

# Memorial University of Newfoundland

## Faculty of Business Administration

### International Exchange Program: Student Agreement 2019-2020 Academic Year

This document is designed to outline the respective responsibilities of Faculty of Business Administration exchange program participants and the International Programs Office (IPO), Faculty of Business Administration, Memorial University.

#### STUDENTS' RESPONSIBILITIES

All students must pay a \$250 exchange program deposit. This deposit will be reimbursed upon the completion of a student's exchange obligations. Exchange obligations include:

- attending meetings prior to departing for your host country
- participating in the exchange semester
- completing a debrief meeting, report and presentation upon return to Memorial University
- following academic advice from IPO on exchange course selections
- having satisfactory academic performance while abroad
- demonstrating appropriate non-academic conduct while abroad
- being an appropriate ambassador for Memorial University and the Faculty of Business Administration

Failure to meet these exchange obligations impose direct and indirect costs on the IPO. Therefore, failure to satisfy the outlined exchange obligations will result in forfeiture of the exchange program deposit. Students who satisfactorily complete their obligations will normally have their deposits reimbursed soon after Memorial has received students' official transcripts from the host institution.

Students are responsible for completing the - **pre-departure acknowledgement checklist and attending the pre-departure session** prior to departure for their host country.

Students are responsible for notifying the IPO of **any change in their personal information** with regard to mailing address, telephone number and email. It is essential that this be done as soon as possible to avoid delays in the exchange of information and in order to meet necessary deadlines. The IPO is not responsible for any delays due to incorrect or out-of-date information provided by the students.

It is the students' responsibility to ensure that all **deadlines** at the partner institution are met. This includes, but is not restricted to, registration for courses and application for accommodation.

All students are responsible for obtaining the necessary documents for their exchange, including passport and visa/study permit (if applicable).

All students must determine their course load and choices in consultation with their appropriate academic advisor (e.g. Academic Advisor & Exchange Coordinator (Undergraduate)), Associate Dean (Course-Based Masters) (MBA program). Questions concerning course credit and all other **academic matters** should be directed to the appropriate academic advisor of the student's program.

Students must **register** for the fall/winter/summer semester (whichever one applies) at Memorial and **pay tuition** within the usual deadlines set out by the university. Instead of registering for a regular course load, students must register for their appropriate section for their exchange semester. This will charge the student for the appropriate amount of tuition for the total credits they will be taking while abroad. Registration sections will be listed under BUSI 7999 for undergraduates and BUSI 8999 for graduates.

Students will also be required to register for the specific courses they will be taking at their host institution following the registration instructions given by their host institution.

It is the students' responsibility to ensure that they have adequate **international health insurance coverage** while they are studying abroad.

Students must notify MUNSU or the GSU of their plans concerning **health insurance**. Students who wish to opt out their health insurance plan, must inform the MUNSU/GSU office prior to the specified opt-out date; otherwise, they will be charged for coverage. If students wish to take advantage of MUNSU's or the GSU's health insurance plan while they are on exchange, they must go to the MUNSU/GSU office to determine what sort of international insurance coverage they provide and how to obtain it.

Students who have MCP coverage must also fill out the **MCP out-of-province form**. Students who are not from Newfoundland and/or are not covered by MCP, need to check with their own provincial or national medical plan provider to determine whether a similar process needs to be followed.

It is the **sole responsibility** of the student to arrange **student aid**. As the student aid office is run by the provincial government (not the university), the IPO can in no way influence their decision to grant a loan, to set the amount of the loan, or to have loans released prior to departure.

Students are required to attend all mandatory scheduled meetings, including a pre-departure meeting, unless there is an approved reason for absence (e.g. out of province for a work term).

All other meetings will be scheduled with groups of students according to the country in which they will be studying.

Students are required to keep in contact with the IPO throughout the pre-exchange period and to notify the IPO of their departure date, the receipt of their visa/study permit (if applicable), the confirmation of their accommodation, their course selection and any other information relevant to the exchange.

Students are required to notify the IPO within **one week** of arrival of their new mailing address, telephone number, fax number, email address, and any other contact information that may be applicable to ensure ease of communication. It is also the students' responsibility to provide this information to parents or guardians.

All students are required to register with the Canadian Embassy's **Registration of Canadians Abroad (ROCA)** database, updating it with their address in their host country and any relevant travel plans.

Normally, within a month of returning from the exchange, students will participate in the exchange debriefing process. The debriefing process includes the completion of debrief forms, outlining important information regarding the exchange, and participation in a debrief session, where students will deliver a presentation to peers detailing their exchange experience. Information collected during the debriefing process will be used to better inform future exchange students of each exchange destination. Debriefings must be completed within one academic term following the completion of students' exchange program.

(unless otherwise agreed upon by the IPO). Failure to meet this requirement will result in the student forfeiting their deposit.

### THE IPO'S RESPONSIBILITIES

The IPO is responsible for the **dissemination of information** to partner schools, students and the various departments on campus. This includes, but is not restricted to, providing appropriate nomination information to partner institutions; notifying the appropriate offices (e.g. Cashier's Office, the Co-operative Education Office, The Works) of the student selection; forwarding all information packages from partner schools to students; providing pre-departure information to students; and responding to students' questions before, during and after the exchange process. Every effort will be made to respond to all situations in a timely manner.

Wherever possible, the IPO will provide students with current contact names, email addresses, telephone numbers and mailing addresses of the exchange coordinators at their respective exchange institution, the passport office, embassies/consulates (for visa/study permit purposes), various departments on campus and other necessary contacts.

The IPO will liaise with partner institutions whenever **additional information** is required for the accurate evaluation of courses.

The IPO will provide information regarding **exchange section registration** close to the registration period.

The IPO will provide each student with a **letter confirming their participation** in the exchange program, noting the costs for which students are responsible and the higher costs associated with living overseas. The student may attach this letter to their application for student aid. A proof of acceptance letter will also be provided for students' MCP out-of-province coverage form.

**I have read and understand the above points. I acknowledge and accept the responsibilities outlined above.**

---

Student Signature

---

Date

---

Student Name (Please Print)

---

Student Number