MEMORANDUM OF AGREEMENT
between
THE UNIVERSITY OF OTTAWA,
THE UNIVERSITÉ DE MONTRÉAL
AND
THE UNIVERSITY OF VICTORIA

CONSIDERING:

1. That the University of Ottawa (Ontario), the Université de Montréal (Quebec) and the University of Victoria (British Columbia) have areas of common interest and similar academic goals in teaching; and

2. That these institutions are interested in establishing links to strengthen their areas of common interest, in particular the mobility of their undergraduate students.

IN ACCORDANCE WITH THE FOREGOING, the three institutions have decided to establish a collaborative Agreement and therefore agree to the following:

CLauses

1) To develop academic links designed first to exchange information between the three universities with regard to program and course offerings.

2) To promote the exchange of undergraduate students between the three institutions on a reciprocal basis.

This agreement is open to undergraduate students of the following faculties or programs at each institution:

University of Ottawa: Arts, Management, Social Sciences, Sciences, and Engineering.

Université de Montréal: Programs in Arts and Humanities, Law, Social Sciences, Sciences. Management and engineering programs are excluded from this Agreement since they are offered by UdeM affiliated schools who manage their exchanges and agreements independently.

University of Victoria: Humanities, Science, Social Sciences, Engineering, Fine Arts (History in Art only), Business (2nd yr only). Note: Registration in the following Faculties is restricted to only the program indicated, Fine Arts to History in Art students and Business to 2nd year students.

The partner institutions agree to provide documentation that is requested to satisfy accreditation requirements such as those associated with CEAB in Engineering.

Students may be offered alternative enrollment in other Faculties and programs on an individual basis at any of the partner institutions subject to the approval of the relevant course/program coordinators at each institution.

Participating students will be selected and nominated by their home institution. Each institution will assume responsibility for the assessment of exchange candidates. The host institution will respect the nomination of students being sent by the sending institutions, although the admission of a student will remain the prerogative of the host institution.
Students will pay tuition and general fees at their home university and will be exempted from paying tuition and general fees at the host university.

3) Each of the aforementioned institutions will send and host a maximum of the equivalent of ten (10) undergraduate students for one academic year. Students from these institutions will study full-time for at least one semester/term but no longer than one academic year (15 units or 30 credits maximum) in the host institution, in a study program approved by the home institution. This agreement is founded on a reciprocity basis with the intention of exchanging an equal number of students. The number of exchange students may be reviewed at any time between the institutions.

Although it is not essential that all institutions will host the same number of students in any one-year period, they will endeavour to achieve parity over a five-year cycle. The parties will review the program regularly to identify any substantial imbalances in the number of exchange students and to adjust, where necessary, the numbers of exchanged students to maintain an appropriate overall balance. At no time should the parity fall below three for any of the institutions.

4) All candidates to the exchange program must comply with the following terms:

- Have completed the equivalent of at least one year of full-time study at the Université de Montréal, two years of full-time study at the University of Ottawa or one year of full-time study at the University of Victoria in the program in which the candidate is enrolled in their home institution. Students must remain enrolled in said program during their stay in the receiving institution;
- Possess an excellent academic record (minimum B);
- Meet the specific requirements of both the home and host institutions.

5) According to pre-established schedules, the home institution will provide the host institution with a file for each student. Each file must contain all of the following documents:

- An official transcript,
- A birth certificate or a proof of citizenship (copy of passport for non-Canadian citizens),
- A list of courses authorised by the home institution,
- A home institution evaluation of the student’s knowledge of the language of instruction,
- A letter of intent from the student,
- A recommendation letter,
- Any other document that may be required by the authorities of the host institution (ex: portfolio).

6) Candidates accepted into the exchange program will be responsible for:

- Various fees required by the host institution (administrative, incidental, student activity and health insurance fees*). These fees are to be made known in advance;
  (*Health insurance fees - Canadian students are covered by their provincial health insurance plan for three months when outside of their province.)

