



**UNDERGRADUATE & GRADUATE STUDENT EXCHANGE AGREEMENT**  
**between**  
**UNIVERSITY OF SASKATCHEWAN, Saskatoon, Canada**  
**and**  
**UNIVERSIDAD DE GUADALAJARA, México**

To facilitate the process of internationalization at their respective institutions, the University of Saskatchewan, (U of S), Saskatoon, Canada and Universidad de Guadalajara, UdeG, Guadalajara, México agree to establish a reciprocal exchange agreement based on principles of mutual benefit.

### 1. Definitions

**“Agreement”** means this Academic Agreement for the Exchange of Students.

**“Exchange Student”** means a student who is registered as a full-time student at the home institution, in an undergraduate or graduate academic program, and whose status as a student is determined exclusively by the home institution.

**“Party”** means either the U of S or UdeG and **“Parties”** means both U of S and UdeG.

**“Home Institution”** means the Party to which exchange students are registered in an undergraduate or graduate academic program.

**“Host Institution”** means the Party accepting exchange students to study or to conduct research in its facilities.

### 2. Purpose

The purpose of this exchange agreement is to promote international friendship and academic cooperation by stimulating and supporting study and intercultural activities between students from Canada and México.

The academic extension programs of the UdeG offered by its university enterprises, the Colegio de Español y Cultura Mexicana and the Sistema Corporativo PROULEX - COMLEX are not included in this Agreement.

### 3. Numbers

3.1 In every academic year, for the duration of this agreement, each institution will accept undergraduate and/or graduate students to fill a maximum of four (4) term placements. Two (2) exchange students enrolling for one term of study each is equivalent to one exchange student enrolling for one academic year of study.

3.2 The U of S and UdeG will strive to keep the exchange in balance over a two-year period, and will endeavour to correct any imbalances in future years.

#### **4. Selection and Enrolment of Exchange Students**

4.1 Each institution, respecting the admission requirements of the host institution, shall assess and nominate qualified students to participate in the exchange.

4.2 Students participating in this exchange must meet academic admission requirements as well as the following criteria:

- a. Students shall be in good academic standing with their home institution;
- b. The selection process will take into account the language proficiency requirements, for admission, of the host institution's program when selecting students. It is recommended that students meet minimum language proficiency requirements to ensure they are able to successfully participate in studies at the host institution;
- c. Students will have completed a minimum of one (1) year of full-time study at the home institution prior to participation in the exchange. Some programs might require the completion of two (2) years of full time study; and
- d. A student's stay at the host institution shall not exceed one academic year or twelve (12) months in duration.

4.3 Students may do course work, research or a combination thereof. The option of a research opportunity is dependent upon the availability of suitable faculty supervisors for the duration of the exchange, and the host institution will make this determination.

4.4 Participating students under the terms of the agreement shall be enrolled at the host institution as appropriate to the registration category for the duration of their exchange.

4.5 The host institution shall provide the home institution with official transcripts of the exchange students' academic performance. Students participating in the exchange must formally request a transcript from the host institution, and shall be responsible for paying any fees charges for issuing transcripts.

4.6 The host institution reserves the right to reject any exchange candidate.

#### **5. Responsibilities of Students**

5.1 Participating students shall pay tuition fees to their home institution, and shall be exempt from paying tuition to the host institution. Students are responsible for paying other applicable fees to the host institution and for all obligatory expenditures required in the host country.

5.2 All participating students in this exchange are responsible for any additional expenses including, but not limited to, transportation, housing, meals and insurance coverage, particularly health and accident insurance for the time spent abroad. All U of S participating students must comply with the Policy on International Travel Risk Management for Student Mobility including registering with the International Travel Registry (ITR).

5.3 Participating students shall be subject to the rules and regulations of the host institution. They shall have the same rights and privileges as other visiting students at the host institution.

## **6. Responsibilities of Institutions**

6.1 The host institution will assist exchange students to find suitable accommodation.

6.2 The Parties agree that every person shall enjoy the right to education and will not restrict enrolment on the basis of age, gender, sex, creed, religion, ethnicity, national origin, or disability.

6.3 Each institution will designate an officer for general program administration. The officers will be in regular contact with one another, especially in regard to exchange details necessary to implement this agreement. Each party agrees to provide the other with timely notice if a new officer is designated to administer the program.

