

# AGREEMENT ON STUDENT EXCHANGE

## between Université de Montréal, Canada and American University of Beirut, Lebanon

Within the framework of Memorandum of Understanding signed with the object of promoting co-operation in academic education between Université de Montréal and American University of Beirut (AUB), Lebanon, hereinafter referred to as UdeM and AUB, the following agreement is established:

### 1 Definitions

The following definitions will be used in this agreement:

- *Contracting parties:* Université de Montréal and American University of Beirut.
- *Home University:* The contracting partner that has agreed to send the exchange student.
- *Host University:* The contracting partner that has agreed to receive the exchange student.
- *Exchange students or candidates:* The students of both universities involved in the exchange according to this agreement

### 2 Objectives

The purpose of the Agreement is to establish the terms and conditions under which the exchange of students between Université de Montréal and AUB shall take place. The terms and conditions of the Agreement apply to both undergraduate and post graduate students. It is understood that the agreement is primarily intended for undergraduate students, but post graduate students may apply. Admission of candidates to study at Université de Montréal and AUB will be at the discretion of the Host University.

### 3 Numbers of Students

Each year during the term of this agreement, each University may send up to Four students to be enrolled as exchange students at the other University. The number of students may be modified from time to time by mutual agreement.

The obligations of the Universities under agreement apply only to the exchange students, and exclude both spouses and dependents.

### 4 Pre-requisites for Participation

The Home Universities will screen and select applicants for exchange on the basis of the following criteria which shall generally apply but may be waived in special cases.

- Exchange students must have a good to excellent academic record.
- Exchange students must be registered as full-time undergraduate or postgraduate students of the Home University.
- Undergraduate exchange students from AUB must have successfully completed at least 24 credits of course work at the sophomore level. Exchange students from Université de

Montréal must have successfully completed two semesters of study upon admission to the Host University and must remain registered in the Home University during their exchange period.

- Postgraduate exchange students from AUB must have successfully completed at least 6 credits of course work.
- The exchange students must be able to follow the lectures in the language of instruction. The Home University will evaluate the language aptitude of its own students.

## 5 Selection and Nomination

The candidates of both Universities will use the required application form of the Host University.

Exchange students should be selected on the basis of merit without regard to race, national or ethnic origin, color, religion, age, sex, marital status or physical handicap.

The Host University will accept the candidates selected by the Home University if mutually acceptable academic and/or professional qualifications and standards are met. However, the Host University will make the final decision on the admission of candidates nominated for exchange.

## 6 Responsibilities of the Exchange Student

The exchange students will be responsible for:

- Paying their Home University tuition and fees prior to participation.
- Paying room and board expenses at the Host University.
- Paying for transportation to the Host University and within the Host country.
- Paying medical insurance to the Host University. The cost at the Université de Montréal is 792\$ CND per year in 2009-10. This amount is subject to change annually.
- Personal expenses including materials.
- Obtaining and paying an appropriate visa.
- All other debts incurred during the period of the exchange.
- Filling in an evaluation report after the study abroad period at the Host and Home universities.
- Following the rules and regulations of the Host University in which they are enrolled.

## 7 Program of Study

The program is intended as a University-wide student exchange programme including all faculties and departments. The exchange students may apply to any academic courses offered at the Host University as full-time, non-degree studies at a level determined by the Host University.

- The Host University will endeavor to ensure that students are admitted to courses with the desired priority as applied. However, admission to a specific department or course is subject to the student's being satisfactorily qualified for the chosen area of study and/or course level, and the availability of places in the courses.

- Exchange students will be subject to the academic requirements and rules of conduct of the Host University. All students are required to enroll in a full-time course of study or equivalent amount of credits. Accreditation for the work carried out by a student during the period of the exchange will be at the discretion of the student's Home University.
- The Host University will provide the Home University with a final transcript, describing the student's academic performance.

## 8 Length of Study

Exchange students will spend a minimum of one semester, and preferably one academic year (two semesters) at the Host University.

Upon completion of the period of study at the Host University, exchange students must return to the Home University. Exceptionally, the contracting parties can approve an extension of the exchange period.

## 9 Fees and Expenses

Contracting parties agree that no tuition fees will be levied on the exchange students. Exchange students will continue to pay tuition fees at their Home University according to its own regulations. All other expenses incurred will remain the responsibility of the exchange student. A small sum levied by the student unions may however be allowed.

## 10 Responsibilities of the Home and Host Universities

Contracting parties shall have the option of terminating the participation of a student should that student violate the laws or regulations of the Host University, or be found by a competent authority to have violated the laws of the Host country.

Contracting parties will endeavor to provide a pre-arrival orientation to students admitted to the Exchange programme. The Host University will arrange an orientation programme for the exchange students upon Arrival day.

Applications for participation in the Programme will be sent by the Home University to the Host University at least four months before the start of the academic year/semester in which the exchange will take place.

Returning students will be asked to complete a report form evaluating their exchange.

The Host University shall make every reasonable effort to assist students participating under the terms of this agreement in finding suitable accommodation.

## 11 Recognition for Participation

Any academic credit earned at the Host University by the participant may be transferred back to the Home University in accordance with procedures determined by the latter.