**University of Ottawa:** Students from outside Ontario who intend to stay in the province for more than three months must apply for the Ontario Health Insurance Plan (OHIP). Membership to a student insurance plan was voted mandatory by the student body. The fee for the plan covers accidents, some medical and dental expenses. It covers the student
for a 12-month period starting in September. Exchange student may have to pay $80 for health insurance and $100 for dental insurance for a total of $180/year. (http://www.financialresources.ualberta.ca/student/medical-insurance-en.php)

Université de Montréal: Quebec resident students are covered by the Régime d’assurance maladie du Québec (RAMQ) for the whole duration of their exchange program outside the Province of Quebec. International students of UdeM are covered across Canada by a mandatory health insurance group plan. International students coming to UdeM through the exchange program are automatically signed up for a group medical insurance. If the international student is already covered by a similar international student insurance plan offered by his home institution, the exchange student could be exempted from paying UdeM’s insurance, upon presentation of appropriate proof.

University of Victoria: In British Columbia incoming exchange students are only eligible for the BC Medical Services Plan (BCMSP) after three months and only if they will be staying in BC for a period longer than six months. Students coming for one term only can join AON for the extra month where their provincial coverage will expire. Students coming for two terms will apply for BCMSP upon arrival and receive coverage when their provincial coverage expires. Incoming exchange students are not eligible for extended health benefits offered through the University of Victoria Student Society (UVSS). UVic students taking part in this exchange program will be covered for the duration of their exchange by the UVSS extended health benefit plan as long as they have not opted out of the plan.

• Transportation and living expenses (housing and food) for themselves and their dependents.

7) The institutions will offer exchange students the same services as those offered to their own students. They will provide academic services and accept course work completed at the host university as equivalent to their own, within the limits of existing regulations in each university.

8) The host institution will issue students an academic transcript which the home institution will use to validate the training received.

9) Students must continue to receive the scholarships and financial assistance to which their enrolment in their home institution entitles them.

10) Each institution agrees to provide full details on courses offered in English, in French or in another language. Language proficiency will be determined by the home institution.

At the University of Ottawa, courses are offered in either English or French. Students wanting to participate in French Immersion Studies will have to meet the requirements of the Immersion Admission Test.

At the Université de Montréal, most courses are offered in French.

At the University of Victoria, most courses are offered in English.

11) In order to carry out this collaborative Agreement, each university will name a liaison officer to establish a concrete exchange program in accordance with the regulations and economic limitations of each institution, and to supervise the implementation of the exchange.
At the University of Ottawa, this officer will be Sylvie Albert, Manager and Senior Advisor (International), International Office.

At the Université de Montréal, this officer will be Marie-Claude Payette, International Relations Advisor, Direction des relations internationales (DRI).

At the University of Victoria, this officer will be Sherri Williams, Student Advisor, International and Exchange Student Services.

12) The present Agreement can be modified by means of a mutual written agreement between the three Parties, at the request of any.

13) Parties shall at all times indemnify and hold harmless the other Parties against all claims, actions, loss or damage arising from the indemnifying party’s performance or lack of performance under the Agreement, or from the acts of commission or omission of its employees, agents or students while carrying out this Agreement.

14) The present Agreement will take effect at the date of signature by all parties and will have a duration of 5 years. The Agreement is renewable automatically for a similar period unless one party notifies the others, at least six months prior to the termination date, of a desire to terminate the Agreement. This MOU is prepared in English and French versions and both have the same legal validity.

IN WITNESS WHEREOF, the institutions have caused this Agreement to be executed in triplicate copies in English and in French, with each of the copies being equally authentic, and signed by their duly authorized representatives. Each institution holds one copy of each language.

University of Ottawa

Mr. Allan Rock
President and Vice-Chancellor

Ms. Dianne Davidson
Vice-President, Governance

Date: 03/03/2012

Université de Montréal

Dr. Guy Breton
Rector

Dr. Hélène David
Vice-Rector, International Relations, Francophonie and Institutional Partnerships

Date: 27/10/2011

University of Victoria

Dr. David Tupling
President and Vice-Chancellor

Dr. Jim Anglin
Director
Office of International Affairs and Advisor to the Provost

Date: 10/04/2012