

**MEMORANDUM OF AGREEMENT
BETWEEN
NORTHWESTERN STATE UNIVERSITY AND UNIVERSITY OF ANGERS**

I. INTRODUCTION

1. This agreement is made and entered into between NORTHWESTERN STATE UNIVERSITY (NSU) located in Natchitoches, Louisiana 71457 (USA) and University of Angers located at 40 rue de Rennes, BP 73532 49035 Angers Codex 01 (France).
2. Whereas, the participating parties believe that international understanding, the educational opportunities for their students and the professional opportunities for their academic staff would be enhanced by an international academic and scientific cooperation and agreement; and
3. Whereas, the purpose of this agreement is to establish a framework within which academic and scientific cooperation may develop between the institutions.
4. This agreement shall be identified as the parent document of any specific program agreement between the parties;
5. Now, therefore, the parties agree as follows:
 - 5.1 The parties to this agreement indicate their willingness in principle to cooperate in the promotion of teaching and research activities. Under this agreement, the types of cooperation may include:
 - Reciprocal exchange of students;
 - Hosting of short-term study abroad students;
 - Reciprocal exchange of staff and faculty;
 - Joint academic programs (e.g. dual degree programs)
 - Collaborative research projects;
 - Exchange of publications, reports and other academic information;
 - Collaborative professional development; and
 - Other activities as mutually agreed.
 - 5.2 The scope of the activities under this agreement shall be determined by the funds regularly available at both institutions for the types of collaboration specified in the supplemental agreements, and by the amount of financial assistance obtained by either institution from external sources. Each institution shall be responsible for expenses incurred by its employees and/or students under this agreement, except as may be stipulated in any supplemental agreement.
 - 5.3 The persons designated to coordinate activities under this agreement are the Vice President for University Affairs at NSU and the Vice President, Office of International Relations at University of Angers.

II. STUDENT EXCHANGE PROGRAM

1. Purpose

The primary purpose of this agreement is to institute an exchange of students that will provide student participants with an opportunity to study and benefit from the academic and cultural environment of the other country.

2. Academic Coordination

The responsibilities for persons designated to coordinate student exchange activities entail the following:

- Overseeing the selection of students to participate in the exchange;
- Facilitating academic matters for the students received by the host institution;
- Providing assistance to enrolling incoming students; and
- Serving as liaison between the two institutions.

3. Numbers, Level, Selection and Balance

- 3.1 Both institutions will review the exchange program on a regular basis for any imbalances in the number of students participating and will adjust the numbers as necessary to maintain a well-balanced program.
- 3.2 The overall balance of participating students from each institution must be maintained over the period of the agreement. Both institutions, by mutual consent, will determine the number of students they may receive in any given year.
- 3.3 This exchange is for undergraduate and graduate students, and all students should demonstrate adequate academic preparation to undertake academic exchange. The full-time equivalent (FTE) calculation refers to students enrolled on the exchange for one complete academic year (one semester students being considered as $\frac{1}{2}$ FTE).
- 3.4 The home institution will nominate students for the exchange on the basis of academic merit and other criteria as may be agreed upon by both institutions. The host institution reserves the right to make final judgment on the admissibility of each student nominated for the exchange.

4. Academic Program

- 4.1 Each participating student will take courses regularly offered at the host university, with the understanding that the host institution reserves the right to exclude students from restricted enrollment programs; furthermore, each host institution may require that students meet prerequisites for any courses in which students enroll.
- 4.2 At the end of the period of study, the host institution will provide the sending institution with a transcript report of the courses and grades received by each exchange student in a timely manner.
- 4.3 Transfer of academic credit will be determined by the home institution. This exchange agreement includes graduate and/or undergraduate students who have completed at least one year of undergraduate study.
- 4.4 The host institution will immediately inform the home institution should the exchange student drop out of school or stop attending classes completely.
- 4.5 The host institution will immediately inform the home institution should the exchange student experience any medical or personal crisis.

5. Student Status and Responsibilities

- 5.1 Exchange students will register in the courses that their home institutions approve, as long as they do not pose any challenge to the norms of the receiving institution. All students must maintain full-time enrollment status.
- 5.2 Students participating in the exchange program will be subject to and must abide by all rules and regulations of the host institution and the host country.
- 5.3 Participating students shall be responsible for paying housing and food costs at their home institution and these benefits will be provided to the students at no additional charge in the host country. Each host institution agrees to arrange accommodation for incoming students. Due to a shortage of housing stock in Natchitoches, Angers students shall be accommodated in the campus housing at NSU.
- 5.4 Some classes incur extra cost for materials and/or transportation (some technology classes and some sports classes, for example); in this case, the individual student enrolled in those courses will be required to pay those additional costs.
- 5.5 The University of Angers exchange students will be required to purchase comprehensive health insurance at NSU, including medical evacuation and repatriation benefits. NSU students will purchase comprehensive health insurance before traveling to France.
- 5.6 While visits to the Student Health Center are free at NSU, if the University of Angers exchange student requires prescriptions, lab work, or X-rays, the individual student must pay for these services and file for reimbursement from their insurance (if applicable).
- 5.7 Students will be responsible for purchasing all of their books and educational supplies. Institutions agree to inform participating students of these costs in a timely manner in order to facilitate adequate financial planning.
- 5.8 Students will be responsible for covering all transportation costs to the U.S. or France.

