MEMORANDUM OF UNDERSTANDING

BETWEEN

THE FACULTY OF MEDICINE, UNIVERSITÉ DE MONTRÉAL

AND

CHARITÉ – UNIVERSITÄTSMEDIZIN BERLIN

(Joint institution of Humboldt-Universität zu Berlin und Freie Universität Berlin)

WHEREAS the two institutions are united by a community of interests and goals in the academic and cultural fields;

WHEREAS the two institutions are precisely bound by their very essence, their purpose and their goals to establish channels of communication allowing the exchange of scientific and cultural knowledge;

The Faculty of Medicine of Université de Montréal (Canada), represented by its Dean, Dr. Hélène Boisjoly, The Charité – Universitätsmedizin Berlin, (Germany), represented by its Dean, Univ. Prof. Dr. Annette Grüters-Kieslich;

Hereby decide to establish formal ties between them based on the following provisions:

Article 1.- GOAL

Enhance the quality of each partner’s research and training activities by benefiting from their convergence of interests.

Article 2.- COMMUNICATIONS

The two parties shall exchange information and offer one another reciprocal support on academic, cultural and administrative matters through exchanges of publications and other appropriate actions.

The two parties shall consult one another whenever they deem necessary, and specifically to jointly assess the development of teaching and research actions and to draw up a record of actions already achieved or currently underway.
Article 3.- COOPERATION

This Agreement aims to further the launch of collaborative efforts in three areas:

a) The two faculties of medicine intend to develop joint research projects;
b) They also intend to exchange faculty members;
c) Lastly, they will create a student exchange clinical clerkship program.

Article 4.- JOINT RESEARCH ACTIVITIES

The parties will see to the development of joint research activities.

Article 5.- EXCHANGE OF FACULTY MEMBERS

The two parties shall promote, within the current regulatory framework:

- The exchange of personnel for periods that may range from a few days to several months;
- Mutual participation in conferences, seminars and internships organized by one of the universities.

Article 6.- TERMS OF THE STUDENT EXCHANGE PROGRAM

The two parties should promote, within the current regulatory framework:

- The exchange of 3 to 5 students each year in the medical program for periods that may range from two weeks to a maximum of 12 weeks;

All candidates admitted to either educational system with the purpose of following a duly authorized study program must comply with the following terms:

- Have completed the equivalent of at least two years of full-time study (and one year of clinical training) in the program in which the candidate is enrolled in the home institution and remain enrolled in said program during their stay in the receiving institution;
- Possess an excellent academic record;
- Meet the specific requirements of both the home and host institutions.

Candidates accepted into the exchange program:

- Remain enrolled full-time in the home university to which they pay their tuition fees. The participating institutions agree not to require the payment of tuition fees from the students they welcome;
- Are responsible for:
  - a) various costs required by the host institution (administration, student activity and health insurance fees), said costs to be made known in advance;
  - b) transportation and living expenses (housing and food) for themselves and their dependents;
- Must qualify for the financial assistance programs to which their enrolment in the home institution entitles them.
For the students, these exchanges will result in an academic transcript issued by the host institution making it possible to validate this training by the home institution.

Refer to Appendix A for further details regarding the student exchange programme.

**Article 7.- FUNDING**

The financial agreements pertaining to the execution of projects will be established through consultations between the two faculties of medicine in accordance with each cooperation program.

For the achievement of cooperation activities, the two institutions shall take appropriate steps with likely granting bodies.

Any subsidy granted for cooperation activities shall be administered by the institution which initiated the request.

**Article 8.- COORDINATION OF THE AGREEMENT**

8.1. To ensure the technical-administrative coordination of this Agreement, the Charité – Universitätsmedizin Berlin hereby appoints Ulrike Arnold, Head of Charité International Cooperation, the Faculty of medicine of the Université de Montréal hereby appoints Geneviève Bouchard, Director of the Office of the Dean, Strategic Communications and International Affairs.

8.2. It is incumbent on the Coordinators to provide solutions and to forward all academic and administrative issues that may occur during the effective term hereof, as well as to ensure supervision of the activities.

**Article 9.- MODIFICATIONS**

The present Agreement may be amended by mutual agreement at the request of one of the parties. Said amendments shall come into effect as of the date set by both institutions.
Article 10.- DURATION OF THE AGREEMENT

This Agreement shall be effective for a period of **five (5) years**, as from the date it is executed by the representatives of both Parties. Any changes herein shall be implemented in the form of an Amendment duly agreed to between the Parties.

