



## Memorandum of Understanding Student Exchange Agreement

### Article 1: Objectives of the agreement

The Faculty of Languages and Applied Human Sciences, Department of Applied Foreign Languages at Université de Strasbourg and the Department of Modern Languages at the University of Louisiana at Lafayette decide by mutual agreement to set up an exchange program to allow their students the opportunity to take advantage of the undergraduate and graduate study programs offered by both departments.

### Article 2: Definitions

These two above-named academic departments are designated as "the partners." The present document uses the term "the home institution" to refer the institution that sends a student on an exchange. It defines the "host institution" as the one that receives the exchange student.

### Article 3: Exchange Procedures

#### *Level and selection of the students who participate in the exchange program:*

Exchange students from each partner university should have completed at least 2 (two) years of university-level study when beginning an exchange. In addition, exchange students must have acquired the level of language proficiency necessary for their program of study.

For candidates hosted by the Université de Strasbourg as part of this exchange program, the required level of language skills is described in the Council of Europe's "European Language Portfolio" (otherwise called the Common European Framework of Reference for Languages [CEFR],) whose assessment grid and rubrics can be found at [http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment\\_grid/assessment\\_grid\\_english.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf).

Level B2 in French is required for students who wish to take classes taught in French. (This is approximately equivalent to the "advanced mid" proficiency level, according to the guidelines established by the American Council for the Teaching of Foreign Languages [ACTFL], (<http://www.actfl.org>.)

Students can demonstrate their level of French by submitting one of the following supporting documents, which is attached to their application file:

<input type="checkbox"/> DELF B2 (Diplôme d'Etudes en Langue Française)  A5 - A6	<input type="checkbox"/> TCF (Test de Connaissance du Français)  Level 4 (400- 499)	<input type="checkbox"/> TEF (Test d'Évaluation de Français)  Level 4 (541-698)	<input type="checkbox"/> 600 hours of learning  Certificate established by a language professor from the partner university, with the corresponding transcripts of records
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For candidates coming to the University of Louisiana at Lafayette, the required language skills include a score of at least 6.0 on the International English Language Testing System (IELTS); or, on the Test of English as a Foreign Language (TOEFL), a score of at least 525 on the paper-based exam, 195 on the computer-based exam, or 71 on the internet-based exam. Additionally, students who wish to take courses taught in French, Spanish, or German also need sufficient proficiency in the language of instruction.

Language instructors from the students' home university must ensure that the candidates for the exchange program have the necessary proficiency skills in the target language.

Each host institution will make the final decision about whether to accept the candidates recommended by the home institution.

***Exchange period:***

The length of a student's exchange can be either one academic semester or one academic year.

***Number of exchange program participants:***

For the duration of this agreement, each partner university will send the other up to 2 (two) students per year, unless the number is changed by mutual written agreement. One exchange student for one academic year is equivalent to two exchange students for one semester.

***Registration, tuition, and fees:***

Students participating in this exchange program must register and pay tuition and course fees at their home institution. At the host institution, they may have to pay course fees whenever warranted, but they are exempt from paying tuition and other fees. They will be registered as international exchange students at the host institution unless other specific arrangements are made by representatives of both universities in an amendment attached to this agreement. The exchange students will receive a student ID card from the host university.

***Transfer of credits:***

The faculty members and departmental leadership of the teaching program will exchange all pertinent information about the courses offered at their respective universities. Before the student arrives at the host university and is officially registered for coursework, both departments will advise the student on course offerings, and reach a provisional agreement on course selection. Upon arrival at the host institution, the student will contact the academic advisor of the host University, in order to confirm his/her choice of course. In the case of modifications of the study

program or schedule conflicts, the academic advisor of the host University shall inform its counterpart in the home University, so that in the two weeks following the beginning of the course, they have to come to a **final course registration agreement** with the student. The **final course registration agreement**, duly signed by both partners' academic advisors, is communicated to the mobility coordinators of the two institutions, identified in article 4.

The host institution will send the visiting student's academic transcript to his or her home institution, as well as any additional information necessary for transferring these grades to the home institution's system of grading.

***Degrees/diplomas:***

Exchange students will continue to be candidates for degrees at their home institution and will not request a degree (nor a diploma) from the host institution.

***Responsibilities of the home institutions toward the students whom they send on this exchange program:***

- Recruit, recommend, advise, and prepare the students who will participate in the program.
- Ensure that the students fulfil the requirements for admission at the host institution.
- Send the recommended candidates' applications to the host institution, following its instructions.
- Register the candidates at the home institution for the duration of the exchange program, unless other prior arrangements have been made by representatives of both universities (see § "Registration, tuition and fees")

***Responsibilities of the host institutions toward the visiting students:***

- Inform prospective visiting students about student visa application procedures, and/or refer these students to the appropriate authorities.
- Exempt the exchange students from tuition costs.
- Host, advise, and orient the exchange students.
- Help the exchange students find housing and health insurance. All housing and insurance costs are covered by the students (see below).
- Offer study guidance for the students, or refer them for services as appropriate.
- Provide a record of the visiting student's grades to the student's home academic advisor and the home institution's administration. At the Université de Strasbourg, this includes the Direction des relations internationales; at the University of Louisiana at Lafayette, this includes the Office of the Registrar.

