



## ***STUDENT EXCHANGE AGREEMENT***

BETWEEN

**UNIVERSITY FRANÇOIS RABELAIS OF TOURS  
FRANCE**

AND

**DOUGLAS COLLEGE, VANCOUVER  
CANADA**

In conformity with the code of education,  
In conformity with the decree of n° 85-1124 of 21 October 1985 concerning  
international cooperation on the part of higher education public institutions  
dependent on the French Ministry of Education,

In conformity with the current regulations in Canada,

BETWEEN

The University François Rabelais of Tours (hereafter referred to as UFRT),  
represented by its President Mr. Philippe Vendrix, on the one hand,

and

Douglas College, represented by its Vice-President International Education and  
Strategic Partnerships, Dr. Guangwei Ouyang, on the other hand,

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### **OBJECTIVES**

UFRT and Douglas College ("Institutions") desiring to enhance educational and  
cultural exchange opportunities for their students ("Exchange students") and to  
promote general academic linkages, agree to the establishment of a Student  
Exchange Program ("Program") on the terms set out below:

## TERMS

### 1. Definitions

“Exchange Program” refers to the Program that is based on reciprocity and involves an exchange of students between the two institutions.

“Exchange Students” means Students participating in an Exchange Program through a formal agreement of exchange with an educational institution in another country.

“Host Institution” refers to the Institution at which the Student is accepted for placement in the Program.

“Home Institution” refers to the Institution at which the Student will receive his or her degree.

2. This Agreement commences from the date of signature, and remains in force for 5 years unless it is terminated earlier in accordance with Clause 3.

3. Either Institution may terminate this Agreement at any time, and for any reason, by first notifying the other Institution six (6) months in advance. Notice of termination does not affect any individual students who have already commenced or been accepted by either Institution.

4. The Institutions agree to confer concerning renewal of this Agreement at least six (6) months prior to its expiration.

5. The Institutions agree:

5.1 During the term of this Agreement 4 places of one semester each will be made available at each Host Institution for students on an annual basis. The principle of reciprocity applies to the number of students that the parties agree to admit to their respective Institutions under the Exchange Program. Both Institutions will strive to achieve a balance. If an imbalance occurs each Institution will seek to restore the balance over a three year period.

5.2 The Programs will be open to undergraduate students who have successfully completed no less than one year of undergraduate study at the time of application. Where its students are concerned UFRT will give priority to students from the Applied Languages and English Department, but will accept students from other Departments should the need arise. UFRT will mainly send students in their third or fourth year of study (undergraduate). Douglas College will mainly send students in their second year of study (undergraduate). Douglas College students will be allowed to take courses (taught in French or English) in all the Faculties of UFRT with the exception of the Faculty of Medicine and

Engineering School. The list of courses available can be found on the following website: <http://cces.univ-tours.fr/>

5.3 Students may only be enrolled at the host institution for a period of either one semester or two semesters during an academic year.

5.4 The Home Institution will propose student candidates for selection to the Host Institution. Student candidates proposed to a Host Institution will undergo formal assessment according to that Institution's admission criteria. Student candidates proposed to either Institution will complete the Host Institution's Application form and provide required supplementary admission documentation.

5.5 The Host Institution will provide the final written confirmation of placement to the Home Institution in the form of a letter of Firm Offer to students within 6 weeks of receiving the student's application.

5.6 The Host Institution reserves the right to reject student candidates put forward by the Home Institution on academic and/or language proficiency grounds. In this instance, the Host Institution will provide the reason for rejection in writing and the Home Institution may submit alternative student candidates for consideration. Neither institution will deny participation to students on the grounds of race, color, religion, sexuality, national origin, gender, creed, age, or disability.

5.7 Students must formally accept their letter of Firm Offer according to the Host Institution's acceptance procedures. The acceptance procedure can only be completed after the Firm Offer letter has been received.

5.8 The Host Institution will provide the Home Institution with relevant documentation to assist in obtaining a student visa. However, the final responsibility for obtaining necessary visas and documents rests with the student.

5.9 Students will be admitted and enrolled as full-time, non-award students at the Host Institution.

5.10 Students are expected to enroll in a standard full-time load at the Host Institution and to complete all relevant assignments during their stay, including examinations. Assessment shall be organized and graded in accordance with the rules and customs applicable at the Host Institution.

