

## MEMORANDUM OF UNDERSTANDING

In the frame of the project titled:

*The North American Indigenous Community—Building Outreach and Understanding.*

Signed among:

- *Iowa State University, USA*
- *University of Montana, USA*
- *Trent University, Canada*
- *Malaspina University-College, Canada*
- *Universidad de Colima, Mexico*
- *Universidad Tecnológica del Valle del Mezquital, Mexico*

## PURPOSE

The purpose of this Agreement is to establish and further academic exchange and cooperation in the areas of indigenous student and community leadership development, for the Program for North American Mobility in Higher Education project entitled:  
*The North American Indigenous Community—Building Outreach and Understanding*

## GOALS AND FORMS OF COOPERATION

The main interests of this academic cooperation are as follows:

- Develop institutional basis for cooperation, exchanges and study tours;
- Exchange 48 undergraduate and graduate students;
- Develop curriculum in the field of native studies; and
- Develop the bases for sustainability of this Project following the funding period designated by the governmental agencies involved.

## COORDINATION

The technical and administrative coordination of this Agreement is appointed to the lead institutions

Canada:	Trent University
Mexico:	University of Colima
United States:	Iowa State University

The technical and administrative coordination shall address and resolve academic and administrative issues that may arise during the term of this Agreement, and shall supervise and report on the activities conducted within the framework hereof.

The following people will serve in these roles: Don McCaskill at Trent University; Mtra. Genoveva Amador at the University of Colima; and Dr. David Hansen at Iowa State University.

## CLAUSES

### A. Definitions

**Sending Institution:** shall mean the institution at which the student intends to graduate, the home institution.

**Receiving Institution:** shall mean the institution that has agreed to host the exchange student from the sending institution.

**Semester:** shall mean the academic period at the receiving institution. This will commence on the first day of classes and conclude on the last day of final exams.

**Exchange Student:** shall mean the student travelling from his/her home institution to the host institution.

**Administrative Coordinator:** shall mean the institutional representative designated to fulfill the administrative responsibilities of the coordination of this Memorandum of Understanding in each participating institution (list coordinators' names, address, e-mails and telephone numbers in each country).

## **B. Student Recruitment and Selection Process**

### **Recruitment**

The sending institution will recruit and select exchange students based on compliance with its own criteria and criteria developed in collaboration with partner institutions.

### **Selection**

Students will be selected based on language skills, school marks, interest and availability to travel abroad, capacity of adaptation in a foreign country, and member of the project target group.

### **Verification of Student Eligibility**

Prior to selecting students for exchanges, the sending institution will ensure that all selected participants meet the basic eligibility criteria of their respective government agency.

### **Student's Orientation and Support**

Students will receive:

- An orientation session on living abroad;
- Specific country orientation, including cultural awareness;
- Information on language requirements and language training opportunities at the receiving institution;
- Workshop on safety and security when abroad.

## **C. Student Exchange: Roles and Responsibilities of Consortium Members**

Sending Institutions will be responsible for:

- Recruitment and the selection of students;
- Ensuring that students selected for an exchange to a partner where the language is not the language of the sending institution, meet the minimum standards set by the partners;
- Cultural and language preparation of their students going on exchange;
- Sending selected applications for exchange students to the Administrative Coordinator at the receiving institution;
- Ensuring that students have health insurance coverage for the duration of their exchange;
- Providing its students with stipends;
- Giving relevant information and requirements listed in this Memorandum of Understanding to students.

Receiving Institutions will be responsible for:

- Ensuring that an appropriate review of the nominations by the pertinent offices and advisors of the institution is done and, where the language is not the language of the sending institution, ensuring that an assessment of the applicant's facility in the language of the receiving institution is done;
- Making the final admission decision and specifying reasons for not accepting students if those instances should occur;
- Providing student services support for the exchange students when abroad;
- Providing a package of materials informing the incoming student of the available support services and how to access them.
- Pursuant to its student disciplinary policies and procedures, providing basic due process and fundamental fairness to students on its campuses from the sending institution;
- Directing students to institution-sponsored residences or to appropriate off-campus housing, where available.
- The receiving institution shall have the right to terminate the participation of any student in the exchange program at any time, if such student's academic work or behaviour is found to violate the receiving institution's policies or regulations or endanger the health or welfare of the student or any other person.

General Responsibilities:

- The undersigned parties agree that no less than eight (8) students from each project partner shall be exchanged during the duration of this Project;
- To the extent possible, the participating institutions will attempt to respect the planned number of student exchanges and to keep a balance in terms of the number of students exchanged with each of its partner countries;
- The lead institution in each country is responsible for sending a copy of this Memorandum of Understanding containing signatures of institutional authorizing representatives to their respective government agency.

