Inter-institutional student and staff
exchange agreement 2014/2021

The institutions named below agree to cooperate for the exchange of students and/or staff according to the principles and conditions below. They commit to respect them in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution. The present bilateral agreement will be valid during the academic years 2014-2015 to 2020-2021 unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year.

A. Information about higher education institutions

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>Erasmus code</th>
<th>Contact details</th>
<th>Website</th>
</tr>
</thead>
</table>
| Faculté des sciences économiques, sociales, politiques et de communication École de Communication (COMU) Campus de: | B LOUVAIN01 | **Campus de Mons**
Mme Magaly DUQUESNE
Bureau des Relations Internationales UCL Mons
Chaussée de Binche, 151 – Bureau I.011
B-7000 Mons (Belgique)
Tél. : +32 65 323 446
Courriel : international@uclouvain-mons.be

**Campus de Louvain-la-Neuve**
M. Jean-Claude GUYOT
Ruelle de la Lanterne magique, 14 B-1348 Louvain-la-Neuve
Tél. : +32 10 47 46 02
Courriel : jean-claude.guyot@uclouvain.be

Central office: Administration des relations internationales, Place de l’Université 1, bte L0.01.06, B-1348 Louvain-la-Neuve, Belgium, tél. +32-10-47.81.12 (fax 40.75), erasmus@uclouvain.be |
|                           |              | www.uclouvain.be/367834.html |
| Université de Montréal / Faculté des arts et des sciences / Département de communication | CA MONTREA01 | **Monsieur François Cooren**
Directeur
Département de communication
f.cooren@umontreal.ca
514 343-6111 #2759

**Monsieur André-A. Lafrance**
Professeur et responsable des échanges
Département de communication
andre-a.lafrance@umontreal.ca
514 343-6111 #6802

Université de Montréal
Pavillon Marie-Victorin, FAS
Case postale 6128, succ. Centre-ville
Montréal (Québec) H3C 3J7 CANADA

Central office: Direction des Relations Internationales, C.P. 6128, succ. Centre-ville ; Montréal QC H3C 3J7 Canada (Frédia Anbar : 1-514 343-7520. frida.anbar@umontreal.ca) |
|                             |              | www.com.umontreal.ca | www.fas.umontreal.ca/ |

B. Mobility numbers per academic year

**Basic principles**

1. The exchange covers at least three months and up to one academic year. During this period the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.

2. Prior to the departure to the host institution, a Learning Agreement is drawn up for each individual student. Upon the basis of the courses available in the host department, this agreement sets out the details of the study programme, including the credits to be achieved. It is signed by the student and the academic coordinator both in the home and host institution.

3. Any changes to the Learning Agreement are agreed in writing as soon as they occur.

4. The student is assessed by the host institution, who will deliver to the academic coordinator of the home institution a Transcript of Records, listing the credits and grades achieved.
5. In accordance with the Learning Agreement, the home institution will give full academic recognition for the credits achieved in the host institution.

6. Registration fees in the host institution are waived for the student taking part in the exchange programme, provided he/she is enrolled at the home institution. Students enrolling at the host institution towards a degree fall outside of the scope of the present agreement, and shall be subject to all regular registration fees.

7. The selection of exchange students is carried out by the home institution on the basis of criteria established jointly by the academic coordinators of the present agreement.

8. Apart from the registration fee at the host institution, all other costs will be borne by the student, including travelling expenses, living costs and health insurance, for themselves and their dependents.

9. All exchange students must have adequate health insurance coverage. They may be required to produce a letter from their insurance company certifying this when registering at the host institution.

10. Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area [ISCED] code</th>
<th>name</th>
<th>Cycle</th>
<th>Number of student mobility periods</th>
<th>Studies</th>
<th>Traineeships</th>
</tr>
</thead>
<tbody>
<tr>
<td>B LOUVAIN01</td>
<td>CA MONTREA01</td>
<td>32</td>
<td>Communication</td>
<td>2nd</td>
<td>2 x 4 months = 8 months per year</td>
<td>...</td>
<td></td>
</tr>
<tr>
<td>CA MONTREA01</td>
<td>B LOUVAIN01</td>
<td>32</td>
<td>Communication</td>
<td>2nd</td>
<td>2 x 5 months = 10 months per year</td>
<td>...</td>
<td></td>
</tr>
</tbody>
</table>

Both institutions agree to promote the exchange of teachers and researchers, in particular for short term teaching assignments.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area [ISCED] code</th>
<th>name</th>
<th>Number of staff mobility periods Teaching</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>B LOUVAIN01</td>
<td>CA MONTREA01</td>
<td>32</td>
<td>Communication</td>
<td>2 x 1 week</td>
<td>individual agreement</td>
</tr>
<tr>
<td>CA MONTREA01</td>
<td>B LOUVAIN01</td>
<td>32</td>
<td>Communication</td>
<td>2 x 1 week</td>
<td>individual agreement</td>
</tr>
</tbody>
</table>

