

N22 2231/100

Memorandum of Understanding

STUDENT EXCHANGE PROGRAM

between

**the Conference of rectors and principals
of Québec Universities**

and

Göteborg University

(Type in the blanks)

Between:

The Göteborg University
(name of institution)

Bo Samuelsson, Vice-chancellor

represented by (name and position) acting under the authority
of a decision taken by appropriate governing body of

Göteborg University

(name of institution)

March 3, 2000

DATE

and:

the **CONFERENCE OF RECTORS AND PRINCIPALS OF QUÉBEC UNIVERSITIES**,
mandated by the participating Québec universities and represented by its President,
Mr. François Tavenas, and its Director General, Mr. Jacques Bordeleau,
under the authority of a resolution by its Board of Directors

April 6, 2000

DATE

subject to the approval of each participating member institution of the Göteborg
University (name of institution) and the **Conference of**
rectors and principals of Québec universities.

PREAMBLE

Given the importance of establishing and developing relations among universities of different countries and providing their students with the opportunity to familiarize themselves with the language and culture of another people, the **Conference of Rectors and Principals of Québec Universities** (hereafter **CREPUQ**) mandated by the participating Québec universities and

Göteborg University (hereafter GU)
(name of institution)

hereby agree to set up a student exchange program with a view to enable a student registered on a full-time basis with a university (**home university**) to follow courses in another university (**host university**) in order to satisfy part of the credit requirements necessary to qualify for the degree at the home university.

1. PROVISIONS

Qualified students from each university system will be accepted at the other for the purpose of pursuing an approved course of instruction, subject to paragraph 3.6. To be eligible for this exchange program, the students must:

- 1.1 have completed at least one year full-time study in the program in which they are registered and must remain registered in this same program during their stay at the host university;
- 1.2 have a command of the language of the host university, unless they are following a program of study in that language;
- 1.3 have a good to excellent academic record;
- 1.4 meet all specific requirements set down by the home university and host university.

2. OBLIGATIONS AND PRIVILEGES OF THE PARTICIPANTS

The students admitted to the exchange program:

- 2.1 shall remain registered full-time and pay tuition and other fees at the home university. Contracting host institutions agree not to charge said fees to incoming participants;

- 2.2 shall agree to study at least one **trimester**, but no more than one **year full-time at the host university**, in a program of studies approved by the appropriate authorities of the home university;
- 2.3 shall assume
- 2.3.1 miscellaneous expenses required by the host university (e.g. registration fees and health insurance), the cost of which shall be made known in advance;
- 2.3.2 transportation, room and board and other living expenses for themselves, including additional expenses incurred by spouses or dependents accompanying the participants;
- 2.4 shall benefit from financial aid programs they are entitled to as registered students of the home university.

3. IMPLEMENTATION

- 3.1 **CREPUQ** shall appoint a coordinator responsible for the smooth implementation of the program, particularly the preparation, distribution and updating of pertinent statistics on participation in the program.
- 3.2 Each contracting university in Québec shall appoint a person in charge of the exchange program at that institution and shall advise the **CREPUQ** coordinator of the name, title, address, telephone and fax numbers, and e-mail address of that person; the **CREPUQ** coordinator shall be responsible for distributing to the interested parties the list of persons in charge of the exchange program at the participating universities.
- 3.3 The person in charge of the exchange at the contracting university is responsible for transmitting the candidates' applications originating from his institution to the person in charge at the host university, according to the first choice shown on the candidate's registration form. Each application shall include the following documents:
- 3.3.1 a registration form for the exchange program (see Schedule A);

