

**Student Exchange Program
Agreement**

Between the **Conference of Rectors
and Principals of Quebec Universities**
and **Universidad de Jaén**



CREPUQ
CONFÉRENCE DES RECTEURS
ET DES PRINCIPAUX
DES UNIVERSITÉS DU QUÉBEC

BETWEEN

UNIVERSIDAD DE JAÉN represented by Mr. Manuel Parras Rosa, Rector, acting herein by virtue of a resolution adopted by the

_____ of Universidad de Jaén
Name of the competent authority

on 19/04/2011 Decree 115/2011
Date of the meeting Resolution

AND

the **CONFERENCE OF RECTORS AND PRINCIPALS OF QUEBEC UNIVERSITIES** (CREPUQ), acting as an agent for Quebec universities, represented herein by its President, Mrs. Luce Samoisette, rector of Université de Sherbrooke, acting by virtue of a resolution adopted by the International Relations Committee on January 23, 2013, Resolution 2013-VRI-35-R-4.

The provisions of the Agreement are as follows.



PREAMBLE

Given the importance of establishing and developing relationships between universities in different countries and giving their students opportunities to learn other languages and cultures, the parties hereby agree to establish a student exchange program.

1. OBJECTIVE

The purpose of the student exchange program is to encourage international student mobility by enabling students who are registered full-time at one university (home institution) to take courses at another university (host institution) and satisfy some of the requirements for obtaining their intended degree at the home institution.

2. CONDITIONS OF PARTICIPATION

All exchange program candidates, subject to section 4.6, shall comply with the following conditions:

- 2.1 completion of the equivalent of at least one year of full-time study in the program in which they are registered at the home institution and continued registration in the same program throughout their stay at the host institution
- 2.2 proficiency in the language of instruction at the host institution, unless the program in which they are registered involves studying that language
- 2.3 excellent academic standing
- 2.4 fulfillment of the special requirements, especially academic ones, imposed by the home institution and host institution.

3. PARTICIPANT OBLIGATIONS AND PRIVILEGES

A candidate who is admitted to the exchange program:

- 3.1 remains registered full-time at the home institution and pays fees to that university. The universities agree not to require payment of tuition from the students they host
- 3.2 agrees to study full-time at the host institution for at least one semester, and not more than one academic year, in a study program approved by the home institution

3.3 pays:

- 3.3.1 the various expenses that may be required by the host institution (administration fees, health insurance, etc.), the amount of which shall be known in advance
- 3.3.2 transportation and living expenses (housing and food) for himself and, if applicable, for his spouse and dependents
- 3.4 remains eligible for the financial aid programs to which his registration at the home institution entitles him
- 3.5 receives, from the host institution, reception and orientation services, teaching services, assistance in finding housing and assistance in case of a medical emergency on the campus.

4. PROCEDURE

- 4.1 CREPUQ shall appoint a coordinator to oversee the program's operation. This person, among other things, promotes the program, communicates with program advisors at the universities and university consortiums, disseminates information and produces relevant data about the programs.
- 4.2 Section 4.2.1 or 4.2.2 shall apply depending on whether the signatory is a university consortium or one university.
 - 4.2.1 Each university consortium shall also appoint an exchange program coordinator and provide the CREPUQ coordinator with the person's contact information (name, title, address, telephone and fax numbers and e-mail address).

The coordinator appointed by a consortium shall, among other things, communicate with the program advisors at the consortium's member universities and send the CREPUQ coordinator the list of member universities and the contact information for each designated program advisor.
 - 4.2.2 Each university shall appoint an exchange program advisor and provide the CREPUQ coordinator with the person's contact information (name, title, address, telephone and fax numbers and e-mail address).

- 4.3 To promote the student exchange program, every year the coordinator appointed by the university consortium or the university program advisor shall send the CREPUQ coordinator all the necessary information so that the candidates and program advisors at the universities concerned will be adequately informed.
- 4.4 The consortium coordinator and the university program advisor shall have the necessary technological tools to use the exchange program administration Web site.
- 4.5 The exchange advisor at each university is responsible for sending complete candidate files from his university to the exchange advisor at the host institution concerned, according to the first choice of university on the candidate's Application Form.
- The Form is available online. Each file shall include all the documents mentioned on the Application Form.
- The first-choice university or second-choice university shall send the files for candidates they did not select to the second or third-choice university, as applicable.
- 4.6 The number of participants admitted to the exchange program for each university year shall be determined by mutual agreement between the parties according to the number of places available in the study programs and the number of eligible candidates. Despite their intention to maintain parity in the number of students from each party, the parties acknowledge that slight disparities may occur occasionally.
- 4.7 Candidates shall be selected early enough for candidates' files to be received by the host institution's program advisor in a timely manner. Candidates admitted to the exchange program shall be informed directly of their admission to the host institution. The universities shall send the candidates all the documents and information required for their registration.
- 4.8 The exchange program advisor at each university shall take into account the information in the administration calendar available on the student exchange program Web site [<http://echanges-etudiants.crepuq.qc.ca/>].


5. DURATION OF THE AGREEMENT

This Agreement shall take effect for a term of five years on the date it is signed by both parties; upon expiry the renewal of the Agreement shall be reviewed.

Moreover, each party may terminate it on October 1st of each year, on the condition that the other party is informed in writing by May 1st of that year.

In witness whereof, the authorities represented sign at least two copies of this Agreement (in each language agreed upon by the parties) with the same content and effect.


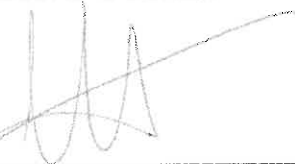
FOR THE CONFERENCE OF RECTORS AND PRINCIPALS OF QUEBEC UNIVERSITIES



LUCÉ SAMOISLETTE, President

21 juin 2013
Date

FOR UNIVERSIDAD DE JAÉN

MANUEL PARRAS ROSA, Rector

19/04/2013
Date