FRAMEWORK AGREEMENT ON COLLABORATION

(the "Agreement")

Between

The Université de Montréal,
A duly constituted corporation,
Located at 2900 Édouard-Montpetit Blvd., Montréal, Québec, Canada, H3T 1J4,
Represented by the Vice Rector of International Affairs and Francophonie, Guy Lefebvre, by the Dean of the Faculty of Medicine, Hélène Boisjoly, and by the Director of the School of Rehabilitation, Louise Demers,

Hereinafter referred to as the "UNIVERSITÉ DE MONTRÉAL,"
and

UNIVERSITY OF A CORUNA,
A public educational institution,
Located at A Coruna, Spain,
Represented by the Rector, Julio Aibaide Alonso

Hereinafter referred to as "University of A Coruna,"

Individually or jointly referred to as the "PARTY" or the "PARTIES."

PREAMBLE

WHEREAS the Parties share common interests and objectives in the academic and cultural fields;

WHEREAS the Parties are academic institutions whose mission, mandate and objectives require establishing channels of communication for the purpose of exchanging scientific and cultural knowledge;

THE PARTIES HAVE DECIDED TO ESTABLISH FORMAL TIES, FOUNDED ON THE FOLLOWING CLAUSES, AND AGREE AS FOLLOWS:

Article 1

The purpose of the Agreement is to establish a partnership between the Université de Montréal and University of A Coruna for the purpose of receiving, by the Université de Montréal Faculty of Medicine and by the University of A
Coruna Faculty of Health Sciences, students, from each institution, for clinical clerkship rotations, specifically in occupational therapy.

Article 2

University of A Coruna agrees to receive 1 student registered in the occupational therapy program of the Université de Montréal for clinical clerkship rotations, during the periods specified in section 2 of Appendix A.

Article 3

The Université de Montréal agrees to receive 1 student registered in the occupational therapy program of University of A Coruna Faculty of Health Science for clinical clerkship rotations, during the periods specified in section 1 of Appendix A. These students will do their rotations within the clinical services of institutions in the health and social services networks of Québec that are affiliated with the Université de Montréal.

Article 4

The clinical clerkship rotations for the students from one Party ("Home institution") will be organized and coordinated at the international level by officials of the Party that receives the students ("Host Institution").

Article 5

The Parties will come to a mutual agreement concerning the equivalence between the rotations in their respective programs and concerning the grading by the Host institution of the rotations successfully completed by the students from the Home Institution.

Article 6

Each party will select, from among its students, those who will be authorized to do a rotation with the other Party based on its own selection criteria.

Article 7

Each Home Institution will forward to the Host Institution, on the agreed upon dates, a file for each of its students selected for a rotation, which will include the documents listed in Appendix A.

Article 8

The Host Institution will not charge tuition fees to the students of the other Party, who undertake to pay their tuition fees to their Home Institution.

Article 9

The Host Institution will ensure that the students it receives for clerkship rotations will be warmly welcomed, will designate a clinical training coordinator to ensure their integration into the clinical clerkship, and will provide them with the information necessary to facilitate their search for housing.

Article 10

Each Party will make sure that students will obtain the civil and professional liability insurance required to adequately cover its operations, activities and undertakings associated with this Agreement. The students from the Université de Montréal, will thus remain covered by their Host Institution during their clerkships. The students from University of A Coruna will remain covered by the insurance company hired by the student during their clerkships.
Article 3.1

Each party undertakes to inform its students of the content of the Agreement by appropriate information channels.

Article 3.2

This Agreement shall come into effect, for a period of five years, on the date determined at the time it is signed by the Parties. At the end of this period, the Agreement will be automatically renewed for the same period. However, each Party may propose to the other, with six months' written notice, to amend or terminate the Agreement.

UNIVERSITÉ DE MONTRÉAL

Guy Cloutier
Vice rector of International Affairs and Francophone

Date

Hélène Boisjoly
Dean
Faculty of Medicine

May 17, 2017

Date

Loco. Demers
Director
School of Rehabilitation

Date May 21, 2017

UNIVERSITY OF CORUNA

Julio Abalde Alonso
Rector

Date

Adriana Ávila Álvarez
Dean
Faculty of Health Sciences

July 21, 2017

Date

Inês Viana Mendes
Faculty of Health Sciences International affairs responsible

Date July 21st, 2017
APPENDIX A
Section 1

PROTOCOL GOVERNING THE EXCHANGE OF STUDENTS ON CLERKSHIP
ROTATION AT THE UNIVERSITÉ DE MONTRÉAL

FACULTY OF MEDICINE – SCHOOL OF REHABILITATION

Type of exchange

The clerkships offered by Université de Montréal in the scope of the Agreement are clinical clerkship rotations.

Clerkship rotation schedules and periods

Clerkship rotation period: Fall and winter semesters

Duration: 9 weeks maximum

The rotation includes at least 20 full days per one-month clerkship period. One rotation day consists of at least seven hours. Students must be fully engaged in their clerkship and no absence is allowed, barring certain exceptions.

Documents to accompany application

• The student’s contact information (postal address, telephone no., email address)
• The name of an emergency contact
• A summary of previous clerkship rotation experiences
• Proof of civil and professional liability insurance
• Completed vaccination form (model provided by UdeM)

Submission of files

The person responsible for the international clerkship rotation of the Home Institution is asked to send the files to the Université de Montréal at least five or six months before the start of the clerkship. After review of the file, a confirmation of acceptance will be sent to the student for the next step in the process.