## **7. Indemnities and Liability**

7.1 As a result of this agreement neither party will incur any financial obligations resulting from actions of the other party without a prior agreement in writing to accept specific financial obligations.

7.2 Each party shall be responsible for its own acts and omissions and the results thereof and shall not be responsible for the acts of the other party and the results thereof.

7.3 Each party shall maintain a policy or program of general, professional and automobile liability insurance at liability limits adequate to meet their obligations and responsibilities under this agreement.

7.4 UdeG's student insurance policy includes civil liability coverage (acts of negligence, errors or omission, as the case may be) and the transfer of funds for criminal bail. In case that such coverage is not sufficient to cover the amount claimed, UdeG will support the student regarding to the corresponding compensation, according to its financial resources available.

## **8. Period of Agreement**


8.1 This agreement shall remain in effect for a period of five (5) years from the date it is signed. It may be amended, subject to the formal approval of the amendments by the authorized representatives of each institution.

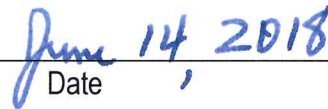
8.2 Either party may terminate the Agreement at any time during the term specified herein, provided at least six (6) months written notice is provided to the other party. In the case of early termination of the agreement, the parties agree that any previously approved exchange shall continue and be completed as if the Agreement had remained in force.

## 9. Signature


In witness hereof, the duly authorized representatives of each institution agree to the provisions of this agreement.

**On behalf of the University of Saskatchewan:**

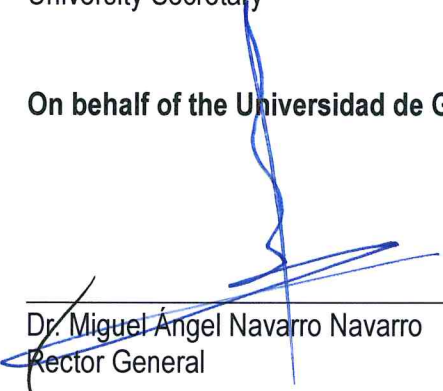
  
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Dr. Anthony Vannelli  
Provost and Vice-President Academic

  
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Date

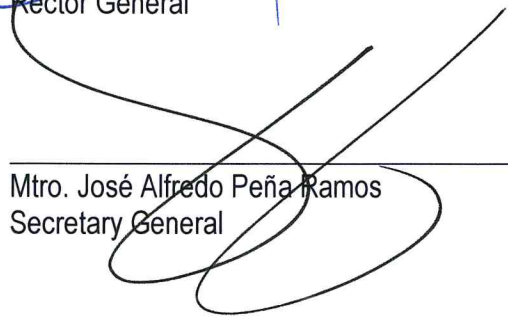
  
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Dr. Beth Bilson  
University Secretary

  
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Date

**On behalf of the Universidad de Guadalajara:**

  
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Dr. Miguel Ángel Navarro Navarro  
Rector General

Date 

  
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Mtro. José Alfredo Peña Ramos  
Secretary General

Date 



## **APPENDIX A**

Each institution agrees to appoint a program officer for student mobility implementation and administration of the program. They will keep the International Partnerships and Research Office at the U of S, and the International Office at the UdeG informed of any requested changes or amendments to this agreement.

### **UNIVERSITY OF SASKATCHEWAN**

#### Student Mobility Implementation

Department: International Student and Study Abroad Centre (ISSAC)

Title: Manager, International Student and Study Abroad Centre

Address: Room 80 Lower Place Riel, 1 Campus Drive Saskatoon, SK S7N 5A3 Canada

Telephone: 306-966-4925

Email: [study.abroad@usask.ca](mailto:study.abroad@usask.ca)

#### Agreement Responsibility - Writing, Review, Legal and Renewals

Department: International Partnerships and Research Office

Title: Director of International Research and Partnerships

Address: 110 Science Place, Room 222 Thorvaldson Building, Saskatoon SK S7N 5C9

Telephone: 306-966-5904

Email: [international.office@usask.ca](mailto:international.office@usask.ca)

### **UNIVERSIDAD DE GUADALAJARA**

#### Program Officer – Student Mobility Implementation

Department: Coordinación General de Cooperación e Internacionalización

Name: Dr. Carlos Iván Moreno Arellano

Title: Coordinador General

Address: López Cotilla N° 1043, Col. Centro, C.P. 44100, Guadalajara, Jalisco, México.

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