6. Housing and Other Assistance

The respective international offices will provide exchange students with university documents required for the student to obtain a visa, as well as housing information, and on-site orientation. Each host institution agrees to arrange accommodation for incoming students.

7. Hosting of Short-Term Faculty-Led Study Abroad Students

Program package in France or U.S. for short-term faculty-led programs will include facilitating housing, transportation, cultural excursions, guest lectures, classrooms, on-site facilitators, local arrangements, meetings to relevant organizations and individuals, student forums, orientation and advice on health and safety precautions, and general on-site orientation. The cost incurred will be a responsibility of the initiating institution.

III. FACULTY/STAFF EXCHANGE PROGRAM

1. Whenever possible, both NSU and the University of Angers agree to engage their respective faculty/staff in short-term exchanges aimed at disseminating knowledge between both universities.
2. Financial resources for the implementation of the faculty/staff exchange activities are dependant upon budgetary availability. Neither party is obligated to expend any resources in connection with this faculty/staff exchange.
3. The specific nature of the exchanges may vary; however, unless otherwise noted, the following arrangement will be made:
 - 3.1 The host institution agrees to arrange accommodations for the visiting faculty member. Financial arrangements for accommodation will be made on a case-by-case basis.
 - 3.2 While participating in the exchange program, the visiting faculty will continue to receive salary and benefits from the home university.
 - 3.3 This agreement shall not be construed to create a relationship of partners, employees, servants or agents as between the parties. The parties to this agreement are acting as independent contractors. With respect to employee compensation for services provided in connection with this agreement, each party shall indemnify the other for their own employees' salaries, withholding taxes, workers' compensation, and other employment related obligations that may correspond.
 - 3.4 The home institution or the visiting faculty member will be responsible for arranging and covering the cost of air transportation to the host institution.
4. The period of the exchange visit of any faculty/staff shall not exceed one semester.
5. Exchange faculty/staff shall be subject to the host institution's rules, regulations, and policies. The host institution will orient exchange faculty/staff to pertinent rules. The home institution will withdraw the faculty/staff member from the exchange assignment upon the request of the host institution.
6. The host institution will provide information and assistance required to find adequate living accommodation for visiting faculty/staff and to obtain a visa, work permit, or other documents necessary to enter and stay in the host country. However, the responsibility for making the appropriate arrangements and meeting the legal requirements to enter, live and work in the host country is the responsibility of the visiting faculty/staff. The home institution shall communicate this responsibility to the exchange faculty/staff.

IV. GENERAL PROVISIONS

1. **SACSCOC Compliance:** All activities under this agreement shall adhere to the U.S. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Policy Statement on Joint Curricular Ventures Involving the Award of Credit by Member Institutions: Policy and Guidelines. This applies to NORTHWESTERN STATE UNIVERSITY.
2. **Use of Institutions' Name:** Neither party shall use the other institution's name, or any name or trademark in any form, including advertising, promotion or sales literature without first obtaining the written consent of the other institution.
3. **Amendment, Term, Termination, and Renewal**
 - 3.1 This agreement shall become effective on the date of its signing by both parties, continue thereafter for five years subject to revision or modification by mutual written agreement and shall terminate

automatically at the end of such period unless 90 days prior to termination, the parties provide written notice to each other of their intention to renew the agreement for an additional two-year term. Either party may terminate this agreement at any time, without penalty subject to the following notice provision. Termination by one party shall be effected by giving the other institution at least 90 days advance written notice of its intention to terminate, but any students who have commenced at either university at the date of termination may complete their courses of study. Termination shall be without penalty. Any amendment to this agreement shall be made with acknowledgement in writing from both institutions.

3.2 This agreement is signed in good faith and in accordance with the administrative rules and procedures governing each party. Therefore by virtue of this good faith, any conflict that may arise with respect to its interpretation, formalization, and fulfilment will be resolved by agreement between the two parties.

University of Angers and NORTHWESTERN STATE UNIVERSITY have agreed to and have executed this agreement by their authorized representatives

University of Angers

Jean-Paul Saint-Andre
President

NORTHWESTERN STATE UNIVERSITY

James Henderson
President

Date

8.27.2015

Date

5/19/15



**COOPERATION AGREEMENT APPENDIX
2015-2020**

Within the cooperation agreement signed on July 08th, 2015

BETWEEN:

L'Université d'Angers
40 Rue de Rennes, BP 73532, 49035 Angers, FRANCE

AND:

Northwestern State University of Louisiana
Natchitoches, 71457 Louisiana, USA

Article 5.3

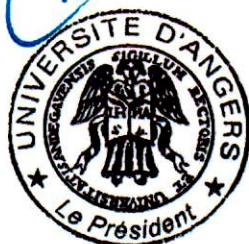
We shall read:

« Participating students shall be responsible for paying housing and food costs during their stay at the host institution. The host institution shall provide assistance to participating students to enable them to find appropriate housing»

DONE IN TWO ORIGINALS

Angers, November 06th, 2015

Université d'Angers
Jean-Paul SAINT-ANDRÉ
President



Northwestern State University of Louisiana
James HENDERSON
President