#### **D. Student Fees and Financial Support**

- Sending institutions will ensure that their participating students have paid tuition and mandatory fees to the sending institution and then study at the receiving institution without further charges for tuition and fees;
- Sending institutions may provide their students with all, or only a portion of their stipend, prior to departure. If part of the stipend is held back until the exchange is complete, the institution will provide clear instructions to the student about what is required for the final payment;
- Sending institution will ensure that exchange students are aware that they are responsible for covering any and all expenses, for instance travel, accommodation, meals, medical insurance, not covered by the sending or receiving institution;
- Any supplemental financial support provided to the exchange student by the sending and/or the receiving institution is at the discretion of the institutions;
- No refund of fees and tuition will be made if the student is unable to complete his or her exchange program once the exchange semester has commenced at the receiving institution;

- Exchange students will benefit from the same institution services as local students, will receive student identification cards if required and will have access to the library system and on-campus services of the receiving institution, during the exchange period without any supplementary fees.

#### **E. Insurance for Students**

- Sending institution will ensure that all participating students will have adequate out-of-country medical insurance, including repatriation expenses. If the receiving institution has legally required medical insurance coverage, the sending institution will ensure that all participating students comply with that requirement.
- Current information and requirements surrounding health care coverage for exchange students will be provided as part of the application process to students.

#### **F. Transfer of Academic Credit**

The partner institutions are committed to working toward the following:

1. Recognition of credit for students among the three countries;
2. Faculty working together in the development of improved, new, or joint curriculum, teaching materials, methods, and modules;
3. Opportunities for students to work toward achieving a second language proficiency when required;
4. Each institution is responsible for determining a mechanism for approval of credit transfer and for ensuring that exchange students receive clear advice and appropriate credit;
5. Each institution will send an official transcript to a designated or appropriate office at the sending institution as soon as possible after final grades are posted.

#### **G. Visas**

It is the responsibility of the sending institution, in conjunction with the host institution, to ensure that every student has the correct visa for the exchange.

#### **H. Renewal, Termination, and Amendment**

- This agreement will come into effect with the appropriate signatures on the final page of this document of institutions' representatives who have full authority to sign and enter into this Agreement on behalf of their institution and will remain in force for a period of 5 years covered under the terms of the approved North American Mobility Project.
- Parties to this agreement shall abide by the terms of the North American Mobility Project agreement and the additional terms noted herewith.
- The signatory institutions recognize the importance of special cooperation to meet the indigenous student and community outreach objectives of this Trilateral consortium.
- Subsequent to the conclusion of the project, Consortium partners will make every effort to continue ongoing project activities.
- Amendments to this Agreement shall be in writing and shall be made and executed with the signature of the appropriate institutional representatives with a copy to the three governmental representatives. In the event that any of these amendments are not in

accordance with the current competition policies or guidelines, financial support to the project by the three governmental authorities may be jeopardized.

This Memorandum of Understanding replaces any and all previous Memorandum of Understanding signed by the participating institutions of higher education.


**IOWA STATE UNIVERSITY**

  
Elizabeth Hoffmann  
Executive Vice President & Provost

Place: Ames, Iowa (U.S.A.)

Date: 4/7/08

**UNIVERSITY OF MONTANA**

  
Royce Engstrom  
Provost

Place: Montana (U.S.A.)

Date: 4/1/08

**TRENT UNIVERSITY**

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Bonnie M. Patterson  
President & Vice-Chancellor

Place: Peterborough, Ontario (Canada)

Date:

**MALASPINA UNIVERSITY-COLLEGE**

\_\_\_\_\_  
Ralph Nilson, PhD  
President & CEO

Place: Nanaimo, BC (Canada)

Date:

**UNIVERSIDAD DE COLIMA**

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MC. Miguel Ángel Aguayo López  
Rector

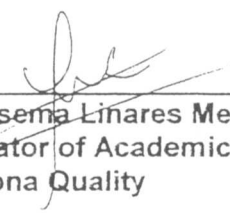
\_\_\_\_\_  
Dra. Mayren Polanco Gaytan  
Dean, Collage of Economics

Place: Colima, Colima (México)

Date:

**UNIVERSIDAD TECNOLÓGICA DEL VALLE DEL MEZQUITAL**

  
Lic. José Antonio Zamora Guido  
Rector

  
Mtra. Irasema Linares Medina  
Coordinator of Academic Development & Educational Quality

Place: Ixmiquilpan, Hidalgo (México)