<table>
<thead>
<tr>
<th>Montreal, (07, 12, 2014)</th>
<th>Berlin, (30, 9, 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Hélène Boisjoly</td>
<td>Univ. Prof. Dr. Annette Grüters-Kieslich.</td>
</tr>
<tr>
<td>Dean, Faculty of Medicine</td>
<td>Dean, Charité – Universitätsmedizin Berlin</td>
</tr>
<tr>
<td>Université de Montréal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Montreal, (08, 08, 2014)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Geneviève Tanguay</td>
<td></td>
</tr>
<tr>
<td>Vice Rector of Research, Creation, Innovation and International Affairs</td>
<td></td>
</tr>
<tr>
<td>Université de Montréal</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A

STUDENT EXCHANGE CLINICAL CLERKSHIP PROTOCOL

SECTION 1

TRAINEESHIP AT THE UNIVERSITÉ DE MONTRÉAL
FACULTY OF MEDICINE

Type of Exchange
The traineeships offered in the scope of this memorandum of understanding are clinical clerkships. Candidates’ educational levels must correspond to those of the host country.

Corresponding levels

6th year “Practical Year” (Charité) = Clerk 2 (UdeM)

Students must have completed 12 weeks of training at their home institution.

Clerkship Dates
- February to August
Students must arrive in Montréal a few days before the start of the clerkship to get settled, familiarize themselves with the city and meet those responsible for the international clerkship. Students must put in full days (20 full days per month of clerkship). Clerkships in Québec are full-time, seven days a week and the hours are long (up to 12 hours a day in certain specialties, and being on-call may be obligatory). Students are expected to be fully committed to their clerkships, and absences without just cause will not be tolerated.

Documents Required
- Participation form signed by the person responsible and the student;
- Official transcripts for each year of university;
- Copy of birth certificate;
- Copy of passport;
- Résumé;
- Cover letter with the list of clerkships requested. Choose six specialties, in order of priority, from the list provided by the institution (three specialties will be awarded, according to requests and spaces available);
- Medical vaccination certificate.

Sending Files
The University officials responsible for the exchange are asked to send the files to the Université de Montréal four or five months before the start of the clerkship. After the file has been analyzed, confirmation of acceptance will be sent to the student, for the next stage of the process.
Files may be sent electronically. No direct requests from students will be accepted. The requests must come from those responsible at the partner university.

Partner institutions obtain the following commitments from their students:

Before their departure:

a. they will have completed the number of sessions required by their program of study;
b. they will have personally ensured that all documents required by the host country have been obtained within the required deadlines;
c. they will have registered as full-time regular students and paid their student fees at their home university.

During their stay at the host university:

a. they will comply with the regulations of that institution;
b. they will assure their own transportation, subsistence, educational material and insurance (health and hospitalization, personal property, civil responsibility, automobile, etc.) expenses during their stay at the host establishment;
c. they will ensure that their official transcripts are sent to their home institution and, if necessary, pay any associated expenses.

Registration with the Collège des médecins du Québec

All trainees, whether from Québec or from other countries, must be registered with the Collège des médecins du Québec to be eligible for the clerkship. Students register with the Collège on its website. Following the attribution of clerkships by the Faculty of Medicine, the Collège des médecins du Québec will send an email to the students with the information required to register online. Registration with the Collège des médecins du Québec costs $105 (this amount may change), payable by credit card. Students are required to complete this procedure before their departure and to print out the confirmation letter to present to immigration authorities, if asked. If they fail to do so, they will not be able to do their clerkships and could be refused entry into Canada.

Temporary Immigration Procedures

Clerkships carried out in Canada by foreign citizens are strictly regulated by the authorities. The recommendations below must therefore be followed to the letter.

As a general rule, a work permit is obligatory to train in Canada.

However, health-care students are exempt from this obligation, if they respond to certain conditions, laid out in R186(p). The clerkship for this exchange corresponds to those conditions; students are therefore exempt. However, health-care students must obligatorily undergo Immigration Canada’s medical examination in accordance with the procedures required by Canadian authorities. The processing time is very long (2 to 3 months), so students must begin the process as soon as they receive their acceptance letter from the Faculty of Medicine. If the necessary papers are not issued in time, their clerkship could be cancelled. It is advisable to note the R186(p) number to inform the customs officer in case of problems upon arrival to Canada. Students must send the faculty their arrival dates as soon as possible so it can organize their stay.
Housing in Montréal

Housing is the responsibility of the student-visitor. It is possible to stay at the student residence, but the room must be reserved through the Service des résidences as soon as the student’s stay has been confirmed, 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 websites run ads for apartments to rent or for roommates, such as Kijiji, Les PAC and the UdeM residences site. The person responsible for the clerkship will provide students with a list of rooms and apartments to rent.

Insurance

Students are required to subscribe to health and repatriation insurance. They are covered for civil responsibility by the hospital centres where they do their clerkship.

