

STUDENT EXCHANGE PROTOCOL

Between: Université Laval (Québec, Canada)
École supérieure d'études internationales
Faculté des lettres et des sciences humaines

And: Instituto de Relações Internacionais da Universidade de São Paulo, IRI-USP
(São Paulo, Brazil)

The École supérieure d'études internationales and the Faculté des lettres et des sciences humaines at Université Laval and the Instituto de Relações Internacionais da Universidade de São Paulo, IRI-USP, undertake to establish, in a reciprocal manner and in the interest of both establishments, an agreement allowing full time students to take courses at the host institution while receiving a diploma from their home institution.

Université Laval students participate in this exchange program as part of the International Profile.

The parties agree on the following terms:

1. The partner institutions undertake to exchange, per academic year, a maximum of three (3) students per semester, enrolled in the Bachelors' program in International Studies and Modern Languages (Baccalauréat en études internationales et langues modernes) and Masters' program in International Studies (Maîtrise en études internationales) at Université Laval and in the Bachelor's and Master's programs in International Relations at IRI-USP.
 2. The partner institutions agree to establish an equivalency between the courses in their program and to credit the courses passed by the exchange students at the host institution.
 3. The partner institutions select their exchange students on the basis of jointly established criteria.
 4. The partner institutions jointly draw up a list of courses for the participating students from their home course directories. This list, appearing in Appendix A of this protocol, may be modified each year, if need be.
 5. The home institution sends to the host institution, based on an established schedule, a file for each of the exchange students including as a minimum the following documents:
 - An official transcript;
 - A proof of citizenship (copy of passport);
 - A list of courses jointly authorized by the partner institutions;
 - A home institution's evaluation of the student's knowledge of the host institution's teaching language.*
- * *Exchange students from IRI-USP can register for French as a foreign language courses (Français langue étrangère - FLE) at Université Laval's School of Languages either before their exchange semester (during the spring session (May-June) or the summer session (July-August)), or during the fall or the winter session. The School of Languages will only charge activity fees for FLE level courses.*
6. The host institution does not charge tuition fees for exchange students.

7. The partner institutions ensure that the students are given a proper welcome, have an academic tutor to favour their integration in their academic program and are given the necessary information to find housing.
8. Each institution has the necessary professional liability insurance to cover adequately its operations, activities and commitments associated with this protocol.
9. The partner institutions will ensure to inform their students of the content of this protocol by an adequate publicity.
10. Forms of cooperation in the exchange of Bachelor and Graduate Students:
 - a) Students shall be pre-selected by their home institution based on their academic excellence. The host institution shall be responsible for the final acceptance.
 - b) Students accepted by the host institution shall be deemed to be exchange students and shall be subject to all the rules and regulations of the host institution, and shall comply with them in the same manner as the regular students thereof;
 - c) Students participating in the exchange program shall be encouraged to acquire knowledge of the language of the country of the host institution, at a level compatible with the activities they are to carry out.
 - d) Each student shall follow academic activities jointly agreed to between the two institutions.
11. The partner institutions ensure that the exchange students make the following commitments:

BEFORE THEIR DEPARTURE

- a) To have completed the number of sessions required by their regular program;
- b) To have their chosen academic activities approved by their home program director;
- c) To be personally responsible for obtaining, in due time, the documents required by the host country;
- d) To be enrolled as a regular full-time student and have paid their tuition fees at their home institution;

DURING THEIR STAY AT THE HOST INSTITUTION

- e) To enroll for one semester, but no more than two;
- f) To be responsible for all transportation costs, living expenses, books and supplies, required insurances* (illness and hospitalization, personal property, civil liability, vehicle, etc.) during their stay at the host institution.

** Exchange students studying at Université Laval are required to join the collective health and hospitalization insurance plan offered by the institution, unless they are covered by a reciprocal agreement pertaining to health and social security and have proof of it.*
- g) To see that their official transcript is sent to their home institution and, if need be, to assume the associated costs.

12. Coordination

To ensure the technical-administrative coordination of this protocol, Université Laval hereby appoints the advisor responsible for the concerned School and Faculty at Université Laval's International Office, and IRI-USP hereby appoints the President of the Commission for National and International Cooperation.

13. Duration and Scope of the Protocol

This protocol will remain valid for a period of five (5) years upon signature by both parties. It can be amended and renewed by mutual written consent of the parties involved.

Either party may terminate this protocol by giving a 180-day prior written notice, without prejudice to the exchange programs already underway.

The present protocol comes into effect at the date of signature by both parties.

14. Settlement of Disputes

In order to settle any doubts that may arise under the performance or in the construction of this agreement, the parties shall exert their best efforts to arrive at a solution by mutual consent. In the event such consent is found to be impossible, the parties shall jointly appoint a third party natural person, to act as mediator.


And having thus agreed, the parties execute this agreement in two (2) identical counterparts in each version, in English and in Portuguese, to one and same effect.


**For Instituto de Relações Internacionais
da Universidade de São Paulo (IRI-USP)**


DocuSigned by:

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Pedro Bohomoletz de Abreu Dallari
Dean
IRI-USP

For Université Laval


Rénauld Bergeron
Vice Rector, External and International
Affairs and Health


Guillaume Pinson
Doyen
Faculté des lettres et des sciences humaines


Philippe Bourbeau
Directeur
École supérieure d'études internationales

Date : _____

Date : 22 juin 2022



APPENDIX A

LIST OF COURSES

Participating students from IRI-USP choose the number of courses required from those listed below:

UNIVERSITÉ LAVAL

Baccalauréat en études internationales et langues modernes (Bachelors' in International Studies and Modern Languages) Maîtrise en études internationales (Masters' in International Studies)
COURSE TITLE
All courses of the above-mentioned programs at Université Laval are open to IRI-USP students based on schedule availability and subject to the students being approved by the program director. The course lists are available at the following address: https://www.ulaval.ca/etudes/programmes
At UL, 3-credit courses correspond to 45 class-hours per semester. In addition, the personal workload is expected to be 6 hours per week. The total workload is 12-15 credits per semester. The majority of classes at Université Laval are worth 3 credits.

Participating students from **Université Laval** choose the number of required courses in accordance with the following procedure:

INSTITUTO DE RELAÇÕES INTERNACIONAIS DA UNIVERSIDADE DE SÃO PAULO, IRI-USP

Bachelor's and Master's programs in International Relations
All courses of the Bachelor's and Master's programs in International Relations at IRI-USP are open to Université Laval students based on schedule availability and subject to the students being approved by the program director. The course list is available at the following address: https://uspdigital.usp.br/mundus > Course Catalogue.
At IRI-USP, one 'In class' credit corresponds to 15 hours per semester, while one 'Workload' credit corresponds to 30 hours per semester. The majority of classes at IRI-USP are worth 4 credits.



Olga Hel-Bongo
Director (interim)
Baccalauréat en études internationales et
langues modernes



Serge A Kablan
Director
Maîtrise en études internationales

Data:

DocuSigned by:



Pedro Bohomoletz de Abreu Dallari
Dean
IRI-USP

Data: