MEMORANDUM OF AGREEMENT
FOR A STUDENT EXCHANGE PROGRAMME
BETWEEN
THE UNIVERSITY OF WESTERN AUSTRALIA
AND
UNIVERSITÉ DE MONTRÉAL

The purpose of this Agreement is to establish a Student Exchange Programme between The University of Western Australia (UWA) and the Université de Montréal (UdeM). The programme seeks to broaden the scope of the academic curriculum and to provide a unique learning experience for students in an overseas environment, as well as to promote cooperation between the two institutions.

1. TERMS OF THE AGREEMENT

The two institutions agree to enter into this Agreement commencing on the date of its signature.

At UWA the authority to operate this Agreement is vested in the International Centre. At UdeM the authority to operate this Agreement is vested in the International Relations Office.

2. ACADEMIC YEAR

The academic calendar at UWA extends from March to June (Semester 1) and July to November (Semester 2). The academic calendar at UdeM extends from (September to end of December (Semester 1) and January to end of April (Semester 2). The participating students can enrol at the host institution for one or two semesters commencing in either semester, and may enrol over two academic years provided semesters of study are consecutive. One semester of study at UWA is equivalent to one semester of study at UdeM. Research
students may commence at any time by agreement between the host institution and the home institution.

3. NUMBERS OF PARTICIPANTS

UWA will send up to five (5) exchange students to UdeM each year and UdeM will send up to five (5) exchange students to UWA each year for the duration of this agreement, unless this number is varied by mutual agreement. One student for one year will be equivalent to two students for one semester. One research student for a period of up to six months will be equivalent to one student for one semester and one research students for a period of six to twelve months will be equivalent to one student for one year. Both institutions will review the programme annually for any imbalance in the number of exchange students and will adjust the number of exchange students over the term of the agreement, as necessary, to maintain a reasonable balance in the exchange. In the review process balance will be sought on numbers across all faculties covered by the terms of this Agreement.

4. SELECTION OF PARTICIPANTS

(i) The student exchange programme will be open to undergraduate and postgraduate (including research degree) students with the proviso that exchange students must have completed at least one year of continuous study at the home institution before the exchange year. The participation of students working for research degrees will be dependent upon the availability of appropriate supervision and facilities at the host institution.

(ii) The home institution will screen applicants from its university for exchange. The host institution will reserve the right to make final judgements on the admissibility of each student nominated for the exchange.

(iii) The following guidelines shall apply:

a. The exchange students must satisfy all admission requirements, including the language proficiency requirements (where applicable) of the host institution (see Schedule 1).

b. The exchange students may apply to any academic programme offered by the host institution as specified within the Terms of this Agreement as non-degree students at a level determined by the host institution. The host institution
reserves the right to exclude students from restricted enrolment programmes. Any academic credit earned at the host institution shall be transferred back to the home institution in accordance with procedures determined by the latter. The exchange students' in-country study programme must be full-time and must be such that, provided it is successfully completed, the equivalent of full credit for the period of study must be awarded by the students' home institution. For example, if one semester of full-time study load is completed at the host institution, the exchange student should receive credit equivalent to credit normally allocated for one semester of full-time study at the home institution; and if study is for two semesters of full-time study at the host institution, the exchange student should receive credit equivalent to credit normally allocated for two semesters of full-time study at the home institution.

c. Upon completion of the exchange programme at the host institution, the exchange students must return to the home institution. Any extension of stay must be approved by both institutions.

d. The exchange students must abide by all rules and regulations of the host institution. They will also have the rights and privileges enjoyed by other students at the host institution. They will be subject to the same assessment procedures for the course in which they are enrolled as students of the host institution.

5. FINANCIAL AND OTHER RESPONSIBILITIES OF EACH INSTITUTION

Each institution will appoint an overall Coordinator to facilitate the exchange of students under the terms of this Agreement (see Schedule 2). The Coordinators will exchange all relevant information about the courses offered at their respective institutions (course description, timetable, admission requirements, etc).

(i) Responsibilities of UWA

UWA agrees to accept the prescribed number of exchange students from UdeM, to enrol them as full-time, non-degree students for the one or two regular semesters of the academic year, and to provide them with tuition fee waivers. Campus facilities and the appropriate student support including orientation and social programmes will be available to exchange students from UdeM under the same conditions, and where applicable at the same incidental fees as those applying to UWA students. UWA will assist in finding housing in UWA residential colleges or other student accommodation. At the end of the semester, UWA will send an official academic transcript for each exchange student studying at UWA from UdeM.
In order to help UdeM provide useful pre-enrolment information to prospective exchange students, UWA will visit UdeM on a regular basis to maintain personal contacts and provide face-to-face briefings as appropriate; provide sufficient supplies of accurate promotional material and information to UdeM for the purposes of this agreement; provide regular and accurate updates of information to UdeM about courses, fees, entry requirements, living conditions, legal or regulatory conditions for visa requirements, and other government regulations; allow UdeM the right to use UWA’s name, logo, and any other trademark, in activities and on terms approved by UWA during the term of this Agreement.

