

# STUDENT EXCHANGE AGREEMENT



between

**BROCK UNIVERSITY**  
St. Catharines, Ontario, Canada



and

**MASARYKOVA UNIVERZITA**  
Brno, Czech Republic

Brock University and Masarykova univerzita (hereinafter referred to as Masaryk University), recognizing the educational and cultural exchanges which can be achieved between our two institutions, enter into this Student Exchange Agreement to facilitate the exchange of students and scholars.

## 1. Definitions

- I. For the purposes of this agreement, “home” institution shall mean the institution in which a student is formally enrolled as a degree candidate; “host” institution shall mean the institution which has agreed to accept the student from the home institution for a period of study on a non-degree basis.
- II. Semester or academic year shall normally refer to the period relevant to the host institution.

## 2. Purpose of the Student Exchange Agreement

- I. The general purpose of this Student Exchange Agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.
- II. The purpose of the exchanges between faculty members is to promote collaborative research, other education developments, and to further mutual understanding.
- III. The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied toward their degree at their home institution.

## 3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all those measures seen as reasonable to give maximum effects to this exchange program.

- I. Each institution agrees to accept and enrol exchange students as full-time students for the duration of their exchange. Selection of the students will be done by the home university.
- II. Exchange students will be exempt from the host institution’s tuition fees. This Student Exchange Agreement is based on reciprocity. Each student will register and pay tuition

fees at his/her home institution. However, other fees, such as ancillary or student services fees are to be paid by the student.

- III. Each institution shall assist the student in obtaining a visa and/or residence permit. Students are required to follow instructions/directives given by the host institution.
- IV. Each exchange student will be provided with the same academic resources, support services, and access to courses (providing the students meet the prerequisites and subject to course availability) that are available to all students of the host institution.
- V. It is the responsibility of each exchange student to obtain official approval from his/her home institution for subjects taken at the host institution.
- VI. It is the responsibility of each exchange student to ensure that he/she obtains a copy of his/her official transcript covering the subjects taken during the period of exchange. In addition, each host institution will forward a copy of the official transcript to the program administrator at the home institution.

#### **4. Numbers of Participants**

Every effort will be made to maintain an evenly balanced exchange over the term of this Student Exchange Agreement. It is recognized, however, that circumstances may occasionally preclude an even exchange of students in a particular year; imbalances may, therefore, be carried forward from one year to the next with the provision that every attempt will be made to restore balance throughout the duration of this Student Exchange Agreement.

#### **5. Selection and Enrolment of Students**

It is expected that only highly motivated students of above-average academic quality will be selected to participate in an exchange program. The home institution will screen applications from its student body for exchange. Students are eligible to participate if they:

- I. for Brock University students: have completed at least two years of study at their home institution (one year for post-graduate students); for Masaryk University students: have completed at least one year of university study prior to participation in the exchange and are in good academic standing;
- II. are enrolled at their home and host institution for the full period of the exchange;
- III. have an enrolment proposal, approved by their host institution, and are deemed academically qualified to successfully complete the courses at the host institution (each institution will inform the relevant program administrator of subject availability, including enrolment limitations and conditions.);
- IV. have obtained agreement from their home institution that, upon successful completion of the subjects at the host institution, full credit will be granted toward the degree at their home institution;
- V. have satisfied any language proficiency requirements of the host institution;
- VI. and will meet the application deadlines for sending in completed applications for eligible candidates.

#### **6. Financial Responsibilities of Institutions**

Exchange students will be provided the following by the host institution, at no cost to the student:

- an official transcript.

## **7. Financial Responsibilities of Exchange Students**

Exchange students will be financially responsible for:

- travel to and from the host institution
- books, stationery, etc.,
- travel documentation, visas, etc.,
- accommodation and living expenses,
- other applicable campus fees (e. g. sports facilities, registration fees, etc.),
- health coverage relevant to the exchange institution and country, and
- personal travel within the host country.

## **8. Accommodation**

The host institution can secure accommodation on-campus for incoming students, provided students submit their completed housing application by the required deadline. It is recognized that on-campus accommodation may not always be possible, in which case, every effort will be made to assist students to obtain accommodation either on-campus or within a reasonable distance from the campus. Students will also be made aware that they are responsible for all costs associated with accommodation, including utility accounts and rental deposit.

## **9. Health/Medical Insurance**

Students from Masaryk University participating in the exchange will be responsible for purchasing Brock University's required health/medical insurance (University Health Insurance Plan – UHIP) for the duration of their exchange experience. Students from Brock University participating in the exchange are required to purchase a health travel insurance plan which complies with the Czech Republic visa requirements.

## **10. Liability**

Neither institution accepts any liability for accidents, injury, or death occurring to exchange students, either on-campus or off-campus during the term of the exchange, or any liability for debts or damages incurred by exchange students during the term of the exchange.

## **11. Faculty and Staff Exchanges**

The two institutions agree in principle to the possibility of exchanges by general staff (administrative and technical) and faculty members. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members concerning exchange of accommodation, vehicles, etc.

**12. Exchange Program Review**

Both institutions will be responsible for a review of the exchange program one (1) year after the program is in effect and then every five (5) years in connection with renewal of the Student Exchange Agreement. Problems should not wait for a review, but be dealt with when they arise. The review is essential in order to make appropriate and mutually agreed modifications as may be required, and to identify new opportunities for cooperation in scholarship and research.

**13. Period of Student Exchange Agreement**

This Student Exchange Agreement will come into effect from the date of signature by both parties, and will remain in force for an initial period of FIVE (5) years. The Student Exchange Agreement may be terminated by either party provided six (6) months written notice is given to the other party. In the event of termination, the participants in the program at such time and the students who have already been nominated for exchange shall be permitted to complete their activities in accordance with the terms of the Student Exchange Agreement.

**14. Signatures**

This Student Exchange Agreement constitutes the entire agreement between the parties. No amendments, consent, or waiver of terms of this Student Exchange Agreement shall bind either party unless in writing and signed by both parties.

**15.** According to the Act no. 340/2015 on the Contract Repository („Registr smluv“ in Czech), MU is obliged to publish the text of the agreement. The agreement shall be made accessible to the general public, but personal data, signatures and bank account information shall be omitted.

**Signed on behalf of  
Brock University**

XXXXXXXXXXXX

Date

17-OCT-2017

President & Vice-Chancellor

Date

Oct. 17, 2017

**Signed on behalf of  
Masaryk University**

Date

14. 11. 2017