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Università Iuav
di Venezia

Università Iuav di Venezia - Archivio Gen			
REPERTORIO CONTRATTI			
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Student Exchange Agreement

Between

Università Iuav di Venezia, a university duly constituted and having a place of business at Santa Croce, 191 - Tolentini, 30135 Venice, Italy

(hereinafter referred to as "IUAV")
and

McGill University, a university duly constituted and having a place of business at 845 Sherbrooke Street West, Montreal, Canada

(hereinafter referred to as "McGill University")

RECITALS

Whereas Università Iuav di Venezia and McGill University ("Institutions"), desiring to enhance educational exchange opportunities for their students ("Exchange Students"), and based upon principles of mutual cooperation, established a Student Exchange Program ("Program").

Whereas the Institutions recognize that this Program is working well and therefore agree to renew it on the terms and conditions set out below.

Whereas this exchange shall be limited to exchange students from the Università IUAV di Venezia Facoltà di Architettura and the School of Architecture at McGill University.

THE PARTIES AGREE AS FOLLOWS:

TERMS

1. DEFINITIONS

"Exchange" shall mean a one-for-one exchange of students from each university.

"Exchange Period" shall mean the length of time of the period of exchange approved by the Institutions for a particular Exchange Student.

"Exchange Students" shall mean students participating in the student exchange program.

"Host Institution" shall mean the university which has agreed to receive the exchange students from the home institution.

"Home Institution" shall mean the university at which the student is registered to graduate.

"Student Exchange Program" shall mean the student exchange program established under this Agreement.

"Parties" shall mean IUAV and McGill University collectively.

2. NUMBERS OF EXCHANGE STUDENTS

2.1 During the term of this Agreement, each party

- i. may send on exchange to the Host Institution up to two (2) students (for 1 semester each) per academic year, and
- ii. may host on exchange from the Home Institution up to two (2) students (for 1 semester each) per academic year.

For McGill University, the academic year shall be from September 1 to May 31.

For IUAV, the academic year shall be from October 1 to September 30 (S1 October-January; S2 February-May).

2.2. The Exchange Period shall be defined as being the semester.

2.3 The institutions shall review the performance of the Exchange Program annually. Where in a given year there exists an imbalance in the numbers of students on exchange (i.e. where one Institution sends more students in a given year than it hosts) the imbalance shall be permitted to be carried forward subject to

- a) prior express agreement of the Institutions and
- b) commitment to adjust the numbers of students exchanged in subsequent years to establish balance.

3. ELIGIBILITY AND SELECTION OF PARTICIPANTS

ELIGIBILITY

3.1 The Home Institution shall propose to the Host Institution students who have met the following criteria for participation in the Student Exchange Program:

- a) Undergraduate students, in appropriate academic standing, who shall have successfully completed no less than one year of undergraduate study in their current degree program at the Home Institution prior to commencing studies at the Host Institution;
- b) Students shall have sufficient knowledge of the language appropriate to the Host Institution to carry out their studies at the Host Institution.
- c) The Host Institution may exclude students from restricted enrolment programs. At McGill University, Exchange Students shall be precluded from enrolling in courses offered through the Faculty of Medicine and its related centres, institutes and schools, the Faculty of Dentistry and the Centre for Continuing Education.

SELECTION

- 3.2 The Partner University and McGill University shall accept the exchange students proposed by the other Party subject to the Exchange Students meeting the academic standards and/or professional qualifications of both universities.

For greater clarity, Exchange Students shall be selected on the basis of academic merit and/or professional qualifications without regard to race, colour, sex (including gender identity), pregnancy, sexual orientation, civil status, age, religion, political conviction, language, ethnic or national origin, social condition, a disability or the use of any means to palliate a disability.

The Parties agree that they shall carry out their responsibilities under this Agreement in the same non-discriminatory manner. Any violation of these principles shall be considered grounds for terminating this Agreement.

4. ENROLMENT AND ACADEMICS

- 4.1 Exchange Students shall be enrolled as full time, non-degree students at the Host Institution for the Exchange Period. Placement in the appropriate level of design studio is the responsibility of the Host Institution and will be based, in part, on the evaluation of an up-to-date portfolio submitted by each student.
- 4.3 Exchange Students shall undertake an academic program at the Host Institution, approved in advance by the Home Institution. Transcripts of results from the Host Institution shall be provided to the Home Institution as soon as possible after the completion of the exchange, but no later than one month prior to the beginning of the following semester.
- 4.4 Any academic credit earned at the Host Institution shall be transferred to the Home Institution in accordance with procedures determined by the latter.
- 4.5 Upon completion of the Exchange, the Exchange Student must return to the Home Institution unless an extension to the Exchange Period has been expressly approved by both Parties.
- 4.6 The Parties recognize that the performance of the Agreement shall require the release of certain personal information relating to the Exchange Students participating in the Student Exchange Program. The Parties shall ensure that the disclosure shall be made in accordance with the applicable law.