C. Recommended language skills

The sending institution is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Language(s) of instruction</th>
<th>For more details</th>
<th>Recommended language of instruction</th>
</tr>
</thead>
</table>
| B LOUVAIN01           | FR/EN                      | www.uclouvain.be/en-exchange-language | For Bachelor : B1  
For Master : B2  
Recommended in French or English  
Fluency in French or English |
| CA MONTREA01          | FR (capacité de lire des textes en anglais) | http://www.international.umontreal.ca/echange/cap-udem/guide.html | ... |

D. Additional requirements (if applicable)

**B LOUVAIN01**  
**Louvain-la-Neuve campus**

All information for exchange students can be found on the website of the Louvain School of Management: www.uclouvain.be/en-440625.html

For students with special needs: www.uclouvain.be/en-aide-handi

**Mons campus**

All practical information for incoming students (incl. application procedure) is sent twice a year to our contact persons in the host Institutions and are available on demand (international@uclouvain-mons.be).

French intensive session is organised at the beginning of each academic year for exchange students.
The members of our ESN antenna take care of the exchange students during the academic year and a buddy system is organised.
Teaching and administrative buildings are accessible to students with disabilities.

http://www.international.umontreal.ca/echange/cap-udem/guide.html

E. Calendar

<table>
<thead>
<tr>
<th>Receiving</th>
<th>Autumn term</th>
<th>Spring term</th>
</tr>
</thead>
<tbody>
<tr>
<td>B LOUVAIN01</td>
<td><strong>Louvain-la-Neuve and Mons campuses</strong>&lt;br&gt;Receiving nominations: 20 April&lt;br&gt;Receiving applications: 15 May&lt;br&gt;The academic calendar can be found on <a href="http://www.uclouvain.be/en-5075.html">http://www.uclouvain.be/en-5075.html</a></td>
<td><strong>Louvain-la-Neuve and Mons campuses</strong>&lt;br&gt;Receiving nominations: 20 October&lt;br&gt;Receiving applications: 15 November&lt;br&gt;The academic calendar can be found on <a href="http://www.uclouvain.be/en-5075.html">http://www.uclouvain.be/en-5075.html</a></td>
</tr>
<tr>
<td>CA MONTREA01</td>
<td>Final date for applications: April 1st</td>
<td>Final date for applications (winter trimester): September 1st</td>
</tr>
</tbody>
</table>

1. Applications should be sent to the contact person at the university, cf. http://www.international.umontreal.ca/echange/cap-udem/guide.html
2. The Department will send its decision a.s.a.p., generally within the 2 week period after receiving the application.
3. A Transcript of Records will be issued no later than 4 weeks after the assessment period has finished

F. Information

<table>
<thead>
<tr>
<th>About</th>
<th>B LOUVAIN</th>
<th>CA MONTREA01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit conversion system</td>
<td><a href="http://www.uclouvain.be/en-ects-grading">http://www.uclouvain.be/en-ects-grading</a></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td><a href="http://www.uclouvain.be/assurances">www.uclouvain.be/assurances</a></td>
<td>Voir le guide (lien ci-dessus)</td>
</tr>
<tr>
<td>Housing</td>
<td><strong>Louvain-la-Neuve campus</strong>&lt;br&gt;<a href="http://www.uclouvain.be/en-logement">http://www.uclouvain.be/en-logement</a></td>
<td>Voir le guide (lien ci-dessus)</td>
</tr>
<tr>
<td><strong>Mons campus</strong>&lt;br&gt;<a href="http://www.uclouvain.be/mons-logement.html">http://www.uclouvain.be/mons-logement.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special needs</td>
<td><a href="http://www.uclouvain.be/en-aide-handi">www.uclouvain.be/en-aide-handi</a></td>
<td>Voir le guide (lien ci-dessus)</td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature¹²</th>
</tr>
</thead>
<tbody>
<tr>
<td>B LOUVAIN01</td>
<td>Prof. Marc Lits, Dean, Faculté des sciences économiques, sociales, politiques et de communication</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ B LOUVAIN01: departmental agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the UCL International Office at the latest by November 30th of the preceding academic year.
² Scanned signatures are accepted
| CA MONTREA01 | Madame Geneviève Tanguay  
Vice-rectrice recherche,  
création et innovation et  
international  
Monsieur Gérard Boismenu  
Doyen, Faculté des Arts et  
des Sciences  
Monsieur François Cooren  
Directeur, département de  
communication | 9/06/2014  
30/05/2014 |