



## ***COOPERATION AGREEMENT***



***between***

***HANOVER COLLEGE  
(United States)***

***and the***

***UNIVERSITY FRANÇOIS-RABELAIS OF TOURS  
(France)***

### ***Student Exchanges***

In conformity with the French Code of education,

In conformity with the decree 85-1124 of 21 October 1985 concerning international cooperation in higher education public institutions dependent on the French Ministry of Education,

In conformity with the current regulations in the United States of America and in the State of Indiana,

**BETWEEN**

The University François-Rabelais of Tours (hereafter referred to as UFRT), represented by its President, Professor Philippe Vendrix, on the one hand,

**AND**

Hanover College (hereafter referred to as Hanover), represented by its President, Dr. Lake Lambert, on the other hand,

**The following has been agreed:**

## **I – Objectives**

Given the importance of international exchanges in the education of students and the common intention of developing the pedagogical relations between the University François-Rabelais of Tours and Hanover College, the two universities decide to establish a program of student exchanges, based on 1 student per year and in each direction, to enable them to follow a period of education in the host university.

In the event of an imbalance in the number of students exchanged in any given year, an effort will be made during the following year to correct the imbalance. If an imbalance remains after a two-year period, the host universities will consult with each other to achieve a mutually satisfactory solution.

The present agreement to exchange students carries no financial obligation to either of the host universities.

Under this agreement both host universities encourage faculty and staff to develop mutually beneficial exchanges of programs. This encouragement is strictly voluntary and implies no financial obligation to the host universities.

## **II – Eligibility**

A student accepted by the host university in conformity with the present agreement should fulfill the following conditions:

2.1 be a duly registered full-time student at UFRT in a Licence, Master or Engineering degree program. The student will be allowed to take courses in all Departments at Hanover. The complete course catalog is available on the following website: <https://www.hanover.edu/academics>

be a duly registered full-time Hanover College student. Students will be allowed to take courses (taught in French or English) in all the Faculties of UFRT with the exception of the Faculty of Medicine and specific programs in Engineering School Polytech. The list of courses available for exchange students can be found on the following website: <http://cces.univ-tours.fr/>

2.2 have successfully completed at least one year of studies at the home university.

2.3 have obtained overall satisfactory results.

2.4 have obtained a score of at least 79 on the TOEFL Internet Based Test (iBT) examination for UFRT students, or give proof of sufficient language proficiency, as certified by the home university;

should have a level of French equivalent to B2 in the European Common Frame of Reference for Hanover College students, meaning:

- Level 3 TCF: TCF B2 (399 points minimum)
- Level 3 TEF: TEF B2 (540 points minimum)
- or give proof of sufficient language proficiency, as certified by the home university.

Non-French speaking students who come to UFRT to follow courses in English open to overseas students should have obtained the equivalent in French proficiency of TCF A2 (200 points) or DELF A2.

Hanover College students will be able to take 6 hours a week of French language courses provided by UFRT for a small fee.

2.5 meet any special requirements set by each of the two universities for a period of study there; such special requirements shall not contravene the provisions of the agreement.

2.6 must register as a full-time course of study and maintain minimum academic standards of the host university.

### **III – Rights and Obligations of the Participants**

A candidate accepted under this agreement:

3.1 remains a registered full-time student at the home university and pays all relevant tuition fees to that institution. Exchange students accepted under this agreement are exempt from tuition fees at the Host Institution but may be required to pay certain ancillary fees as specified by each institution.

3.2 agrees to study full-time at the host university for no less than a semester and no more than one academic year, in a program of studies approved and validated by the home university.

3.3 agrees to abide by the rules and regulations of the host university and country.

3.4 agrees to pay all necessary expenses, the Personal Liability Insurance, the costs of transport, meals and personal expenses and, as need arises, the expenses of any accompanying dependents.

3.5 agrees to take out suitable medical insurance at his/her own expense. At Hanover, UFRT students are required to show proof that they have bought adequate medical insurance coverage for the duration of their stay in United States. At UFRT, Hanover College students are required to show proof that they have bought adequate medical insurance coverage for the duration of their stay in France.

## **IV - Functioning of the Program**

4.1 The Director of the Haq Center of Hanover College and the Director of the International Relations Office at the University François-Rabelais of Tours will be responsible for the smooth implementation of the agreement.

4.2 The Director of the Haq Center of Hanover College and the Director of the International Relations Office at the University François-Rabelais of Tours will be responsible for informing potential candidates of the exchange and for selecting each year their respective candidates.

4.3 The Director of the Haq Center of Hanover College and the Director of the International Relations Office at the University François-Rabelais of Tours will forward each other the files of selected candidates; for both parties, no later than March 1st for full-year applications (program starting in September/Fall semester), and no later than October 10th for Winter-Spring semester applications (program starting in January).

4.4 Each candidate's file will contain the following:

- an official transcript of the candidate's academic record.
- a letter from the candidate explaining the reasons for wanting to study at the host university, including educational objectives for the stay.
- a recommendation from the director of the candidate's department including approval of the program of studies to be undertaken.
- an attestation to the effect that the candidate has the financial resources required to obtain a student visa.
- proof of language proficiency.
- a completed host university registration form.

4.5 Students will be informed of the acceptance at the host university no later than 15th June of each year or 15th November for both institutions. They will confirm with the Director of the Haq Center of Hanover College or the Director of the International Relations Office at the University François-Rabelais of Tours their intention to accept or reject the offer.

4.6 If an accepted candidate declines the exchange, the Director of the Haq Center of Hanover College and the Director of the International Relations at the University François-Rabelais of Tours will immediately offer the place to an alternative candidate.

4.7 Each of the two universities will appoint a staff member from the students' principal academic program to act as advisor and supervisor of the student's academic program, but students are responsible for academic credit arrangements with their Home Institution.

4.8 The host university will issue the student a certificate of eligibility to enter the host country as an exchange student. It is the students' responsibility to obtain a valid

student visa, but the host universities will offer necessary and appropriate assistance to their students.

4.9 The host university will assist students to find living accommodations and to become integrated into their new social environment, but such assistance shall not include financial assistance.

4.10 Each university will provide the other with transcript records of the student's results before 30th June (or before 1st March for first semester students).

## **V – Terms of Agreement**

This agreement will come into force after approval and signature by the competent authorities. It is binding for a period of five years, beginning in the academic year 2016/2017, and will be reviewed at the end of each year by both institutions to determine the desirability of continuing the exchange and to modify it, as needed, by mutual agreement. Nevertheless, this agreement may be terminated by either party at any time with prior notice given six months before the beginning of the academic year of the other university in which the termination is to become effective.

For the University Francois-Rabelais  
of Tours

For Hanover College

**Prof. Philippe Vendrix**  
President

**Dr. Lake Lambert**  
President

Date :

Date :