**EXCHANGE AGREEMENT**

**between**

**Conestoga College Institute of Technology and Advanced Learning**

**School of Engineering & Technology**

**Kitchener, Ontario, Canada**

**and**

**Technical University of Liberec**

**Faculty of Mechanical Engineering**

**Liberec, Czech Republic**

**Objective**

In order to facilitate cooperative agreements, Conestoga College Institute of Technology and Advanced Learning (hereinafter “Conestoga”) and Technical University of Liberec (hereinafter “TUL”) agree to establish this agreement as a framework for cooperation between the two (2) institutions in the following areas:

1. Exchange of students to provide students with the opportunity to attend and experience another institution for academic, creative, and cultural development
2. Exchange of faculty members for the:
	1. Sharing of academic information
	2. Enhancement of teaching and learning
	3. Development of specific cooperative projects and/or programs

**Definitions**

As used herein the terms “host institute” and “home institute” shall have the following meanings:

1. host institute – the school accepting the students or faculty members
2. home institute – the school providing the students or faculty members

**Terms**

Collaborative academic agreements may only be undertaken after a Memorandum of Understanding (MOU) has been mutually discussed and signed-off by official representatives of both institutions. Student/Faculty Exchanges will be subject to the terms of the MOU and will be attached to the MOU, as an Appendix, upon sign-off.

**SECTION I Exchange of Students**

1. Exchange students shall be admitted for a period of one (1) semester, to be agreed upon by the institutions, and will be considered as “non-degree seeking students” at the host institution.
2. Each academic year the institutions will agree on the number of students they wish to exchange. Three (3) students per institution will be the maximum unless otherwise agreed upon by the two institutions. It is the responsibility of each institution to ensure that the goal of having a balance in the exchange over a three-year period is met. In the case where the number of students exchanged does not balance, there will be no financial reimbursement.
3. The two institutions agree in principle to encourage and facilitate student exchange opportunities related to specific education programs as offered by both institutions. Each exchange agreement shall be agreed upon by both parties in relation to specific academic programs. This agreement shall encompass the following programs/schools:

**Conestoga:**

**School of Engineering & Technology**

* Bachelor of Engineering - Mechanical Systems Engineering
	+ Code 1066C

One (1) semester

**Technical University of Liberec:**

**Faculty of Mechanical Engineering**

* Bachelor´s degree study program – Mechanical Engineering
	+ Code: B0715A270009

One (1) semester

**Admission Requirements**

* Conestoga and TUL will be responsible for selecting students to participate in the exchange program according to their respective criteria.

**Admission Procedures**

* Applicants may be required to complete a supplementary information sheet and attend an interview.
1. The students are bound by the general conditions for registration in their home institution and will have their tuition fees waived at the host institution.
2. Students are responsible for their own travel costs to and from the host institution and for all living expenses. Students will receive the same treatment and be subject to the same policies, rights and responsibilities as the students of the host institution.
3. Exchange students may take courses for credit. The host institution shall issue a transcript and grades for exchange students under the same rules and regulations and timelines as for its own students. In addition, exchange students must satisfy the following criteria:
	1. have completed at least one (1) year of degree program study prior to participation in the exchange
	2. have high scholarly standing (top 50% of the class or minimum B average)
	3. have a level of competency in the host language as agreed upon by the two institutions
	4. to demonstrate proficiency in English commensurate to the level of study, TUL students must write a one-page rationale outlining their goals during the exchange period with Conestoga
	5. TUL Students must provide a letter of reference from an instructor, verifying their level of competency in English, commensurate to the level of study
	6. must not be an exchange student from a third institution
4. Exchange students will be recommended by the sending institution six (6) months in advance of the exchange semester start. (Should a visa be required and depending on the length of time required for application and approval, this period of time may vary.)
5. The recommended students must be free of any disciplinary actions by the home institution, be students in good standing.

**Diploma/Certificate**

6.0 IELTS Academic (with no band less than 5.5)
80 TOEFL (Effective January 2024, no individual skill less than 20.)

**Degree**

6.5 IELTS Academic (with no band less than 6.0)
88 TOEFL (Effective January 2024, no individual skill less than 22.)

**Graduate Certificate**
6.5 IELTS Academic (with no band less than 6.0)
88 TOEFL (Effective January 2024, no individual skill less than 22.)

Please refer to the Conestoga International Office website for additional details: <https://www.conestogac.on.ca/international/apply-to-conestoga/admission-requirements>

Conestoga offers a language program for students whose English language skills are below the recommended standard. An exchange student will be ready for admission to the degree program after completion of level 4 of the General Arts and Science - English Language Studies (ELS) program with an overall grade average of 80% and no grade less than 75%. Placement in the ELS program is determined by scores on an in-house English language test or TOEFL or IELTS.

Note:

1. While recommended English language proficiency test scores (Section I 8) have not been removed from this current agreement, an exception is granted in this specific case to suit the requirements for TUL. Historically, TUL exchange students have had a good academic performance at Conestoga. It is also recognized that is very difficult for Czech students to pass IELTS/TOFL requirements in Czech Republic prior to coming to Canada as the credential requires a large time and financial commitment from the students and will deter their participation in the exchange. TUL is responsible for English proficiency and selected Czech students must have an acceptable level of proficiency in English (Section I 6. c).

While at the host institution, exchange students will take courses with the approval of their home institution’s academic advisors. A learning agreement will be drawn up, containing the details of the student’s study program at the host university. The learning agreement is drawn up and signed by the three parties involved (student, home institution, host institution) before the start of the exchange period.

1. While at the host institution, exchange students shall follow the established rules and procedures set forth by the host institution.
2. All exchange students are required to purchase the Conestoga Students Inc. (CSI) Health Plan and Travel Insurance Plan for the duration of time they are registered as a Conestoga student.
3. The host institution will assist the exchange students in the organization of their study-residence, particularly as regards registration formalities and course coordination and help with finding accommodation. If possible, accommodations will be arranged in Student Residence. Appropriate deadlines must be respected.
4. Upon completion of their exchange period at the host institution, the host institution will provide the appropriate authorities of the home institution with transcripts of the academic results of the exchange students. It is the liberty of each home institution to credit the students with academic points in accordance with regulation terms.

**SECTION II Co-operative Education**

1. Co-op opportunities, work placements, internships and any other custom-made job activities are not included in this agreement. Any such opportunities or activities must be discussed with the Co-op and International Offices at both the sending and receiving institutions, and must be clearly articulated in a separate Schedule, signed off by the respective stakeholders at both institutions and attached to this agreement.

**SECTION III Exchange of Faculty Members**

1. Travel expenses and living costs of faculty members are not compensated by the host institution.
2. The host institution shall provide office space and give access to its libraries and other facilities to exchange faculty members.
3. Faculty/scholar exchanges will normally be for a period of one (1) semester; shorter stays are possible, subject to mutual agreement. Normally only one faculty member per academic year shall be eligible from each institution.
4. Faculty members are responsible for discussing any exchange with their program Chair and receiving the necessary internal approval from the institution. Faculty/scholar exchanges remain subject to approval of both the host and the home institution.
5. For each faculty member/scholar, compensation remains with the home institution during the exchange. Remuneration for special projects is subject to special negotiation between the institutions.
6. Visiting faculty members/scholars must carry medical health insurance in accordance with the rules and regulations of the host institution and/or the host government.
7. Teaching course loads and working hours and conditions will normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
8. The agreement between the institutions may be applied to any appropriate academic field at either institution, subject to the prior approval of the administration of the host institution.

**SECTION IV Language of Execution**

Should this agreement be executed in more than one language, in the event of inconsistency in meaning or interpretation of terms, the English version shall control. All notices, communications and proceedings under this agreement will be conducted in English.

Translated copies of this agreement should have a Certificate of Verification attached, signed by a qualified translator at TUL or from an external translation service.

**SECTION V Clarifications**

Two copies of the student/faculty exchange agreement are to be signed-off by the official representatives of both institutions; each institution will retain one fully signed copy.

This agreement shall not impose any financial obligations on either institution.

Items not covered by this agreement may be determined and negotiated separately by both institutions without abrogating this agreement. This agreement may be amended with the consent of both parties.

Both parties will appoint staff as responsible coordinators of the actions under this agreement.

**SECTION VI Coordinators of the Specific Student/Faculty Exchange Agreements**

The individuals below are responsible for the development and coordination of the specific student/faculty exchange agreements and all notices or communications should be directed to them.

**For Conestoga For TUL**

Name: xxxxxxx Name: xxxxxxx

Title: xxxxxxx Title: xxxxxxx

xxxxxxx xxxxxxx

Email: xxxxxxx Email: xxxxxxx

**SECTION VII Agreement/Modification**

This agreement does not prevent additional exchange agreements between both institutions. Should another Faculty/School wish to participate in a similar agreement, specific exchange documents will be drawn up by program and added to this agreement as an addendum.

The current Student/Faculty Exchange Agreement may be amended only in writing with sign-off by both institutions. As the Student/Faculty Exchange Agreement is an appendix to the original MOU, the MOU should be reviewed and updated as necessary.

**Expiration**

This Student/Faculty Exchange Agreement is effective upon signature of all parties and expires five (5) years after such date.

The participating institutions will ensure that all in-progress exchange activities will have the opportunity to be completed within a reasonable time frame; however, no new exchanges will be undertaken after the expiration date.

The agreement will be reviewed in its final year by representatives from both institutions and may be extended by mutual written approval of both institutions.

Termination of the agreement, with or without statement of the reasons for termination may be made in writing at any time and shall incorporate a six (6) month notice. If either party terminates this agreement, exchange students or faculty will be allowed the opportunity to complete their current exchange experience.

**SIGNED:**

**For Conestoga College Institute of Technology and For Technical University of Liberec,**

**Advanced Learning Faculty of Mechanical Engineering**

Name: Barbara Kelly Name: Jaromír Moravec\_\_\_\_\_\_\_\_\_

Title: Senior Vice President, Academic, Student Affairs, Title: Dean, Faculty of Mechanical

Human Resources, Research & IT\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Engineering\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: November 8, 2023 Date: November 9, 2023\_\_\_\_\_\_\_\_