Date: 14-04-2008

CONTACT LIST	
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<p><b>IOWA STATE UNIVERSITY</b>  <u>Dr. David Hansen</u>            Director of Mexico Programs  <u>dehansen@iastate.edu</u>  <u>Mary Emery</u>            Associate Director  <u>memery@iastate.edu</u></p>	<p><b>UNIVERSITY OF MONTANA</b>  <u>David R.M. Beck</u>            Professor  <u>david.beck@umontana.edu</u></p>
<p><b>MALASPINA            UNIVERSITY - COLLEGE</b>  <u>Dan McDonald</u>            Professor  <u>mcdonldd@mala.bc.ca</u>  <u>Audrey Hansen</u>            Manager  <u>hansena@mala.ca</u></p>	<p><b>TRENT UNIVERSITY</b>  <u>Don McCaskill</u>            Professor  <u>dmccaskill@trentu.ca</u>  <u>Sandra Tomatuk</u>            Finance Officer  <u>sandratomatuk@trentu.ca</u></p>

# COOPERATION AGREEMENT

between

Trent University, Canada  
and

Universidad Tecnológica del Valle del Mezquital, México

Both parties entering into this agreement believe that the education at their respective institutions will be enhanced by the establishment of a formal linkage and hereto agree on the following:

## A. COOPERATION

1. The parties of this agreement will promote and develop cooperation between universities in all relevant and compatible subject areas
2. Both parties will work towards :
  - a) the exchange of academic publications and information of mutual interest
  - b) the exchange of university teachers and academic staff as well as students between both universities
  - c) the carrying out of joint research projects
  - d) the establishment of further forms of cooperation by both universities
3. The contracting parties decide by mutual agreement which joint projects in research and teaching are to be realized on the basis of this framework agreement.





### 3. Selection of Participants and Admission

- a. It is expected that only students of high academic quality will be selected to participate in the exchange program. The home institution will screen applications from its student body for exchange. Students must meet the following requirements:
- i) shall furnish an exchange scheme application, an official university statement of academic performance and an application for university admission.
  - ii) be able to study in an English-speaking environment. In the absence of an official English proficiency test score (minimum of 580 PBT or 90 IBT on the TOEFL test), the host university will forward a statement attesting to each student's proficiency.
  - iii) completed at least one year of study at their home institution. Normally two (2) years of study at Trent.
  - iii) have been enrolled at their home and host institution for the full period of the exchange.
  - iv) have an enrollment proposal, approved by their home faculty and host institution and be deemed academically qualified to successfully complete the nominated subject at the host institution.
  - v) have obtained agreement from their home faculty, that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution. The conversion of the marks/credits into the domestic assessment system is incumbent upon the home (sending) university. The exchange will allow students to have equal access to enrolment in any of the courses at the host institution for which the student is appropriately qualified, with the exception of restricted programs. At Trent this includes Education, Nursing, and Forensics. Where applicable, a student may undertake a clinical or practical assignment as part of an exchange program (subject to university and immigration regulations).
- b. The host institution reserves the right of final approval on the admission of a student.
- c. The exchange student will enjoy the same rights and privileges, and be subject to the same rules and regulations, as the students of the host institution.

- f. At the conclusion of the exchange, Universidad Tecnológica del Valle del Mezquital and Trent University agree to provide an official transcript for the exchange student. Trent University provides an academic summary that is signed and stamped by the Trent International Program. Students can request an official transcript from the Registrar's Office for a charge.
- g. Universidad Tecnológica del Valle del Mezquital and Trent University agree to assist each exchange student by:
- providing pre-departure material, and post-arrival orientation.
  - providing students with an estimate of expenses to be expected during the exchange period
  - providing student support and advisory services.
  - reserving residence space (subject to meeting application deadlines). It is recognized that universities have certain periods during the academic year when the residences may be closed and students are responsible for ensuring their own accommodation and meals elsewhere during these periods.
  - providing arrival assistance, if required.
  - establishing an institutional body, or utilize an existing body, to oversee the exchange program, and to consider and rule on those policy matters related to the program.
  - designating an administrative contact to deal with all correspondence related to this program.

#### 6. Other Responsibilities

- a. The exchange student shall be entitled to the use of the host institution's facilities on the same basis as the students of the host institution.
- b. Dependents are permitted to accompany the exchange student, subject to immigration regulations. Issues relating to air fares, visas, accommodation, and other matters regarding a student's dependent(s) shall become the entire responsibility of the exchange student. Trent University does not offer married/family accommodation.

#### 7. Renewal, Termination, and Amendment

- a. This agreement will commence from the date of signing, and continue thereafter for a period of five (5) years, subject to revision or modification by mutual agreement.
- b. For conditions of the exchange not covered by this Agreement, or for problems that arise during the course of the Exchange Agreement, both parties agree to refrain from unilateral action and to consult and negotiate mutually acceptable decisions.
- c. Amendments to this Agreement may be made at any time, by correspondence, and only when agreed upon by both parties. Any amendments shall be added to the terms as appendices.