



Student Exchange Agreement

between

Insert name

and

**The University of Western Ontario
London, Ontario, Canada**

1. **PURPOSE**

Being aware that the quality of their teaching is strengthened by the establishment of international cooperation links, The **University of Western Ontario (“Western”)** and **(insert name)** wish to enter into undergraduate student exchanges, with a view to their mutual enrichment on the scientific, academic and cultural levels.

2. **AREAS OF EXCHANGE**

This Agreement relates to all faculties and disciplines at each University with the following exceptions:
Incoming students may not take courses at the following:

- a. the Richard Ivey School of Business, Faculty of Law and all professional programs in the Faculty of Health Science and Schulich School of Medicine & Dentistry at Western;
- b. [list exceptions at other university]

3. **GENERAL CONDITIONS**

- a. Each University will select the students for the exchange from its own institution according to its internal criteria and procedures.
- b. Each University reserves the right to approve the candidates proposed for the exchange by the other University.
- c. It is anticipated that each year an approximately equal number of students from each University will participate in the exchange. The maximum number of students to be admitted to the program each year will be __, full-time equivalent students at each University. It is expected that a balance of incoming and outgoing students will be achieved by the end of the agreement period.
- d. Students from both Universities will register in their university of origin, but will enjoy all the privileges accorded to students at the host University.
- e. The host University may exclude incoming students from restricted enrolment courses and programs within the Faculties that are part of this Agreement. Information on courses and programs not available to incoming exchange students will be provided to the other University by the international exchange coordinator at each university.
- f. Students from both Universities must have their course selections approved by their home department and appropriate academic authority in order to obtain transfer of credit towards their degrees.
- g. The host University will not require students to take courses beyond those approved by the home University.
- h. The host University will provide the home University with an official transcript for each exchange student at the completion of the study period.
- i. Exchange students are required to possess an adequate level of proficiency in the language of instruction of the host University as determined by the home University. It is the responsibility of the home University to ensure that their students possess this level of proficiency by the commencement of an exchange.

4. **STUDENT FEES**

- a. Students will pay tuition fees and ancillary fees to the home University and will be responsible for their own travel and subsistence expenses.
- b. Exchange students will not be charged tuition fees by the host University but may be required to (or may elect to) pay certain ancillary fees. Each University will provide information to incoming students on additional required fees.

5. **PROGRAM COORDINATION**

Each University will nominate a program coordinator to ensure that the terms of this exchange program are carried out. Each program coordinator will ensure that the partner institution has available to it all information appropriate to the promotion of the program.

As of the date of this Agreement, the coordinator at each University is:

Western: Lise Laporte, Manager International Learning

[Insert name]:

6. **ASSISTANCE TO EXCHANGE STUDENTS**

Each University agrees to accept incoming exchange students within the limitations of this Agreement, and will:

- a. Assist students to find living accommodations and to become integrated into their new social environment, but such assistance shall not include financial assistance
- b. Provide suitable working and study space for exchange students, comparable to the space provided for its own undergraduate students

7. **INSURANCE**

The parties acknowledge that they do not provide incoming exchange students with medical or hospital or personal property insurance. It is recommended that exchange students, or their home University, ensure that adequate provision for their needs is made in these areas.

Western requires that incoming exchange students and any accompanying dependents purchase coverage under the University Health Insurance Program (UHIP).

If necessary, the host University will assist incoming exchange students to obtain insurance as appropriate, but such assistance shall not include financial assistance.

8. **DURATION AND AMENDMENT OF AGREEMENT**

This Agreement shall be in force and be binding upon the parties for a period of five years from the date of this Agreement, and is renewable. A review will be initiated by both Universities at least 12 months prior to the expiration of this Agreement to ascertain if the program should be continued and, if so, how it might be improved.

This Agreement may be amended only by mutual consent.

9. **EARLY TERMINATION**

This Agreement may be terminated by either University with 12 months' prior notice to the other University, provided however that the termination shall not be effective until the later of: 12 months after notice of termination and the date at which all students enrolled in an exchange program or accepted for an exchange as of the date of notice of termination have completed their exchange program at the host University.

10. **NON-DISCRIMINATION**

Neither University will discriminate on the basis of race, sex, sexual orientation, age, ethnicity, religion, or national origin. Both institutions shall abide by these principles in the administration of this Agreement and neither institution shall impose criteria for the exchange of students which would violate the principles of non-discrimination.

11. **INDEMNIFICATION**

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

IN WITNESS WHEREOF the parties have signed this Agreement under the hands of their authorized signing officers this day of , 2013.

[Insert]

The University of Western Ontario

Authorized Signing Officer

Dr. Janice Deakin
Provost and Vice President (Academic)

Authorized Signing Officer

Ms Irene Birrell
Secretary of the Board of Governors