



MEMORANDUM OF UNDERSTANDING FOR STUDENT EXCHANGE (MOU)

Between

Facultad de Contaduría y Administración of Universidad Autónoma de Yucatán

Merida, Yucatán, Mexico

and

**North Island College
Courtenay, British Columbia, Canada**

With the purpose of strengthening cooperation between the Facultad de Contaduría y Administración de la Universidad Autónoma de Yucatán and North Island College and support the internationalization of the studies taught in both institutions, they have subscribed by mutual agreement the current Memorandum of Understanding for student exchange according to the following:

C L A U S E S

1. AIM

The aim of this Memorandum of Understanding (MOU) is to promote and support student exchange between students of both institutions and to establish the terms under which exchanges will be organized.

2. PROGRAM OF STUDY

2.1 This MOU applies to the following programs:

2.1.1 For FCA-UADY – Contador Público (Public Accountancy), Mercadotecnia y Negocios Internacionales (Marketing & International Business), Administración de Tecnologías de Información (T.I. Management) and Administración (Management)

2.1.2 For NIC - University Studies: Tourism, Business and other programs upon mutual agreement.



3. TIME FRAME

3.1 This MOU's time frame will be for five years (60 months) from the date of signing by the last party, at the end of this term a renewal can be decided for an equal period of time, by written agreement of both parties and the subscription of the corresponding document.

3.2 Individual student exchanges are determined between the respective departments at each institution and in collaboration with appropriate other departments including Student Services, Students Mobility, International Education and the Institutional Mobility Program, according to each institution regulations.

4. NOMINATION AND ACCEPTANCE

4.1 Each institution carefully screens its nominees, using criteria such as language proficiency, grades, academic background, motivation, maturity and character.

4.2 The host institution may reject any nominated student.

5. NUMBER OF STUDENTS

5.1 Selected students can be part of the exchange for one term (semester). The exchange can be extended to one year upon mutual consent.

5.2 Each partner may send up to two (2) students on exchange during each calendar year. A written agreement will be needed in case NIC and UADY agree to send more students by mutual consent.

5.3 The number of students sent on exchange by each institution need not be equal in each semester, but reciprocity among exchanged students should be achieved over the course of this MOU.

6. TUITION, FEES and BOOKS

6.1 Exchange students pay tuition to their home institution, therefore exempt from the tuition and related academic fees (e.g. lab fees) of their host institution.

6.2 Exchange students are responsible for related host institution administrative fees, such as: student fees, service fees, and book costs, in the same terms as host institution students. In this matter, host institution must inform visiting students of the fees prior to their arrival.

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7. TRANSFER OF CREDITS

7.1 Both institutions will identify the primary contact within the appropriate academic department for the purpose of determining transfer credit. Once the transfer credit arrangements have finalized, the appointed contacts will exchange Learning Agreements finalizing the transfer arrangements in advance of the beginning of the student's exchange period.

7.2 The credit transfer information and Learning Agreement will be confirmed by the corresponding department at each institution prior to issuing the student's Letter of Acceptance.

7.3 For students participating in this exchange program in Canada, regular international English language requirements will be waived although students will require strong enough English skills to be able to be successful in their selected courses.

7.4 For students participating in this exchange program in Mexico, regular international Spanish language requirements will be waived although students will require strong enough Spanish skills to be able to be successful in their selected courses.

7.5 Contacts:

For Facultad de Contaduría y Administración of Universidad Autónoma de Yucatán (UADY), the position contact is:

Name: Valentín Alonso Novelo, M.C.

Title: Student Mobility Coordinator

Institution: Facultad de Contaduría y Administración, UADY

Address: Carr. Antigua a Chuburna entre 31 y 35A, C.P. 97200

Email: valentin.alonso@uady.mx

For North Island College (NIC), the position contact is:

Name: Romana Pasca

Title: Manager, Partnerships, Projects and Global Education, Office of Global Engagement

Address: 2300 Ryan Road, Courtenay, BC, V9N 8N6, CANADA

Email: Romana.Pasca@nic.bc.ca

8. SERVICES PROVIDED BY THE HOST INSTITUTION

8.1 Admitted visiting students are registered as students, with no graduation privileges, in regular courses taught at the host institution.