5.11 The Host Institution reserves the right to exclude students from restricted enrolment programs. In addition, some disciplines may require pre-approval prior to enrolling students.

5.12 Official transcripts will be proved to each Institution according to institutional protocol after the release of results at the end of each semester.

5.13 Students are responsible for academic credit arrangements with their Home Institution.

5.14 Exchange students accepted under this agreement are exempt from tuition fees at the Host Institution. At Douglas College, UFRT students are required to show proof that they have bought adequate medical insurance coverage for the duration of their stay in Canada. At UFRT, Douglas College students are required to take out adequate Overseas Student Health Cover (Sécurité Sociale des Étudiants) for the duration of their stay in France.

5.15 At both Institutions, students may be required to pay additional fees where they enroll in a unit of study that involves the use of specific material or resources.

5.16 All living costs (including travel costs) and additional medical, liability and accident insurance costs are the responsibility of individual students and neither Institution is liable for these costs. Unless otherwise stated, the arrangement and provision of accommodation for students is not the responsibility of the Host Institution, and there is no guarantee of on-campus accommodation.

5.17 The Host Institution will use its best endeavours to provide information and assistance regarding temporary accommodation for students upon arrival and to provide information about on-campus and off-campus accommodation. The Institutions also agree that if on-campus accommodation is available, costs to the student will be no greater than normally charged.

5.18 The Host Institution will provide the Home Institution with relevant documentation and information to assist in obtaining a student visa. However, the final responsibility for obtaining necessary visas and documents, rests with the student.

5.19 Students are entitled to the same rights and privileges (including academic and library resources and support services), and are subject to the same rules and discipline, as international students normally enrolled at the Host Institution. In addition, the Host University, at its sole discretion, reserves the right to dismiss any Visiting Student whose conduct warrants such action in accordance with the Host Institution's official code of conduct for enrolled students.

6. Each Institution agrees that the laws of the country of the Host Institution, and the policies of the Host Institution, will apply in relation to any matter concerning:

6.1 The Parties' respective obligations in connection with a Program negotiated with the Host Institution under this Agreement.

To meet admission conditions at UFRT, students should have reached a level of French B2 of the European Common Frame of Reference, meaning:

- Level 3 TCF: TCF B2 (399 points minimum)
- Level 3 TEF: TEF B2 (540 points minimum)
- or give proof of sufficient language proficiency, as certified by the home university

Non-French speaking students who come to UFRT to follow courses in English open to overseas students should have obtained the equivalent in French proficiency of TCF A2 (200 points) or DELF A2.

To meet admission conditions at Douglas College students should normally have attained the equivalent in English language proficiency of TOEFL – Minimum score 83 IBT, or IELTS - Minimum overall band test score 6.5, or give proof of sufficient language proficiency, as certified by the home university.

Both institutions agree to waive the taking of the tests themselves if the students concerned are certified to have attained the required levels.

6.2 Provision of educational services to students by the Host Institution.

6.3 Privacy or protection of personal information of students enrolled at the Host Institution.

## 7. Indemnification

7.1 The Home Institution agrees to hold harmless the Host Institution, and its employees from any and all third party claims, demands, or actions, that may arise out of the negligent acts or omissions of the Home Institution or its employees in the performance of this Agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Host Institution, its employees or agents.

## 8. Force majeure

No Party shall be held responsible or liable to be deemed to be in default or in breach of this Agreement for its delay, failure or inability to meet any of its obligations under this Agreement (other than any obligation to pay money) caused by or arising from any cause which is unavoidable or beyond the reasonable control of such party, including war, warlike operations, riot, insurrection, orders of government, strikes, lockouts, public health emergencies, quarantines, disturbances or any act of God or other cause which frustrates the performance of this Agreement.

## 9. Language

The Parties hereby confirm their express agreement that this Agreement and all documents directly or indirectly related thereto be drawn up in English and French, but that either language can be used for communication between the parties, as necessary.

10. This Agreement may be amended, modified, extended or renewed only by written, mutual consent of the Parties. At each renewal the agreement will be presented to the University commissions concerned.

On behalf of University François Rabelais of Tours

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Professor Philippe Vendrix  
President

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

On behalf of Douglas College

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Dr. Guangwei Ouyang  
Vice-President International  
Education and Strategic Partnerships

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