For exchange to and from McGill University, it is understood that the Exchange Students shall be required to provide written consent prior to the start of the Exchange Period.

5. ORIENTATION AND SERVICES

- 5.1 The Host Institution shall provide incoming Exchange Students with:
- a) access as full members of the Host Institution, to University facilities such as libraries, sport and student union facilities;
 - b) an introductory or orientation program customarily arranged for its international students;
 - c) reasonable assistance in finding suitable accommodation;
 - d) assistance in matters of health, language and local custom that may arise;
 - e) information on health insurance requirements and the extent of the medical coverage;
 - f) academic and other advisory services.

- 5.2 The Home Institution shall provide outgoing Exchange Students with:
- a) information and reasonable assistance with the necessary documents to obtain the appropriate visa;
 - b) a student preparedness and orientation program prior to their departure.
- 5.3 Exchange Students from McGill are required to subscribe a Private Health Insurance; Exchange Students from IUAV are required to participate in McGill's compulsory *International Student Health Insurance* plan;
- 5.4 The Host Institution shall designate an individual to act as a liaison officer to facilitate the exchange under the terms and conditions of the Agreement.

6. RESPONSIBILITIES OF EXCHANGE STUDENTS

- 6.1 Exchange Student shall register/enrol, and pay tuition and all associated fees to their Home Institution.
- 6.2 Exchange Students alone shall be responsible for all costs associated with the Exchanges. In addition to the costs in 6.1, these include:
- a) Cost of travel to, from, and within the host country;
 - b) Cost of all accommodation, meals and such other personal expenses;
 - c) Cost of health insurance and any medical expenses;
 - d) Cost of textbooks, equipment, clothing, and all incidental fees;
 - e) Cost of passport and visa; Exchange students shall apply for and obtain the appropriate visa. The Host Institution may provide assistance with the necessary forms ;
 - f) Any and all debts incurred during the period of exchange.
- 6.3 While on exchange, the Exchange Students shall have the same rights and privileges as all other students at the Host Institution, and shall be subject to, and comply with, the University policies and procedures, including codes of conduct and academic and disciplinary regulations at both Institutions.
- A breach of any of these shall be cause for immediate termination of the particular student exchange.

7. FINANCES

There shall be no cost or transfer of funds between the institutions in respect of this Agreement of the Exchanges.

8. TERMS OF RENEWAL, AMENDMENT, AND TERMINATION

- 8.1 This Agreement shall enter into force on September 1st, 2011 for a period of 5 years ending on August 31, 2016.
- 8.2 Any modification to this Agreement during its term shall be evidenced in writing and signed by the authorized representatives of the respective institutions. Such amendments shall become part of this Agreement.
- 8.3 Either institution may terminate the Agreement before its term by giving twelve months prior written notice to the other party. Nevertheless, the parties agree that an Exchange Student shall be permitted to complete the exchange that began prior to the end of the Agreement and all terms and conditions of this Agreement shall apply until the exchange is completed.
- 8.4 Nine (9) months prior to the expiration of this Agreement, the parties shall review in good faith the terms and conditions of the Agreement with the view to renew. The

Agreement shall be renewed by mutual agreement and executed in writing by the authorized representatives of the parties.

9. LANGUAGE CLAUSE

The parties to the present Agreement have requested that the present Agreement be drafted in the English and Italian languages. Should any discrepancies exist between the Italian version and the English version of this Agreement, the English version shall take precedence.

10. CONTACTS

10.1 For all matters relating to the administration of the exchange program, notice shall be sent to the parties' liaison officers:

- For **McGill University**:

The Student Exchange Officer
Student Exchange & Study Abroad (SESA)
3415 McTavish St.
Montreal, Quebec H3A 1Y1

- For **IUAV**:

International Affairs Office and Student Mobility
S. Croce, 601
Campo della lana
30135 Venezia - ITALY

10.2 For all notices of amendments, renewal and termination, such notices shall be sent to the parties' authorized representatives as follows:

- For **McGill University**:

The Deputy Provost (Student Life and Learning)
McGill University
Administration Building
845 Sherbrooke Street West
Montreal, Quebec, Canada H3A 2T5

- For **IUAV**:

International Affairs Office and Student Mobility
S. Croce, 601
Campo della lana
30135 Venezia - ITALY

AND THE PARTIES HAVE SIGNED:

Signed for and on behalf of Università Iuav di Venezia by its duly authorised officer	Signed for and on behalf of McGill University by its duly authorised officer
Amerigo Restucci Rector	Heather Munroe Blum Principal and Vice-Chancellor
Date JAN/30/2012	Date JAN/18/12



Università Iuav di Venezia

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la presente copia, composta di n 3 fogli, (TRE)
è conforme all'originale esistente presso
questo ufficio.

Venezia, 27/01/2012

il responsabile **Monica Martignon**
Monica Martignon