- 3.3.2 a copy of the person's birth certificate or other official proof of the person's identity;
 - 3.3.3 a transcript of the candidate's complete home university record, including a list of the courses currently taken;
 - 3.3.4 a letter, written in the host university's language, explaining the study objectives that you wish to pursue in participating in the exchange program;
 - 3.3.5 a proposed program of study, including a list of the courses (title and number) for each choice of host university;
 - 3.3.6 an approval of the selected courses issued by the director of studies, advisor or any appropriate authority. Courses selected must be approved for each choice of host university;
 - 3.3.7 a personalized letter of recommendation from the director of studies, advisor or appropriate authority;
 - 3.3.8 a certificate stating that the candidate knows the language of the host institution, if it is not the candidate's native language.
- 3.4 The person in charge of the exchange at each participating university in Québec shall send to the **CREPUQ** coordinator a copy of both sides of the registration form for the exchange program for every candidate originating from his institution.
- 3.5 Before implementing the exchange program for their students, the participating universities shall exchange all the particulars listed in Schedule B in order to provide adequate information to the candidates and academic administrators at the institutions concerned.
- 3.6 The number of students to be admitted to the exchange program for the following academic year will be determined by mutual agreement between contracting parties, and will be based on the number of qualified applications. Every effort will be made to achieve parity in the numbers of students exchanged, but it is recognized that small imbalances may occur periodically.

- 3.7 The selection of candidates should be made early enough so that the information would be received by the coordinator of the host university no later than **March 31** of each year.
- 3.8 Candidates accepted for the exchange will be advised of the decision by the host university before **May 15** of each year. All documents and information required for registration will be sent to the participants by **June 1**. The person in charge of the exchange, at the candidates' home institution and the exchange coordinators at **CREPUQ** will also be informed of the decisions pertaining to the candidates' applications.
- 3.9 The host universities agree to assist the visiting students in finding adequate housing.
- 3.10 The participants are required to obtain adequate medical insurance which will provide appropriate health care protection, according to the standards set out by contracting host universities.


4. PARTICIPATING UNIVERSITIES AND PERSONS IN CHARGE OF THE EXCHANGE PROGRAM

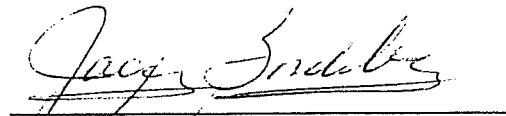
The list of Québec campus coordinators, as set out in Schedule C, shall be transmitted at the earliest convenient date by **CREPUQ**.


5. TERM OF THE AGREEMENT

This agreement shall take effect upon the date of its signing by both parties and shall run for a period of five years. The agreement may be renewed after a joint evaluation of its contents and mechanics. The agreement may be terminated by either party on **August 1** of any year provided it informs the other party in writing of such intent prior to **March 1** of that year. The parties may, by mutual consent, amend the agreement at any time.

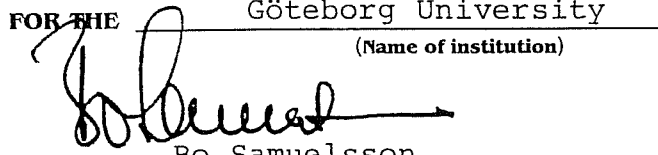
FOR THE CONFERENCE OF RECTORS AND PRINCIPALS OF QUÉBEC UNIVERSITIES


FRANÇOIS TAVENAS, President

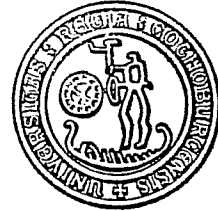

JACQUES BORDELEAU, Director General


DATE

FOR THE Göteborg University
(Name of institution)


Bo Samuelsson
NAME

Vice-chancellor
TITLE



March 3, 2000
DATE

List of information required for implementing a student exchange program

- Proof that the requesting institutions offer university-level programs and the nature of the degrees conferred.
- The levels at which courses are offered.
- The nature and, if possible, the amount of the miscellaneous expenses required by the host university, if applicable (Article 2.3.1 of the agreement).
- The name, title, address, telephone and fax numbers and e-mail address of the person in charge of the student exchange program (Article 3.2 of the agreement).
- The number of places available in the participating institutions for each year (Article 3.6 of the agreement).
- The language of instruction.
- Information as to whether or not the students will have the option of taking language courses during their stay at the host university.
- Information on the university education system.
- The disciplines offered to the participants.
- The course calendar.
- The method of evaluating the participants.
- The university calendar (courses given over a year or by session).
- The estimated cost of a stay of a duration equivalent to one academic year.
- The opportunities for living and working on the campus.
- A text, written in French, briefly describing the institution (to be included in the CREPUQ brochure).