***Responsibilities of each student participating in the exchange program:***

- Obtain a visa if necessary. International students coming to Université de Strasbourg from some countries must register on the website <http://www.campusfrance.org> in order to apply for a student visa. Likewise, a visa is necessary for exchange to the US by students who are citizens of other countries, and further information is available at <http://travel.state.gov/visa>
- Pay tuition and fees at the home institution before the exchange begins.
- Follow all rules and regulations of the host institution.
- Pay for room and board during the exchange period.

- Have sufficient insurance coverage, for health insurance and public liability. (In France, students younger than age 28 are required to subscribe to the national Health Care plan [*régime de Sécurité Sociale*], which may be more advantageous than their health insurance policies from their home countries.)
- Pay any medical costs incurred.

**Article 4: Academic Advising and Supervision**

The students' academic advisors for the exchange program shall be:

<p>For the Department of Modern Languages at the University of Louisiana at Lafayette:</p> <p style="text-align: center;">Dr. Caroline Huey Department of Modern Languages 453 Griffin Hall University of Louisiana at Lafayette PO Box 3331 Lafayette, LA 70504-3331 USA</p> <p style="text-align: center;"><a href="mailto:chuey@louisiana.edu">chuey@louisiana.edu</a></p> <p>For the College of Liberal Arts at the University of Louisiana at Lafayette:</p> <p style="text-align: center;">Dr. Jordan Kellman Dean of the College of Liberal Arts 100 Griffin Hall University of Louisiana at Lafayette Lafayette, LA 70504-3331 USA</p> <p style="text-align: center;"><a href="mailto:kellman@louisiana.edu">kellman@louisiana.edu</a></p>	<p>For the Faculty of Languages and Applied Human Sciences, Department of Applied Foreign Languages at the Université de Strasbourg:</p> <p style="text-align: center;">Mrs. Marie-Jeanne Richert Département LEA de l'UFR des Langues et Sciences Humaines Appliquées 22 rue René Descartes 67084 Strasbourg Cedex France <a href="mailto:midacol@unistra.fr">midacol@unistra.fr</a></p> <p style="text-align: center;">Mrs. Sandrine Baudry Département LEA de l'UFR des Langues et Sciences Humaines Appliquées 22 rue René Descartes 67084 Strasbourg Cedex France <a href="mailto:sbaudry@unistra.fr">sbaudry@unistra.fr</a></p>
<p style="text-align: center;">Mobility coordinator: Rose Honegger Director of the Office of International Affairs internationalaffairs.louisiana.edu <a href="mailto:roseh@louisiana.edu">roseh@louisiana.edu</a></p>	<p style="text-align: center;">Mobility coordinator:  <a href="mailto:dri-students-exchange-outside-europe@unistra.fr">dri-students-exchange-outside-europe@unistra.fr</a></p>

The partners will inform one another of any change of academic advisor or department head while this agreement is valid. A change of personnel does not void the exchange agreement.

The academic advisors will provide an assessment of the exchange program within the six (6) months prior to the termination of this Agreement, which will be taken into account in the decision to when deciding whether or not to continue the cooperation.

**Article 5: Applicable law and settlement of disputes**

In case of difficulties on the interpretation or execution of this Agreement, the parties shall attempt to resolve their dispute amicably. Recourse to a jurisdiction will only be taken as a last resort after all other channels have been exhausted. In this case, the conflict shall be brought before the defendant's court.

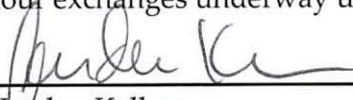
**Article 6: Duration and Validity of the Agreement**

This agreement has been written in English and in French. Both documents are official versions. Each partner will receive an original copy of both versions of the agreement.


It goes into effect from August 1, 2016 and remains in application for five (5) years. It may be renewed only if the competent authorities of each partner once again approve it.

A partner requesting to modify or terminate this Agreement must inform the other partner in writing six (6) months beforehand. In order to be valid, both partners must validate changes by means of an amendment.

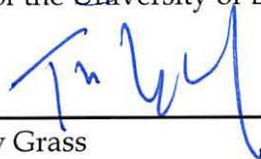
If the international cooperation agreement is to be terminated, both partners must continue honour exchanges underway until the end of the university year.

  
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Dr. Jordan Kellman  
Dean of the College of Liberal Arts  
University of Louisiana at Lafayette


May 3, 2016  
date

  
\_\_\_\_\_  
Dr. E. Joseph Savoie  
President of the University of Louisiana at Lafayette

May 3, 2016  
date

  
\_\_\_\_\_  
Dr. Thierry Grass  
Head of the Faculty of Languages and Applied Human Sciences  
Université de Strasbourg

May 30, 2016  
date

  
\_\_\_\_\_  
Dr. Alain Beretz  
President  
Université de Strasbourg



July 07, 2016  
date

Par délégation du Président  
de l'Université de Strasbourg

  
Michel DENEKEN  
Premier Vice-Président