

## PROTOCOL 1 – STUDENT EXCHANGE

BETWEEN

YORK UNIVERSITY, CANADA  
("York University")  
AND

ESCUELA POLITÉCNICA NACIONAL,  
ECUADOR  
("Escuela Politécnica Nacional")



### Introduction

The purpose of this protocol is to further mutual understanding between York University, Canada and **Escuela Politécnica Nacional, Ecuador**, to enhance each institution's teaching, learning, and internationalization objectives. York University and **Escuela Politécnica Nacional** agree to institute this student exchange protocol under the following terms:

#### 1. Interpretation

- 1.1 The "Exchange Period" is defined as either one or two consecutive academic terms/semesters.
- 1.2 For the purpose of accounting and maintaining reciprocity, one "Unit of Exchange" is defined as one student attending part of, or an entire term/semester (or such equivalent period).
- 1.3 The "Home Institution" is the institution in which the student is originally enrolled.
- 1.4 The "Host Institution" is the institution to which the exchange student is attached for the duration of the exchange period.

#### 2. Student Exchange

- 2.1 The Program is founded on reciprocity and balance, with the intention of achieving an equal number of Units of Exchange each way over a mutually agreed period of time.
- 2.2 Two students in attendance for one semester each will be counted as the equivalent of one student for two semesters. In both cases, one Unit of Exchange will have been achieved.
- 2.3 If an exchange student voluntarily withdraws before the end of the course or the Exchange Period, he or she will still be considered as having completed the relevant Units of Exchange for the purpose of accounting under the Program.
- 2.4 Both Institutions will review the partnership annually for any imbalances in the number of exchange students, and will adjust the number of students over the duration of this Agreement, as necessary, to maintain balance in the exchange.
- 2.5 There is no obligation on either party to nominate students for the program or to accept any students nominated.

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- 2.6 Exchange students will continue to be treated as candidates eligible for degrees in their Home Institution, and will not be considered as candidates eligible for degrees in the Host Institution.
- 2.7 Exchange students during the Exchange Periods will be subjected to the academic rules and disciplines of the Host Institution.
- 2.8 The obligations of the Parties under this Agreement are limited to exchange students only, and do not extend to their spouses and dependents if any.
- 2.9 No money or monetary consideration will be exchanged between the two Institutions in relation to the program, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the program.

### **3. Selection of Students**

- 3.1 The Home Institution will select applicants from its institution for the exchange. The Host Institution will reserve the right to make final judgment on the admissibility of each student nominated for the exchange.
- 3.2 The Home Institution will be responsible for screening and selecting students for this program, subject to acceptance by the Host Institution. Students must be proficient in the language of instruction at the Host Institution, or in the program of choice, to qualify for nomination.
- 3.3 Certain programs may be excluded from the exchange program and the Host Institution reserves the right to exclude exchange students from restricted enrollment program. For admission to program or courses other than such restricted program, exchange students will be subject to the admission requirements, scheduling and capacity constraints of the Host Institution.
- 3.4 Both undergraduate and graduate students may be considered for exchange.
- 3.5 Full time participation at these courses by the exchange students is expected. "Full time" will be in accordance with the definition stipulated by the Host Institution. Arrangements other than this may be made upon mutual written consent of the Parties.
- 3.6 The Parties will work collaboratively to facilitate the transfer of required documents for admission according to a mutually agreed upon schedule.

### **4. Student Attendance and Assessment**

- 4.1 Participating students will be provided with a list of available courses as early as possible. Primary academic counseling will be the responsibility of the Home Institution. Proposed course preferences will be sent to the designated official at the Host Institution prior to the registration/enrolment period.
- 4.2 Every effort will be made to secure a place for exchange students in the courses they indicate as their preferred courses provided the student meets all academic requirements for the courses and enrolment limitations have not been exceeded.
- 4.3 The Host Institution will assess the course work of the exchange students according to normal practices and will provide a complete record of the student's course work at the end of the academic year.
- 4.4 The Parties agree that academic work successfully completed during the exchange program will be applicable to the student's degree program, provided that the student has secured approval in advance from the applicable unit at the Home Institution.

4.5 Official transcripts for each student will be sent directly to the Home Institution at the end of each term/semester of the Exchange Period.

