MEMORANDUM OF UNDERSTANDING AND
STUDENT EXCHANGE AGREEMENT
BETWEEN
THE UNIVERSITÉ DE MONTRÉAL
AND
THE COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
CITY UNIVERSITY OF HONG KONG

WHEREAS the two institutions are united by a community of interests and goals in the academic and cultural fields;

WHEREAS universities are precisely institutions bound by their very essence, their purpose and their goals to establish channels of communication allowing the exchange of scientific and cultural knowledge;

The Université de Montréal (Canada), represented by its rector, Professor Guy Breton, and the College of Humanities and Social Sciences, City University of Hong Kong, Hong Kong Special Administrative Region, People’s Republic of China (hereinafter referred to as CityU), represented by its Dean, Professor Gregory B. Lee.

Hereby decide to establish formal ties between them based on the following provisions:

Article 1.- GOAL

Enhance the quality of each partner’s research and training activities by benefiting from their convergence of interests.

Article 2.- COMMUNICATIONS

The two parties shall exchange information and offer one another reciprocal support on academic, cultural and administrative matters through exchanges of publications and other appropriate actions.

The two parties shall consult one another whenever they deem necessary, and specifically to jointly assess the development of teaching and research actions and to draw up a record of actions already achieved or currently underway.

Article 3.- COOPERATION

This Agreement aims to further the launch of collaborative efforts in three areas:

a) joint research projects;
b) exchange of faculty members;
c) student exchange program.
Article 4.- JOINT RESEARCH ACTIVITIES

The parties will seek the development of joint research activities in the fields of mutual interest. The actual implementation of collaborative projects will be negotiated separately pursuant to the needs of both parties.

Article 5.- EXCHANGE OF FACULTY MEMBERS

The two parties shall promote, within the current regulatory framework:

- The exchange of personnel for periods that may range from a few days to several months;
- Mutual participation in conferences, seminars and internships organized by one of the universities.

Article 6.- TERMS OF THE STUDENT EXCHANGE PROGRAM

1. Unless otherwise agreed upon by both parties, student exchange shall be up to six semester-long places each year. Three students per academic year or six students per semester will be exchanged on a one-to-one academic exchange basis each year, whereas one academic year at CityU and the Université de Montréal equals two semesters.

2. Each party shall be prepared to consider a disparity of exchange places in any given semester or year during the period of agreement. If either one of the institutions should have difficulty in matching the incoming students from the partner institution in any particular semester or year, both parties shall agree to reinstate the imbalance, and hereby any and all imbalances shall be resolved by the end of the period of agreement.

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

4. Exchange students shall enroll as full time, “not-for-degree” students and are exempt from application and tuition fees at the host institution.

5. If more students are interested in participating in the exchange programme than places available in any year, these students may apply to be enrolled as “not-for-degree” visiting students and pay the full standard fees applicable to visiting students.

6. All candidates admitted to either educational system with the purpose of following a duly authorized study program must comply with the following terms:
   - Have completed the equivalent of at least one year of full-time undergraduate study in the program in which the candidate is enrolled in the home institution and remain enrolled in said program during their stay in the receiving institution;
   - Possess good academic record;
   - Meet the specific requirements of both the home and host institutions.
7. Candidates accepted into the exchange program:
   - Remain enrolled full-time in the home university to which they pay their tuition fees. The participating institutions agree not to require the payment of tuition fees from the students they welcome;
   - Will study full-time for at least one semester but no longer than one academic year in the host institution, in a study program approved by the home institution;
   - Will generally be accepted by the host university, while the host university retains the right to review the students nominated for exchange and to make final admission decisions. The host university shall provide formal letters of admission and other documents for the students to enrol and study in the host university. Participating students will need to apply within the host university abiding by local procedures and application deadlines;
   - Are responsible for:
     a) various costs required by the host institution (administration, student activity and health insurance fees), said costs to be made known in advance;
     b) transportation and living expenses (housing and food) for themselves and their dependents;
     c) visa application for the period of the exchange. The institutions will not be liable for the failure of students to obtain the necessary documents;
     d) the purchase of suitable and adequate insurance coverage throughout the entire period of their study. Students of the Université de Montréal who have not arranged their own insurance policy will be required to apply for the University-contracted Group Personal Accident and Medical Insurance Plan at CityU. CityU students must subscribe to the health insurance coverage as required by the host institution;
     e) securing their own accommodation. Assistance will be provided by the host institution in locating appropriate accommodation while no on-campus bed space is guaranteed;

   - Would qualify for the financial assistance programs to which their enrolment in the home institution entitles them.

8. The host institution shall provide incoming students with an identifiable contact who is responsible for assisting students with enrolment and welfare issues.

9. The host institution shall send a pre-departure package to each of the incoming exchange students, and organize an orientation programme for the students upon their arrival.

10. The host institution shall provide information to exchange students on local transportation from the airport to the campus.

11. At the completion of the exchange, the host institution will issue academic transcripts to the students via the home institution.

12. The language of instruction at City University of Hong Kong is English except some courses in the subject of Chinese language and culture. The language of instruction
at the Université de Montréal is French, but CityU students would have the possibility of taking courses taught in English at the Université de Montréal’s Summer School (International Studies) and enrolling at the French School free of charge.

**Article 7.- FUNDING**

The exchange of faculty members will be jointly financed (depending on the availability of funds): the sending institution would normally take at its charge travel expenses while the host institution would provide an honorarium as a subsidy for living expenses.

The financial agreements pertaining to the execution of projects will be established through consultations between the two universities in accordance with each cooperation program.

For the achievement of cooperation activities, the two universities shall take appropriate steps with likely granting bodies.

Any subsidy granted for cooperation activities shall be administered by the institution which initiated the request.

**Article 8.- MODIFICATIONS**

The present Agreement may be amended by mutual agreement at the request of one of the parties. Said amendments shall come into effect as of the date set by both institutions.

**Article 9.- DURATION OF THE AGREEMENT**

This Agreement has been drawn up in English in two originals. Each party will keep one copy. The Agreement will come into effect on the date of its signing by the authorities and will remain in force for a period of five years. It may then be renewed for additional periods. Each party may move, in writing and with six months’ notice to this effect, to amend or terminate the Agreement.
Executed for
City University of Hong Kong

Professor Gregory B. Lee
Dean
College of Humanities and Social Sciences

Date: 19 Nov 2010

Executed for
The Université de Montréal

Professor Guy Breton
Rector

Date: 7 Dec 2010

Endorsed by

Professor Julia Tao
Chief-of-Staff
City University of Hong Kong

Date: 19 Nov 2010