Electronic files are accepted. No direct request from the student will be accepted. The request must come from those responsible at the Home Institution.

After the file has been accepted and the clinical setting designated, the Host Institution will seek permission from the Ordre des ergothérapeutes du Québec for the student to take part in the clerkship, and, in the affirmative, will receive an acceptance letter from it; these documents will be sent to the student to complete the migration process.

The Host Institution will ensure communications between the Home Institution and the clerkship setting with respect to signing the clerkship agreement.

As the case may be, the Home Institution is responsible for sending to the clerkship setting all accompanying documents (e.g., course curriculum, clerkship rotation objectives, evaluation grid).

The Home Institution must ensure that each of its students, before their departure for the clerkship rotation in Québec, has
a) successfully completed the activities required by their study program;
b) obtained and sent the documents required by the Host Institution's country within the applicable deadlines;
c) registered as a regular full-time student and paid the tuition fees required by their Home Institution;
d) completed the UdeM vaccination form and sent it to the occupational therapy program, care of Ms. Sylvie Scurti, clinical fieldwork coordinator (sylvie.scurti@umontreal.ca).

The Home Institution must inform its students in writing that, during the clerkship rotation, they have the obligation to

a) comply with the regulations of the Host Institution;
b) ensure their own transportation, living, educational material, and insurance (health and hospitalization, personal property, automobile, etc.) expenses;
c) take out civil and professional liability insurance before their departure, if they are not already covered by their institution.

Migration Process

Clerkships completed in Canada by foreigners are strictly regulated by authorities. Therefore, students must be aware of the immigration-related legal procedures for clinical clerkships in Québec. Students are personally responsible for ensuring that they obtain the documents (visas and residence or work permits, as required) requested by the authorities, within the applicable deadlines.

Insurance

Students are strongly encouraged to purchase health/repatriation insurance, in addition to the civil and professional responsibility insurance provided by their Home Institution.

Housing in Montréal

Finding housing and paying the associated expenses are the sole responsibility of the student.

If the student wishes to live in university residence, he/she must submit a request with the Service des résidences de l'Université de Montréal, as soon as possible, because space is limited.

It is also possible to rent a room in an apartment shared with other students or in a private home. Several Internet sites post ads for rental units or for roommates, such as Kijiji. The person responsible for the international clerkship rotations may also be able to provide a list of rooms and apartments to rent.

Other resources:

- MILEENIUM (Maison d'Information et de Liaison pour Étudiants en Ergothérapie au National et à l'International de l'Université de Montréal): www.mileeniumumontreal.org
- Bureau des étudiants internationaux de l'Université de Montréal: http://www.bei.umontreal.ca/

For information

Sylvie Scurti
Clinical fieldwork coordinator
sylvie.scurti@umontreal.ca
514-343-6656
APPENDIX A

Section 2

STUDENT EXCHANGE PROTOCOL

CLERKSHIP AT University of A Coruna

Type of exchange

The clerkships offered by University of A Coruna Faculty of Health Sciences in the scope of the Agreement are clinical clerkship rotations.

Clerkship rotation schedules and periods

Clerkship rotation period: 25th September-5th December

Duration: Number of weeks will be negotiated and adapted to the specific needs of UNIVERSITÉ DE MONTRÉAL.

The rotation includes at least 20 full days per one-month period. A rotation day consists of seven hours. Students must be fully engaged in their clerkship and no absence is allowed, barring certain exceptions.

Documents to accompany application

- Training agreement
- Transcript of records
- Proof of insurance valid in Spain
- Language Certificate (B1 Spanish)

Submission of files

To facilitate the process, the Faculty of Medicine of the Université de Montréal will send the files of students selected from 6 to 3 months before the start of the clerkship. After a review the files, University of A Coruna Faculty of Health Sciences will confirm acceptance of the student(s) and will contact Ms. Sylvie Scurti, clinical fieldwork coordinator. The applicants’ files will be submitted for approval electronically.

The Home Institution must ensure that each of its students, before their departure for the clerkship rotation in University of A Coruna has

a) successfully completed the activities required by their study program;

b) obtained and sent the documents required by the Host Institution within the applicable deadlines.

The Home Institution must inform students in writing that during the clerkship, they have the obligation to

a) comply with the regulations of the Host Institution;

b) ensure their own transportation, living, educational material, and insurance (health and hospitalization, personal property, automobile, etc.) expenses;
c) Take out civil and professional liability insurance before their departure, if they are not already covered by their institution.

Migration Process

Clerkships completed in Spain by foreigners are strictly regulated by authorities. Therefore, students must be aware of the immigration-related legal procedures for clinical clerkships in A Coruña (Spain). Students are personally responsible for ensuring that they obtain the documents (visas and residence or work permits, as required) requested by the authorities, within the applicable deadlines.

Insurance

All incoming exchange students have to hire a Health insurance coverage valid for Spain.

According to internal rules applying to all students registered at UDC, all incoming exchange students will pay an Accident Insurance fee, upon arrival at UDC. In order to be formally registered, this accident insurance will cover possible accidents during academic activities at UDC. The amount of the fee and terms of the accident insurance policy will be published in Web page http://www.udc.gal/sape/seguros/

Housing in A Coruña

UDC will guide incoming students in finding accommodation by providing the requested information.

For Information

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