## **5. Fees, Finance, and Services**

5.1 All exchange students will be registered and pay tuition to their Home Institution. They will not be charged tuition fees at the Host Institution.

5.2 Course material fees, laboratory fees, and other ancillary student fees may be required to be paid by the exchange student at the Host Institution and shall be no higher than those normally paid by the students of the Host Institution.

5.3 Exchange students studying at York University are required to register and pay the applicable premium for the University Health Insurance Program (UHIP) for each academic term of study.

5.4 Travel arrangements and associated expenses are the responsibility of the exchange student.

5.5 Each exchange student is responsible for obtaining the appropriate immigration documents required for study in the country of the Host Institution. The Host Institution will provide the necessary documentation needed to apply the authorization.

5.6 Where possible, the Host Institution will provide on-campus housing accommodation and/or assistance with finding suitable housing. The exchange student will be required to pay the full cost of on-campus housing accommodation.

5.7 The exchange student will be required to pay for all expenses, including but not limited to travel, medical insurance, accommodation, food, books, and supplies. Neither Institution shall be held liable for such charges.

5.8 The full range of services normally available to students will be provided to the exchange students under this Agreement. These include, but are not limited to, academic advising, assistance with housing, counseling and disability services, and access to academic and recreational facilities.

5.9 Each Party will designate an administrative contact to work with the other in administering the Exchange Student Program.

York University  
Coordinator, Student Mobility  
[exchange@yorku.ca](mailto:exchange@yorku.ca)  
1-416-736-5177

Escuela Politécnica Nacional  
Coordinator, International Programs and Services  
[herb.terry@epn.edu.ec](mailto:herb.terry@epn.edu.ec)  
+593 2-297-6300

5.10 Where possible, the Parties will provide participating students with a pre-departure and post-arrival orientation, materials to assist with transition, and advising to support the student during their exchange.

## **6. Renewal, Termination and Amendment**

6.1 This Agreement supports the Collaborative Academic Agreement that the Parties have entered into and will be subject to the dates of enforcement and expiration as stipulated in that Agreement.


6.2 Amendments to this Agreement may be made at any time, by correspondence, and only when agreed upon by both Parties.



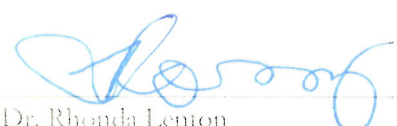


- 6.3 For conditions of the exchange not covered by this Agreement, or for problems that arise during the course of the Agreement, both parties agree to refrain from unilateral action and to consult and negotiate mutually acceptable decisions.
- 6.4 Either institution may terminate the Agreement by giving notice in writing to the other Institution of no less than six (6) months. Any student who may have commenced at either Institution before the date of termination may complete their courses of study by special agreement between the two Institutions.
- 6.5 The Institutions shall confer to review the activities and balance of the Student Exchange six (6) months prior to the expiration of this Agreement.

For York University:

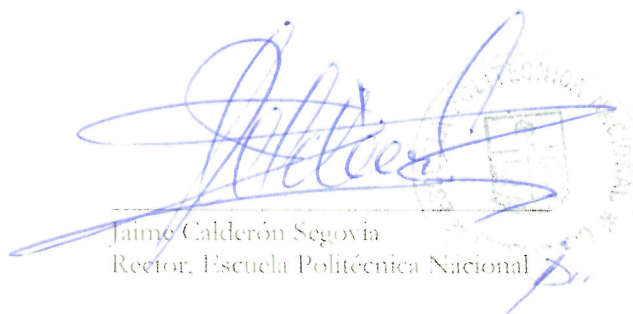
  
Dr. Mamdouh Shoukri  
President and Vice-Chancellor

Date: April 21, 2016

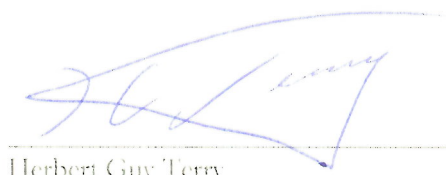
  
Dr. Rhonda Lenton  
Vice-President Academic & Provost

Date: April 21 /16

For Escuela Politécnica Nacional:

  
Jaime Calderón Segovia  
Rector, Escuela Politécnica Nacional

Date: April 29, 2016

  
Herbert Guy Terry  
Coordinator, International Programs and Services

Date: April 29, 2016