

**Mitteilungen der
Justus-Liebig-Universität Gießen**Ausgabe vom
18.05.2018**5.43.05 Nr. 4**Austauschabkommen, St. Mary's University, Halifax, Kanada
Anlage 1: Vereinbarungen zum Austauschabkommen**AGREEMENT FOR STUDENT AND STAFF EXCHANGE PROGRAM
between
SAINT MARY'S UNIVERSITY, HALIFAX, CANADA
and
JUSTUS LIEBIG UNIVERSITY GIESSEN, GERMANY**

Saint Mary's University and Justus-Liebig-University Giessen hereby agree upon the following items concerning the Student and Staff Exchange Program (pursuant on the Co-operative Agreement).

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Purpose

In recognition of the proven value, both personal and educational, of the exchange experience for students, faculty and staff, it is our intention to establish at the institutional level the principles, policy guidelines and procedures required to facilitate such exchanges between our institutions.

Exchange of Students

1. All student exchanges must operate within the existing guidelines and regulations of Justus-Liebig-University Giessen and Saint Mary's University. Student exchanges are based on the principle of reciprocity over three years. However, at any point, should the imbalance between the two institutions be greater than four student-semesters (i.e. two students for one full academic year or four students for one semester), the agreement may be suspended until the imbalance is below four student-semesters.
2. The number of students exchanged under this Agreement is limited only by the principle of reciprocity from each institution. It is anticipated that students be in good academic standing at their home institution.

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3. The exchange student will be nominated by one institution and subject to acceptance by the other institution.
4. In terms of handling of applications, all applications shall be sent to the receiving institution according to the following deadlines: for Saint Mary's University, by March 10 (suggested) for both the first semester (Sep-Dec) and the second semester (Jan-Apr); for Justus Liebig University, by June 15 for the Winter Semester and by December 15 for the Summer Semester.
5. In terms of specification of categories of student, students from Saint Mary's University may be admitted to courses at Justus Liebig University in any faculty with the exception of those courses in which places may not be available due to enrollment limitations. Students from Justus Liebig University shall be those who are registered in home degree courses with an English major and may be admitted to courses for which the student meets and satisfies the admission procedures of the department or school as well as the specific prerequisites for the course.
6. Language proficiency of exchange students will be gauged and verified to the host institution in advance by appropriate personnel (i.e. staff members or others) of the sending institution.
7. Exchange students will be admitted in a non-degree status by the host institution for a period of one or two semesters, and for a maximum of one academic year.
8. Exchange students may take courses for credit, and the host institution will issue a transcript and grades for exchange students under the same rules and regulations as for its degree-seeking students.
9. Each institution will provide information on the conversion of credits and the conversion of performance measurements (i.e., grades, percentages, marks).
10. So long as the principle of reciprocity is maintained, tuition and academic fees will be waived for exchange students by the host institution.
11. Exchange students must carry medical health insurance that meets the requirements of the host institution, and/or the host government.
12. Each student participating in the exchange program will be held responsible for the following costs:
 - a) Required academic fees (if any) to home institution;
 - b) Student fees (e.g., Saint Mary's University Students' Association, U-Pass bus pass, etc.) to host institution
 - c) Travel costs to and from each institution;
 - d) Room and board expenses;
 - e) Medical health insurance and health service fee;
 - f) Passport and visa costs
 - g) Course materials (i.e. laboratory fees and consumables) as required by the particular program the student is following; and
 - h) Any other debts the student may incur during the period spent at the host institution.
13. Exchange students are expected to adhere to rules and regulations of the host institution, and to respect the cultural mores, national traditions and customs of the host country.
14. The host institutions shall ensure that visiting/exchange students will have access to the full range of student support services available of regular full-time students.

Staff Exchange

15. The two institutions agree to foster exchanges by members of the academic staff in the areas of teaching, curricular development and advice, and joint project activities. The details of such arrangements shall be negotiated at the appropriate time and shall be governed by the institutional staffing rules and relevant approval processes. Where possible, the participating institutions shall assist in finding appropriate accommodation.

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Duration, Conditions and Modifications of the Agreement

16. This Agreement for Student and Staff Exchange Program shall remain in effect for the duration of the Co-operative Agreement between both institutions.
17. Modifications may be proposed at any time, effective from the date of written notification signed by both institutions.
18. At the end of the penultimate year of the five-year cycle, both institutions will conduct an evaluation of the agreement. Any amendments to be made and a five-year renewal would be achieved by mutual consent and an exchange of correspondence.
19. Either institution may terminate this Agreement with a notice of twelve (12) months, this period being necessary to ensure that exchanges then planned are completed.

Funding Commitments

20. No funding commitments or obligations are created for either party by this Agreement.

The signatories below agree to the Terms and Conditions of this Agreement.

Saint Mary's University
Robert Summerby-Murray, Ph.D.
President and Vice-Chancellor

Justus-Liebig-Universität Gießen
Prof. Dr. Joybrato Mukherjee
President
07.05.2018