

**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

**The Amsterdam University of Applied Sciences, Faculty of Health,**

A public educational institution,

Located at Tafelbergweg 51, 1105 BD Amsterdam, the Netherlands,

Represented by the Dean of the Faculty of Health, Wilma Scholte op Reimer

Hereinafter referred to as "AUAS-FG,"

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

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**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 Amsterdam University of Applied Sciences, Faculty of Health (AUAS-FG) for the purpose of receiving, by the Université de Montréal Faculty of Medicine and by AUAS, Faculty of Health, students, from each institution, for clinical clerkship rotations, or other academic activities in accordance with the two programs, specifically in occupational therapy.

#### **Article 2**

The number of students exchanged and the length of the internship will be in balance between the two Parties.

The Host institution gives an advice on the grading. The final grade is to be decided by the Home institution.

#### **Article 3**

AUAS, Faculty of Health agrees to receive two students registered in the occupational therapy program of the Université de Montréal for clinical clerkship rotations, during each period specified in section 2 of Appendix A.

#### **Article 4**

The Université de Montréal agrees to receive one student registered in the occupational therapy program of AUAS, Faculty of Health for clinical clerkship rotations, during each period as 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 5**

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"). At AUAS-FG the Internship Office of the Occupational Therapy programme is involved for the matching of students, supervision and for the contact with the internship site.

#### **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. Both institutions ensure that students are English fluent. AUAS students will engage in learning French language skills and UdeM students will engage in learning basic Dutch according to their placement site necessities.

#### **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 must obtain the civil and professional liability insurance required to adequately cover its operations, activities and undertakings associated with this Agreement. The students from AUAS-FG like those from the Université de Montréal, will thus remain covered by their Home Institution during their clerkships.

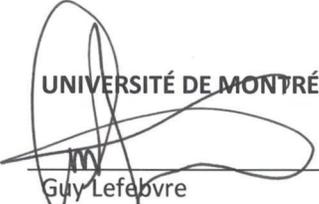
**Article 11**

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

**Article 12**

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 Lefebvre  
Vice Rector of International Affairs and  
Francophonie

Date

3<sup>me</sup> 10/17

  
Hélène Boisjoly  
Dean  
Faculty of Medicine

Date

10 Octobre 2017

  
Louise Demers  
Director  
School of Rehabilitation

Date

11 octobre 2017

Amsterdam University of Applied Sciences,  
Faculty of Health

  
Wilma Scholte op Reimer  
Dean Faculty of Health

Date

Feb 12, 2018

## APPENDIX A

### Section 1

#### PROTOCOL GOVERNING THE EXCHANGE OF STUDENTS ON CLERKSHIP

#### ROTATION AT THE UNIVERSITÉ DE MONTRÉAL

#### FACULTY OF MEDICINE – SCHOOL OF REHABILITATION

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##### **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 (from mid-October to mid-December) or winter (from January to June) semesters

Duration: 9 weeks maximum. Two consecutive internships are possible.

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
- Letter of intent
- 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 International Office of AUAS-FG 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 Host Institution 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](mailto: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 must 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.mileeniummontreal.org](http://www.mileeniummontreal.org)
- Bureau des étudiants internationaux de l'Université de Montréal: <http://www.bei.umontreal.ca/>

**For information**

Sylvie Scurti  
Clinical fieldwork coordinator  
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514-343-6656