Approximate Budget for a Student Stay in Montréal

The cost of living is an approximate estimation that might vary depending on your personal situation. As an estimate, you will need roughly $850 to $1000 a month to cover your cost of living including rent.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Estimated expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>Approximately $425 per month for a room or shared housing. Individual housing is much more expensive.</td>
</tr>
<tr>
<td>Food</td>
<td>Approximately $350 per month, if students make their own meals. If they eat at restaurants, it is much more expensive.</td>
</tr>
<tr>
<td>Public transportation</td>
<td>Monthly transit pass: $79.50, regular fare, or $47.25, reduced fare.¹</td>
</tr>
<tr>
<td>Other expenses/personal expenses/leisure</td>
<td>Depends on the individual and is not included in this calculation.</td>
</tr>
<tr>
<td>Registration with the Collège des médecins du Québec</td>
<td>$105</td>
</tr>
<tr>
<td>Registration with the Université de Montréal</td>
<td>$0, reciprocal agreement.</td>
</tr>
</tbody>
</table>

Information

Pascal Barrette
Clerkship coordinator
pascal.barrette@umontreal.ca
514 343-6111, extension 0787

¹ See the clerkship coordinator for the procedure to get the reduced fare.
APPENDIX A

STUDENT EXCHANGE CLINICAL CLERKSHIP PROTOCOL

SECTION 2

TRANEESHIP AT CHARITÉ – UNIVERSITÄTSMEDIZIN BERLIN

Type of Exchange

The traineeships offered in the scope of this memorandum of understanding are clinical clerkships. Candidates’ educational levels must correspond to those of the host country.

Corresponding levels: advanced level, clinical experiences (Clerk 2 at UdeM, corresponding to the 6th year at Charité).

Clerkship Dates

Clerkships are from 4 to 14 weeks. Dates will be confirmed on a case-by-case basis.

Students must arrive in Berlin a few days before the start of the clerkship to get settled, familiarize themselves with the city and meet those responsible for the international clerkship.

Documents Required

- Student application form signed by the person responsible and the student;
- Official transcripts for each year of university;
- Résumé;
- Cover letter containing the list of clerkships requested. The choices must be authorized by your supervisor in order to be recognized in your curriculum;
- Medical vaccination certificate.

Sending Files

To facilitate the process, the Faculty of Medicine of the Université de Montréal will send the files of the students selected, by mail or electronically, four or five months before the start of the clerkship. After analysis of the files, the School of Medicine of Charité will confirm acceptance of the student(s) and will contact the person responsible for international studies. The candidates’ files will be submitted for approval by mail or by email.

The partner institution will obtain the following commitments from their students:

Before their departure:

a. they will have completed the number of sessions required by their program of study;
b. they will have personally ensured that all documents required by the host country have been obtained within the required deadlines;
c. they will have registered as full-time regular students and paid the student fees at their home university.
During their stay at the host university:

a. they will comply with the regulations of that institution;

b. they will assure their own transportation, subsistence, educational material and insurance (health and hospitalization, personal property, civil responsibility, automobile, etc.) expenses during their stay at the host institution;

c. they will ensure that their official transcripts are sent to their home institution and, if necessary, pay any associated expenses.

Temporary Immigration Process

Please check the visa regulations of the Federal Republic of Germany. Detailed information can be obtained from the German embassy in your country or via the web at http://www.auswaertiges-amt.de/DE/Startseite_node.html.
If you need endorsing documents concerning your stay please contact us well in advance.

Housing in Berlin

Housing is the responsibility of the student-visitor. Living in Berlin is fairly inexpensive in comparison to other European capitals. But Berlin is also very popular! An early searching for an accommodation is recommended. There is a wide-ranging offer of private flats and the very popular flat sharing. Rooms and flats are offered in all price categories. The person responsible for the clerkship will provide students with a list of rooms and apartments to rent.

Insurance

All students are required to provide proof of international health insurance coverage as well as a proof that their malpractice liability insurance is in effect during their stay at Charité. If you don’t have any of these insurances please contact our office well in advance. We can help you finding an insurance for you.

Approximate Budget

The cost of living is an approximate estimation that might vary depending on your personal situation. As an estimate, you will need roughly 700 - 1000 EUR a month to cover your cost of living including rent.

<table>
<thead>
<tr>
<th>Heading</th>
<th>Estimated costs in EURO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>300 - 550</td>
</tr>
<tr>
<td>Food</td>
<td>200 - 300</td>
</tr>
<tr>
<td>Public transport</td>
<td>approx. 55 to 70 (AB/ABC)</td>
</tr>
<tr>
<td>Books and other study materials</td>
<td>50</td>
</tr>
<tr>
<td>Cultural events</td>
<td>100</td>
</tr>
<tr>
<td>Health, liability, malpractice, accident</td>
<td>approx. 40</td>
</tr>
<tr>
<td>insurance</td>
<td>(for students who are not registrated at the</td>
</tr>
<tr>
<td></td>
<td>Charité or not covered by the European</td>
</tr>
<tr>
<td></td>
<td>Health Insurance system)</td>
</tr>
</tbody>
</table>
Information:
Angelika Cernitori
international-students(at)charite.de
+49 30 450 - 576 002

Please check the “Guide for international students”, April 2014