

STUDENT EXCHANGE AGREEMENT

Between
Sir Sandford Fleming College, Canada
and
Universidad del Valle de México, México

In order to facilitate an undergraduate student exchange in international business, **Sir Sandford Fleming College's School of Business and Technology (Fleming College)** and the **Universidad del Valle de México (UVM)** agree to renew a student exchange program as follows:

1. DEFINITIONS

- a) In this agreement, "home institution" shall mean the institution from which the exchange students originate;
- b) "host institution" shall mean the institution which has agreed to receive the exchange students during the exchange period;
- c) "student" shall mean a student registered full time in an undergraduate program at the host or home institution;
- d) "exchange student" shall mean a student selected by the home institution.

2. NUMBER OF STUDENTS AND PERIOD OF EXCHANGE

- a) The exchange will be limited to a maximum of 20 (twenty) full year students per school year from each party.
- b) All incoming students will respect the start and end dates of the host institution's academic year.
- c) Academic years at either institution shall, for the purposes of this agreement, be considered equivalent despite their slight variances.
- d) The period of exchange shall not exceed one academic year.

3. ADMISSION AND CREDIT CERTIFICATION

- a) All exchange students must be approved in writing by the Head of the relevant unit or department. The host institution reserves the right to accept or refuse students. All students must meet the minimum admission requirements of the host institution including language proficiency.

- b) The home institution shall inform the host institution of the names of the nominated students at a date no later than five (5) months prior to the beginning of the semester at the host institution.
- c) At the completion of the study period, the student shall be responsible for obtaining official evaluations (transcripts) and for arranging to have these forwarded to their home institution via the Office of International Education.

4. COURSE OF STUDY AT HOST INSTUTION

- a) Exchange students will enrol in a full time course load at the host institution.
- b) The academic program of each student will be determined by the student in consultation with the Course Advisor at his or her home institution.
- c) The institutions will exchange course information annually.
- d) The host institution will provide written notification to the home institution of any failure to successfully complete the academic work of any semester prior to the last date of registration for the following semester.
- e) The status of the exchange student shall be that of "Exchange Student" at both universities.

5. REGISTRATION, FEES, AND GOVERNANCE

- a) All exchange students must register and pay tuition fees at their home institution. Each host institution will provide tuition fee waivers for the visiting students.
- b) Students shall enrol in full time course work at the host institution, which is to be determined in consultation with the Course Advisor at the home institution.
- c) The use of library, student centre, and athletic facilities will be included in this agreement and available to all exchange students. Additional charges normally paid by domestic students, such as laboratory fees and specialized athletic instructional classes, will be the responsibility of the exchange student.
- d) Exchange students are responsible for obtaining any necessary permits/visas or other necessary documents and otherwise complying with all immigration laws, and regulations of the host country. The host institution shall provide the necessary institutional certification required to obtain such authorization.
- e) Exchange students will be governed by the rules and regulations of the host institution and country, and will graduate from their home institution.
- f) The institution conferring the diploma/degree is the home institution.

6. HOUSING, BOOKS, LIVING EXPENSES AND HEALTH INSURANCE

- a) All travel, housing and book expenses are the responsibility of the student.
- b) At Fleming College, on-campus accommodation is available but never guaranteed. To be considered for on-campus accommodation, the exchange student shall submit the application form prior to the listed application deadline. The Office of International Education will assist in finding off-campus accommodation should the need arise.

- c) Exchange students are required to purchase health insurance as required by the host institution or country.

7. PROGRAM ADMINISTRATION

- a) Each institution will identify the office and/or coordinator responsible for the administration of the agreement. At Fleming College, exchange programs are administered by the Office of International Education.
- b) The following persons will act as the liaison contacts for all matters concerning this agreement:

Fleming College

Derek Armstrong

International Business Development Manager

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UVM

Patricia Sierra Achótegui

Institutional Director of Cooperation and Exchange

Tel: 0052 55 91 38 5000 Ext. 50760

Email: psierra@uvmnet.edu

8. PERIOD OF AGREEMENT

- a) The agreement will become effective on the day of signature by the authorized signing officer(s) of each party and will remain in effect three (3) years thereafter.
- b) The agreement will be reviewed after one year of the signing date and at three yearly intervals after that, or more frequently at the written request of either party.
- c) It is agreed that, if at the end of the agreement no modifications are necessary, a letter to this effect signed by both parties will extend the agreement for an additional three years.
- d) Should a party wish to terminate the agreement prior to the expiry of the three (3) year period, it shall provide the partner an advanced written notice of termination of at least one (1) month. Although the agreement ends, the host institution allows to the exchange students complete their academic period.

9. JURISDICTION

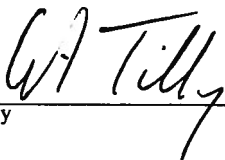
This agreement shall be governed by and construed in accordance with a joint review committee made up of an equal number of representatives from Fleming College and UVM (Universidad del Valle de Mexico, Mexico). This joint Fleming/UVM committee will be responsible for the resolution of any and all disputes arising from this agreement between the institutions and will include any action or proceedings in dispute evolving from this agreement. The parties agree

that any and all such disputes shall be solely within the jurisdiction of this committee and the rulings or findings of this committee shall be final and binding on both parties.

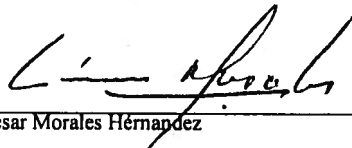
APPROVED:

For: **Fleming College**
599 Brealey Drive
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For: **Universidad del Valle de México**
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Deleg. Miguel Hidalgo
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Dr. Tony Tilly
President




Dr. Cesar Morales Hernández
Institutional Rector

2012/05/31
Date

Date



Dr. Jim Drennan
Dean, School of Business and Technology



Lic. Patricia Sierra Achótegui
Institutional Director of Cooperation and Exchange

28 May 2012
Date

2012/07/09
Date