the COC. All students must be given an accurate picture of the academic level of our academy and a realistic picture of working and living conditions in Denmark. The consultant must inform about and be able to answer questions concerning:

- The admission process
- Residence permit
- Costs of living
- Costs for books
- Accommodation

- Spare time jobs
- Counsellors at TBC

All students have to meet the following requirements to be selected:

General requirements

An Upper secondary certificate or diploma leading to admission to University is required. All students must have the necessary qualifications to study abroad at a higher level.

Language requirements

Applicants must have a level of the English language that enables them to study at a professional higher education level. Advanced level from a European upper secondary school or intermediate level with a good grade is adequate.

Specific requirements mentioned at <http://www.tietgen.dk/international> for each programme must be met.

Tuition fee

Students from the European Union do not have to pay tuition fee. However, the students must cover the cost of books and other expenditures in connection with staying and studying in Denmark.

Period of Performance

The Agreement is valid for 1 year since the date of signature. The performance of the consultant will be evaluated by Tietgen Business College according to the number of students recruited, relevancy of their qualifications and Consultant's compliance with the terms and conditions of our cooperation. Tietgen Business College reserves the right to terminate the Agreement upon failure of the Consultant to perform within the frameworks of the Agreement in question.

Consultant Commission

Tietgen Business College will pay the Consultant a total commission of EUR XXX,- for each student who is enrolled as a result of this agreement, provided the student lives up to the set of selection criteria. The payment will be made in two instalments: EURO XXX 5 weeks after the student begins his/her studies in Denmark, provided he/she is still enrolled, and EURO XXX when the student has successfully passed exams/tests at the end of first semester and is transferred to the second semester of the programme.

Modifications

No modifications, amendment of this agreement is coming into force unless made in writing and duly signed by both parties.

Governing law

This agreement shall be governed by and construed in accordance with the Danish law.

Arbitration

Any dispute between the parties regarding this agreement shall be finally settled by arbitration in Denmark in accordance with Danish Law and the rules and procedures of the Danish Institute of Arbitration (Copenhagen Arbitration).

Confidentiality

The details of the contract must be kept confidential between XXXXXXXXXX and Tietgen Business College. The contract or details can never be published or discussed with a third party in connection with Tietgen Business College and XXXXXXXXXX's name.

Signatures

This Agreement is written in English and exists in two copies, kept by each party. This Agreement is hereby executed by the following parties:

Tietgen Business College

XXXXXXXXXX

Date:

Date:

Signature, Regitze Kristensen ,
Director of International Relations

Signature XXXXXXXXX, XXXXXX