## 12 Co-ordination and administration of the Exchange

Each party shall designate an administrative office to oversee and facilitate the implementation of any agreements made pursuant to this Agreement. These offices are:

For the Université de Montréal:  
Frida Anbar  
Acting International Officer, Europe and  
Middle East  
Office of International Relations  
Université de Montréal  
3744, rue Jean-Brillant  
Bureau 581 -Montréal (Québec)  
Canada H3T 1P1

[Frida.anbar@umontreal.ca](mailto:Frida.anbar@umontreal.ca)

Tel: +1-514-343-75201

For American University of Beirut:  
Office of the Provost  
American University of Beirut  
PO Box 11-236 Riad El-Solh.  
Beirut, Lebanon, 1107-2020

E-mail: [adallal@aub.edu.lb](mailto:adallal@aub.edu.lb)

Tel: + 961 1 374-374 Ext. # 2510

## 13 Period of Exchange

Enrollment of students according to this agreement will commence in spring semester 2010.

## 14 Review, Renewal, Termination

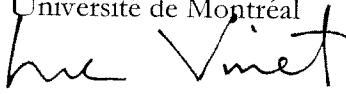
The contracting parties will review the Agreement annually to maintain a well balanced exchange. *Every effort will be made to achieve parity over a period of five academic years.* This Agreement will be valid from the date of the last signature and may be terminated by giving six months notice in writing. Without any notice of termination, the Agreement will be terminated five years from the date of last signature. However, any exchange in place will be permitted to continue to completion date. At the end of that period of five years, the Agreement *could* be renewed by exchange of letters.

## 15. Rights and Obligations upon Termination

Upon the termination of this agreement, the parties hereto agree that no party shall be liable for consequential damages of any kind, whether as a result of a loss by the other party of present or prospective income or profits in connection with this agreement or on account of any other reason or cause whatsoever.

This Agreement is written in English, in two originals, both of equal validity.

Dr. Luc Vinet  
Rector  
Université de Montréal



Date: ~~November~~  
29-01-2010

Signed on behalf of  
Université de Montréal

Dr. Ahmed Dallal  
Provost  
American University of Beirut



Date: 26 November 2009

Signed on behalf of  
American University of Beirut

# **MEMORANDUM OF UNDERSTANDING**

between  
The American University of Beirut, Lebanon  
And  
Université de Montréal

## **1 . Willingness to Co-operate**

This Memorandum of Understanding (MoU) is made for the purpose of promoting co-operation in academic education and research between the American University of Beirut and Université de Montréal.

## **2 . Areas of Co-operation**

Within fields that are mutually acceptable, the following general forms of co-operation will be pursued:

- Exchange of students
- Joint teaching activities
- Joint research activities
- Visits by, and interchange of, scholars, teachers and other staff.

## **3 . Development of Specific Projects**

Appropriate agreements for the implementation of the proposed activities listed in (2) will be mutually considered for specific projects. The agreements shall ensure that appropriate arrangements for studying, working, and for living and maintenance expenses are made before the arrival of a staff member or a student to the host university.

## **4 . Financial Arrangements**

Both parties understand that all financial arrangements will have to be negotiated and mutually agreed, and will depend on the availability of funds. Both parties will seek financing of joint activities from sources available to them.

## **5 . Legal Relationship**

Nothing in this MoU shall be construed as creating an obligation for the parties to enter into implementing agreements. This MoU shall be construed as a statement of intent to foster genuine and mutually beneficial academic collaboration.

**6 . General Coordinators**

Each party shall designate an administrative office to oversee and facilitate the implementation of any agreements made pursuant to this MoU. These offices are:

For American University of Beirut:  
Office of the Provost  
American University of Beirut  
POBox 11-236 Riad El-Solh.  
Beirut, Lebanon, 1107-2020

For Université de Montréal  
Frida Anbar  
Acting International Officer, Europe and  
Middle East  
Office of International Relations  
Université de Montréal  
3744, rue Jean-Brillant  
Bureau 581 -Montréal (Québec)  
Canada H3T 1P1

E-mail: [adallal@aub.edu.lb](mailto:adallal@aub.edu.lb)  
Tel: + 961 1 374-374 Ext. # 2510

Email: [Frida.anbar@umontreal.ca](mailto:Frida.anbar@umontreal.ca)  
Tel: +1-514-343-75201

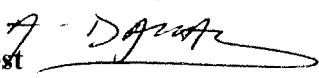
**7 . Commencement, Renewal, Termination**

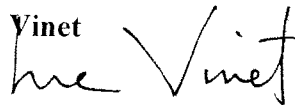
This MoU shall come into force on the date of signature and may be terminated by either party by giving six months notice in writing to the other party. In any event, unless terminated earlier, this MoU will automatically terminate five years from the date of last signature hereof. However, any agreement made pursuant to this MoU will be permitted to continue to completion date.

**8 . Rights and Obligations upon Termination**

Upon the termination of this MoU, the parties hereto agree that no party shall be liable for consequential damages of any kind, whether as a result of a loss by the other party of present or prospective income or profits in connection with this MoU or on account of any other reason or cause whatsoever.

This MoU is made in two originals, both of equal validity.

**Dr. Ahmad Dallal**  
  
**Provost**  
**American University of Beirut**

**Dr. Luc Yinet**  
  
**Rector**  
**Université de Montréal**

Date: 26 November 2009

Date: 29-01-2010

Signed on behalf of American  
University of Beirut

Signed on behalf of Université de  
Montréal