

# **Program for North American Mobility in Higher Education**

## **Memorandum of Understanding**

**Between**

**(List institutions of the consortium)**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**For the Project**

**(Put the name of your project)**

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### **PURPOSE**

The purpose of this Agreement is to establish and further academic exchange and cooperation in the field of (area of curriculum development), based upon a detailed work plan for:

The North American Mobility Project entitled: \_\_\_\_\_

(list major project activities here)

## GOALS AND FORM OF COOPERATION

The main interests of this academic cooperation are as follows:

- develop institutional basis for cooperation and exchanges
- exchange of (# of undergraduate and graduate and/or postgraduate) students
- develop curriculum in the field of (area of curriculum development); and
- develop the bases for sustainability of this Project following the funding period designated by the governmental agencies involved

## COORDINATION

The technical and administrative coordination of this Agreement is appointed to the lead institutions (list lead institutions from the participating countries)

The technical and administrative coordination shall address and resolve academic and administrative issues that may arise during the term of this Agreement, and shall supervise and report on the activities conducted within the framework hereof.

## CLAUSES

### A. Definitions

**Sending Institution:** shall mean the institution at which the student intends to graduate, the home institution

**Receiving Institution:** shall mean the institution that has agreed to host the exchange student from the sending institution

**Semester:** shall mean the academic period at the receiving institution. This will commence on the first day of classes and conclude on the last day of final exams

**Exchange student:** shall mean the student traveling from his/her home institution to the host institution

**Administrative Co-coordinator:** shall mean the institutional representative designated to fulfill the administrative responsibilities of the co-ordination of this Memorandum of Understanding in each participating institution (list coordinators' names, address, e-mails and telephone numbers in each country).

## **B. Student Recruitment and Selection Process**

The sending institution will recruit and select exchange students based on compliance with its own criteria and criteria developed in collaboration with partner institutions, which are:

### **Recruitment:**

(Define here the recruitment process of institutions - who does what and when.....).

Examples: Information provided in classroom to students by professors, Web site Application, Formal applications for exchange will be sent directly to the administrative coordinator of the project who will be responsible for the final selection etc...

### **Selection:**

(List criteria you agreed to adhere to in your selection process). For example: i.e., language skills, school marks, interest and availability to travel abroad, capacity of adaptation in a foreign country, member of the project target group etc).

### **Verification of Student Eligibility**

Prior to selecting students for exchanges, the sending institution will ensure that all selected participants meet the basic eligibility criteria of their respective government agency.

### **Student's Orientation and Support**

This phase may include:

- An orientation session on living abroad;
- Specific country orientation, including cultural awareness;
- Language requirements;
- Workshop on safety and security when abroad (what to do and when, who to contact...)

## **C. Student Exchange:**

### Roles and Responsibilities of consortium members

(Items listed above are examples of what should be looked at and discussed about the student exchange roles and responsibilities. You can add as many items as necessary)

#### **Sending Institution:**

- Sending institutions are responsible for the recruitment and the selection of students;
- The sending institution will be responsible for the cultural and language preparation of their students going on the exchange;
- Selected applications for exchange students will be sent by the sending institution to the Administrative Coordinator at the receiving institution;
- Ensure the student has health insurance coverage for the duration of the exchange;
- Sending institution will be responsible for providing its students with stipends before their departure;

- Information and requirements listed in this Memorandum of Understanding will be provided to students as part of the selection process, by the sending institution.

Receiving Institution:

- The Administrative Coordinator at the receiving institution will ensure appropriate review of the nominations by the pertinent offices and advisors of the institution;
- The review of nominations by receiving institution where the language is not the language of the sending institution will include assessment of the applicant's facility in the language of the receiving institution;
- The final admission decision will be determined by the receiving institution specifying reasons for not accepting students if those instances should occur;
- The receiving institution is responsible for the provision of student services support for the exchange students when abroad (list the services and the kind of support that will be provided to students if necessary);
- Pursuant to its student disciplinary policies and procedures, each of the undersigned institutions agrees to provide basic due process and fundamental fairness to students on its campuses from the sending institution;
- The receiving institution shall have the right to terminate the participation of any student in the exchange program at any time, if such student's academic work or behavior is found to violate the receiving institution's policies or regulations or endanger the health or welfare of the student or any other person;
- All receiving institutions will direct students to institution-sponsored residences or to appropriate off-campus housing, where available.