8.2 Exchange students at host institution will have the same prerogatives and conditions to access and use facilities and services offered to regular host institution students. All services available will be timely informed to exchange students.

8.3 The host institution will recommend visiting students places for suitable accommodation. All contracts and negotiations will be the visiting student's responsibility. The cost of accommodation, including accommodation services if required, is the responsibility of the visiting student.

8.4 The host institution provides visiting students with health insurance information. Appropriate health insurance is required for participating students during the exchange. The cost of health insurance is the responsibility of the visiting student.

8.5 The host institution ensures visiting students have access to student services including, but not limited to: advising and counseling.

8.6 The host institution's bylaws, regulations, rules and policies are in effect while the visiting student is attending the institution.

8.7 Once the Exchange period is over, host institution will issue, per student, a studies certificate or transcript, specifying the number of credits and duration of the courses taken during exchange period, as well as the obtained grades.

8.8 Host institution reserves the right to exclude any visiting student whose academic performance or behavior are considered to contravene rules of the host institution or country. Host institution will inform home institution any of the above circumstances before taking action on the exclusion. Both parties agree that there will be no replacement of students who do not finish the exchange.

9. SERVICES PROVIDED BY THE HOME INSTITUTION

9.1 Consults with the host institution to develop and confirm the program plan for the student.

9.2 Supports the student in their application, pre-departure and re-incorporation on their return. All migratory obligations in order to obtain a visa will be responsibility of the student. Both parties will provide proper assistance to students in order to obtain their visa.

9.3 Maintains contact with the student during their exchange to assist with academic and adjustment questions.



10. STUDENT RESPONSIBILITIES

- 10.1 Complete and submit the student exchange application through their institutional contact to the international office of the host institution.
- 10.2 Consult with their home and host institutional corresponding contacts to confirm their program/plan related to their studies.
- 10.3 Purchase an appropriate international coverage medical and travel assistance insurance valid during the exchange.
- 10.4 Participate in orientation and other organized sessions offered by the host institution.
- 10.5 Arrange accommodation in cooperation with the host institution.
- 10.6 Plan their own transportation.
- 10.7 Pay any administrative fees required at the host institution
- 10.8 Comply with all policies, regulations and guidelines at the host institution and commits to participate in all matters pertaining to the program of study.
- 10.9 Comply and complete all migration requirements, including, but not limited, to a visa if needed
- 10.10 All visiting students must observe the laws of the host country.

11. EMERGENCY CONTACT

Each institution will designate an emergency contact person. For this agreement they are **Gabriela Quintal Avilés**, Titular del Programa Institucional de Estudios Internacionales, for UADY and **Romana Pasca**, International Education Office of Global Engagement, for NIC.

12 INDEMNITY

Parties are released from their obligations under this agreement in the event of national emergency, war, prohibitive government regulation or any other cause beyond the control of the parties that interferes with the performance of this agreement.



13. EARLY TERMINATION



Any party may terminate this MOU at any time by giving the other institution at least six (6) months advance written notice of the interest to terminate. However, in case of early termination, both parties are compelled to finalize all activities in operation, on the original agreed terms.

14. DISPUTE RESOLUTION

Both parties agree this MOU is consequence of good will, therefore, any queries or disputes that may arise regarding its interpretation, operating terms and fulfillment will be settled by common agreement of the parties.

Once MOU has been read and signatories informed of the sections of its content and legal scope, they fully agree to sign it in two copies in Spanish and two in English, all of them equally valid in the places and dates indicated.

Signed on behalf of:

<p>FCA-UADY Mérida, Yucatán, México</p>	<p>NIC Courtenay, BC, Canada</p>
<p> C.P, Aureliano Martínez Castillo, M.F. Director</p>	<p>Lisa Domae, PhD President</p>
<p>Date: 29/Nov/2021</p>	<p>Date:  Dec 24/21</p>