STUDENT EXCHANGE AGREEMENT

BETWEEN

LE DÉPARTEMENT DE SCIENCES ÉCONOMIQUES DE L'UNIVERSITÉ DE MONTRÉAL

AND

FACULTY OF ECONOMICS AND APPLIED ECONOMICS
KATHOLIEKE UNIVERSITEIT LEUVEN, BELGIUM

This Agreement applies to an exchange of students between le Département de sciences économiques de l'Université de Montréal and the Faculty of Economics and Applied Economics, Katholieke Universiteit Leuven, Belgium, within the field of Economics. Both institutions shall, on the basis of reciprocity, support and promote the spirit of this Agreement to encourage academic collaboration and to facilitate as much as possible the academic progress, physical relocation and cultural orientation of all exchange students.

I. Principles

1. During each academic year, up to 3 undergraduate and 3 postgraduate students enrolled at the Département de sciences économiques de l'Université de Montréal may, through this Agreement, be enrolled at the Faculty of Economics and Applied Economics, Katholieke Universiteit Leuven, Belgium and up to 3 undergraduate and 3 postgraduate students enrolled at the Faculty of Economics and Applied Economics, Katholieke Universiteit Leuven may similarly be enrolled at the Département de sciences économiques de l'Université de Montréal for one semester either Semester A (Fall: from September to January) or Semester B (Spring: from February to June).

2. The total number of participating students from the home institution shall not exceed the number of participating students from the host institution over a three-year period. If the flow becomes too imbalanced in one direction, the flow in that direction may be suspended until the balance is achieved.

3. The absence of exchange during one academic year is possible and does not nullify the Agreement.

4. Participating students will continue as candidates for degrees at their home institution and will enroll as “not-for-degree” students at the host institution and are exempt from application, tuition and student union fees at the host institution.
II. Selection

1. The exchange program shall be open to undergraduate students who have completed at least one year of undergraduate study at their home institution.

2. Participating students shall be selected by the home institution, usually on the basis of academic merit and suitability, to undertake a period of study abroad and subject to acceptance by the host institution undertaking the normal admission procedures. Only highly motivated students of above-average academic quality will be selected to participate. Their nominations to the host institution will be accompanied by an official academic record. Participating students must prove sufficient language skills in English (UdeM students) or French (Leuven students).

3. If the host institution rejects any proposed candidates, the home institution may nominate alternative candidates for consideration.

4. The Département de sciences économiques de l'Université de Montréal and the Faculty of Economics and Applied Economics, Katholieke Universiteit Leuven will determine in mutual agreement the date by which exchange student candidates must be selected in order to guarantee efficient and timely processing of their materials.

III. Students' Obligations

1. Students participating in the exchange program shall pursue courses which are selected in consultation with their home institution which are not in conflict with the regulations of the host institution. Each student will take courses regularly offered at the host institution.

2. Participating students shall pay tuition and mandatory fees to their home institution.

3. Participating students shall be responsible for their own financial support including international transportation, accommodation and living expenses. Health insurance, books, related instructional materials will also be the responsibility of the students.

4. Students selected shall satisfy the home institution that they have adequate funds during the period of enrolment at the host institution under the terms of this Agreement. The host institution shall bear no responsibility for providing funds to any participating student for any purpose.

5. The host institution does not guarantee accommodation on campus for incoming students. However, every effort will be made to assist the students to obtain accommodation within a reasonable distance from the campus. It is recognized that on-campus accommodation may not always be possible. Students will also be made aware that they are responsible for all costs associated with accommodation, including utility accounts and rental deposit.

6. It is not anticipated that spouses and dependents will accompany an exchange student. Where such arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses and workload are the responsibility of the exchange student.
7. Participating students shall abide by the laws of the host country and the rules and regulations of the host institution.

IV. Host Institution's Obligation

1. The host institution shall designate a member of its staff to serve as its representative in its contact with the home institution, to act as first person contact for the home institution in any emergency, matters relating to student discipline or welfare issues and to provide appropriate advisory and other academic services to the exchange students at the host institution.

2. Both the Département de sciences économiques de l'Université de Montréal and the Faculty of Economics and Applied Economics, Katholieke Universiteit Leuven, Belgium agree to assist the integration of exchange students into student life. An on-site orientation of the students to the city and institution will be conducted by the host institution.

3. The host institution shall send a pre-departure package to each of the incoming exchange students.

4. The host institution shall establish records of exchange students as if they were regularly enrolled students. At the completion of the exchange, the host institution shall provide an official transcript to the responsible officer of the home institution.

5. Each institution shall assist its participants in obtaining the appropriate visa for the period of the exchange. Notwithstanding this, each participant shall be responsible for obtaining his/her visa, passport or other necessary documents and paying for the same. The institutions shall not be liable to each other or to any participant for the failure of the participant in obtaining the necessary documents.

V. Duration of Agreement

1. This Agreement shall remain in force for three years from the date of signing and be subject to revision or modification by mutual consent.

2. This Agreement is automatically renewable on the same terms and conditions for another three years unless written notification is given by either party six months prior to the expiry date.

3. Notwithstanding paragraph 2 above, either institution reserves the right to terminate this Agreement by giving written notice of no less than six months. The termination of the Agreement shall allow for any participating students who have commenced at either institution to complete his/her approved courses of study.
This agreement constitutes the entire agreement between the parties. No amendments consent or waiver of terms of this agreement shall bind either party unless in writing and signed by both parties.

Signed on behalf of

The Département de sciences économiques de l'Université de Montréal

Monsieur Luc Vinet, Recteur

Monsieur Joseph Hubert Doyen, Faculté des Arts et des Sciences

Monsieur Michel Poitevin, Directeur, Département de sciences économiques

The Faculty of Economics and Applied Economics, Katholieke Universiteit Leuven

Prof Dr. Marc Vervenne Rector

Prof. Dr. J. Koenings Dean