General Responsibilities:

- The undersigned parties agree that no less than (number of students) (undergraduate, graduate and/or postgraduate), (number from each country), (number from each project partner) shall be exchanged during the duration of this Project. No more than (number of students) shall be exchanged pursuant to this Agreement without the prior written consent of each of the parties to this Agreement;
- To the extent possible, the participating institutions will attempt to respect the planned number of student exchanges and to keep a balance in terms of the number of students exchanged with each of its partner countries;
- The lead institution in each country is responsible for sending a copy of this Memorandum of Understanding containing signatures of institutional authorizing representatives to their respective government agency, in the official language(s) of their country.

**D. Student Fees and Financial Support**

- Sending institution will ensure that participating students paid tuition, mandatory computer fees, application, registration and student health fees to the sending institution and then study at the receiving institution without further charges for tuition and fees;
- Sending institution will provide students with stipends prior to their departure;

- Sending institution will ensure that exchange students are aware that they are responsible for covering any and all expenses not covered by the sending or receiving institution;
- Any supplemental financial support provided to the exchange student by the sending and/or the receiving institution is at the discretion of the institutions;
- No refund of fees will be made if the student is unable to complete his or her exchange program once the exchange semester has commenced at the receiving institution;
- Exchange students will benefit from the same institution services as local students, will receive student identification cards if required and will have access to the library system and on-campus services of the receiving institution, during the exchange period without any supplementary fees.

#### **E. Insurance for Students**

- Sending institution will ensure that all participating students will carry adequate out-of-country medical insurance, including repatriation expenses;
- The sending institution will be responsible for health insurance for their exchange student for the exchange semester;
- Current information and requirements surrounding health care coverage for exchange students will be provided as part of the application process to students;

#### **F. Transfer of Academic Credit**

- Exchange students will receive credit from their home institution as per sending credit transfer regulations for courses taken at the receiving institution;
- The partner institutions are committed to working toward the following:
  1. Recognition of credit for students among the three countries;
  2. Faculty working together in the development of improved, new, or joint curriculum, teaching materials, methods, and modules;
  3. Opportunities for students to work toward achieving a second or a third language proficiency when required;
  4. Each institution is responsible for determining a mechanism for approval of credit transfer and for ensuring that exchange students receive clear advice and appropriate credit.

#### **G. Visas**

It is the responsibility of the sponsor, in conjunction with the host institution, to ensure that every student has the correct visa for the exchange.

#### **H. Renewal, Termination, and Amendment**

- This agreement will come into effect with the appropriate signatures on the final page of this document of institutions' representatives who have full authority to sign and enter into this Agreement on behalf of their institution and will remain in force for the period covered

under the terms of the approved Project under the Program for North American Mobility in Higher Education.

- Parties to this agreement shall abide by the terms of the North American Mobility Project agreement and the additional terms noted herewith.
- This agreement enables students to be exchanged in accordance with the North American Mobility Project in years (insert years of the project).
- Subsequent to the conclusion of the project, Consortium partners will make every effort to continue ongoing project activities.
- Amendments to this Agreement shall be in writing and shall be made and executed with the signature of the appropriate institutional representatives with a copy to the three governmental representatives. In the event that any of these amendments are not in accordance with the current competition policies or guidelines, financial support to the project by the three governmental authorities may be jeopardized.

**IN WITNESS WHEREOF, each of the undersigned parties represents and warrants that it has the full authority to sign and enter into this Agreement on behalf of the institution that each purports to represent.**

# SIGNATORIES

[Mexican Lead Institution]

[Canadian Lead Institution]

[U.S. Lead Institution]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

Title

Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

[Mexican Partner Institution]

[Canadian Partner Institution]

[U.S. Partner Institution]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

Title

Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

[Second Mexican Partner Institution]

[Second Canadian Partner Institution]

[Second U.S. Partner Institution]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

Title

Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_