CREPUQ
CONFÉRENCE DES RECTEURS
ET DES PRINCIPAUX
DES UNIVERSITÉS DU QUÉBEC

14th September, 2004

Ms. Ingela Elofsson
Director
International Office
Göteborg University
Box 100, SE-405 30
Göteborg
Sweden

Re : Renewal of Exchange Agreement

Dear Ms. Elofsson,

I am pleased to confirm the official renewal of the agreement concerning the student exchange program between CREPUQ and Göteborg University, as per the Memorandum of Understanding signed on March 3, 2000. This agreement is effective for an indefinite period of time, unless it is terminated or amended according to article 5 of the Memorandum, which states that "The agreement may be terminated by either party on August 1 of any year provided it informs the other party in writing of such intent prior to March 1 of that year. The parties may, by mutual consent, amend the agreement at any time."

I hope that this will signal the beginning of a new era in our continued effort to promote mutual academic benefits to our exchange students.

Yours sincerely,

Jacques Bordeleau
Director General

Cc. Mrs. Dora Kos-Dienes, International Co-ordinator, Göteborg University



March 3, 2000

APPENDIX TO MEMORANDUM OF UNDERSTANDING , Schedule B

- * For information regarding the structure and background of Göteborg University (a Jean Monnet European Center of Excellence since 1998) as well the nature of the degrees conferred, please refer to information package accompanying this document. Further information may also be retrieved from Göteborg University's official web site at <http://www.gu.se>.
- * Courses relevant to this memorandum will be offered at both undergraduate and graduate levels.
- * In accordance with Swedish university legislation, there are no costs associated with the enrollment in and pursuit of studies at Swedish universities. Furthermore, health and accident care will be provided to incoming exchange students from Québec under the auspices of the current health and accident care convention signed by the governments of Québec and Sweden.
- * The Göteborg University coordinator of the student exchange program will p t be

Henrik Lutzen, Assistant Director,
International Office
Göteborg University
Box 100
SE 405 30 Göteborg, Sweden
Phone: +46 31 773 1511
Fax: +46 31 773 4473
E-mail: Henrik.Lutzen@adm.gu.se

- * Göteborg University will make a maximum of fifteen full-time places available to incoming students from Québec.
 - * The formal language of instruction at Göteborg University is Swedish. However, each faculty will offer a number of undergraduate and/or graduate courses in English.
 - * Göteborg University offers a propaedeutic course in Swedish to exchange students. Further studies in Swedish will normally be available at the University Extension.
 - * Information pertaining to the remaining points of Schedule B, including cost estimates for staying in Göteborg, may be found in the accompanying information package, and on the Göteborg University web site.
-



GÖTEBORGS UNIVERSITET
Rektorsämbetet

CREPUQ
Mr Jacques Bordeleau, Director General
500, rue Sherbrooke Ouest, Bureau 200
Montréal (Québec)
H3A 3C6 CANADA

20th September 2004 Dnr N22 1977/04

Re: Renewal of Exchange Agreement

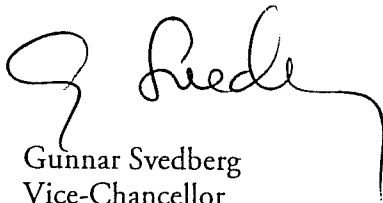
Dear Mr Bordeleau,

I was pleased to be informed by our International Office about your letter dated 14th September 2004, officially confirming the renewal of the "Memorandum of Understanding" concerning the student exchange program between CREPUQ and Göteborg University, originally signed on 3rd March 2000.

I find the conditions, as specified in your letter, fully acceptable, and I hereby confirm the renewal of the Memorandum from our part.

CREPUQ has been a highly valued student exchange partner for Göteborg University and we consider our contacts as one of our most important international engagements. I share your hope that this renewal will mark the beginning of a new period of our co-operation for mutual benefit of our students.

Yours sincerely



Gunnar Svedberg
Vice-Chancellor