UWA agrees to monitor the success of the program by obtaining feedback from participating students, and to use this information, where necessary, to make improvements to the Student Exchange Programme or as a basis for staff training and development.

(ii) Responsibilities of UdeM

UdeM agrees to accept the prescribed number of exchange students from UWA, to enrol them as full-time, non-degree students for the one or two regular semesters of the academic year, and to provide them with tuition fee waivers. Campus facilities and the appropriate student support including orientation and social programmes will be available to exchange students from UWA under the same conditions, and where applicable at the same incidental fees as those applying to students at UdeM. UdeM will assist in finding housing at UdeM residential colleges or other student accommodation. At the end of the semester, UdeM will send an official academic transcript of credits for each exchange student studying at UdeM from UWA.

UdeM will provide to its students applying to UWA accurate information provided by UWA (including information provided electronically), about the campus, resources and facilities, teaching methods, assessment methods, subject content and duration, admission requirements at UWA; the local environment, accommodation (on-campus and off-campus) and cost of living in Perth at UWA; the application process and conditions of the Australian Student Visa; the application and admission process to UWA; any fees other than tuition payable at UWA and shall ensure that all such material includes UWA’s CRICOS provider code 00126G [This information will be contained within the Letter of Offer issued by UWA.]. UdeM will ensure that any requests for advice on Australian visa applications or migration law are referred to the Exchange Coordinator at the University of Western Australia. UdeM accepts that the provision of inaccurate and inappropriate advice on Australian visa applications or migration law may lead to termination of the agreement.
UdeM agrees to monitor the success of the program by obtaining feedback from participating students, and to use this information, where necessary, to make improvements to the Student Exchange Programme or as a basis for staff training and development.

(iii) Student responsibilities
All exchange students must register and pay tuition and other required fees at their home institution. Each host institution will provide tuition fee waivers for the exchange students. Exchange students will be responsible for personal health and medical insurance coverage. Exchange students at UWA will be required to register for Overseas Student Health Cover (OSHC), as required by the Australian Government, and will be subject to the conditions of their student visas. The host institution will provide the necessary documents (where applicable) to enable the exchange student to obtain a student visa.

The exchange students will be responsible for the following:

a. Transportation to and from host institution
b. Room and board expenses
c. Medical insurance
d. Student Union fees, if applicable
e. Textbooks, clothing and personal expenses
f. Passport and visa costs
g. All other debts and incidental expenses incurred during the course of the exchange period.

6. RENEWAL, TERMINATION AND AMENDMENT

This agreement shall remain in force for a period of (term of agreement) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months prior notice to the other party in writing. The agreement may be extended by mutual written consent of the two institutions.

This agreement may be amended by the exchange of letters between the two institutions. Such amendments once approved by both institutions, will become part of this Memorandum of Agreement.
IN WITNESS THEREOF, the parties hereto have offered their signatures:

For The University of Western Australia

[Signature]
Professor Jane Long
Pro Vice-Chancellor (Education)

Date: May 26, 2011

For Université de Montréal

[Signature]
Professor Joseph Hubert
Vice-Rector Research and International

Date: 2011/05/26
LETTER OF AMENDMENT
OF THE
STUDENT EXCHANGE AGREEMENT
BETWEEN
THE UNIVERSITY OF WESTERN AUSTRALIA, AUSTRALIA
AND
UNIVERSITY OF MONTREAL
SIGNED: MAY 2011

The University of Western Australia (UWA) and University of Montreal, Canada agree to amend Clause 6 of the signed Agreement for a Student Exchange Program, confirming that the term of the agreement will be for a period of five (5) years.

6. RENEWAL, TERMINATION AND AMENDMENT

This agreement shall remain in force for a period of five (5) years from the date of the last signature, with the understanding that it may be terminated by either party giving six months prior notice to the other party in writing. The agreement may be extended by mutual written consent of the two institutions.

This agreement may be amended by the exchange of letters between the two institutions. Such amendments once approved by both institutions, will become part of this Memorandum of Agreement.

IN WITNESS THEREOF, the parties hereto have offered their signature:

For The University of Western Australia

[Signature]

W/Professor Bill Louden
Acting Vice-Chancellor

Date: 13/11/2012

For The University of Montreal

[Signature]

Professor Hélène David
Vice-Rector International Relations,
Francophonie, Institutional Partnerships
Université de Montréal

Date: 14-02-2012