



UNDERGRADUATE COLLABORATION AGREEMENT
BETWEEN LOYOLA UNIVERSITY CHICAGO AND
MAYNOOTH UNIVERSITY

In order to promote educational excellence, academic ties and international cooperation, Loyola University Chicago and Maynooth University agree to establish an academic collaboration agreement.

1) EXCHANGE PROVISIONS

- a) Loyola University Chicago (LUC) and Maynooth University (Maynooth) agree to exchange a maximum of 4 undergraduate students each year for one semester each, or 2 undergraduate students for one academic year each, or any combination thereof.
- b) The total number of students may vary from year to year with the exact number to be determined by mutual agreement of the program directors of LUC and Maynooth. A definite number shall be agreed upon by February 1st of the year in which the exchange is to take place.
- c) In the event that the number of students who qualify to participate in the exchange program is not equal, each university will endeavor to accommodate those students selected for that academic year and ensure that the number of participants is equal by the end of a five year exchange period.
- d) Either institution may send students for one full academic year rather than one semester term. If this is the case, two students for one semester shall be equivalent to one student for one full academic year.
- e) Each institution shall confirm which courses are available to incoming exchange students, reviewed on an annual basis, via its web pages or other method of delivery.
- f) Each institution will designate a member of its faculty or administrative staff as program director of the exchange program. The program director shall be responsible for soliciting and selecting candidates, advising them relative to their academic work while at the host institution, and managing pertinent records.
- g) LUC will provide on-campus housing to all student participants in this exchange program. Maynooth will provide on-campus housing to all student participants on this exchange program.

2) EDUCATIONAL REQUIREMENTS

- a) Each institution shall decide the criteria of admission and appropriate admission procedures. Student participants will have successfully completed at least one full academic year at the home institution prior to attending the host institution.
- b) LUC and Maynooth agree that the administrative and educational requirements of both universities shall be respected in that all rules, regulations, and policies will be followed, including but not limited to admissions standards, academic progress rules, and all codes of student conduct. Students will be held accountable to both the host and home university student codes of conduct while participating in the exchange.
- c) At the end of a student's stay, an official transcript from the host institution registrar's office must be requested by the student to be sent to the home institution. The transcript will show the courses taken, the number of credit hours earned, and the grades earned. Granting of credits for courses completed at the host institution shall be the sole prerogative of the home institution.



3) FINANCIAL REQUIREMENTS

- a) The student participants in this exchange program will pay the required tuition for full-time study at their home institution and no such tuition shall be charged by the host institution, provided that they do not enroll in more than the standard full-time credit load. Participants will be responsible for paying to their host institution any other fees normally charged to students attending the institution, e.g. lab fees, activity fees, etc.
- b) Maynooth students at LUC are required to live on-campus. Student participants will pay for the cost of on-campus accommodation at LUC, or on-campus accommodation at Maynooth. Student participants who remain in their accommodation during vacation periods are responsible for any additional cost incurred. Specific on-campus accommodation rates at LUC and Maynooth may vary from year to year and will be determined annually based upon availability and current housing rates.
- c) Each student will be responsible for arranging the necessary visa and the costs of accommodation, international travel, travel in the host country, books, equipment, consumables, hospitalization, health insurance, and other incidental expenses.
- d) All participants must show evidence of adequate medical and accident insurance. Maynooth students at LUC are required to purchase the University health insurance policy or provide proof of comparable coverage by the established deadline. LUC students are required to purchase overseas emergency medical insurance procured through the Office for International Programs or provide proof of comparable coverage.
- e) All student participants shall provide financial certification acceptable to the host institution as required for visa regulations. LUC and Maynooth will assist students, upon receipt of all documentation, with visa application and the measures to ensure legal status in their host country.
- f) Neither institution may incur, commit, or authorize financial expenditure on behalf of the other.
- g) Each institution will be responsible for its own costs associated with any activities relating to this agreement.

4) DIRECT ENROLLMENT OPTION – CHICAGO CENTER, MAYNOOTH DIRECT ENROLL

- a) In the event that the number of interested students of either university exceed the limits of the exchange agreement, those students may opt to apply under the STUDY ABROAD AGREEMENT (Appendix A) as visiting students at Maynooth, or as Chicago Center students at LUC. In this case, tuition fees apply.
- b) Beyond the framework of the reciprocal exchange, Maynooth students who have met the standards of admission for exchange have the option of enrolling in the LUC Chicago Center Program (CCP) on a direct enroll, fee paying basis. Student participants selecting the CCP program option will pay the standard, published CCP program fee for full-time study in the program to LUC according to LUC's established payment schedule. A schedule of inclusions, current at the time of signature, is outlined in Appendix B. Students will be responsible for any costs not included in the program fee.
- c) CCP participants must remain registered for a full time, undergraduate course load for the duration of the semester.
- d) LUC and Maynooth agree that all other administrative and educational terms outlined in this agreement apply in the same manner to CCP and Maynooth Direct Enroll program participants.



5) MODIFICATIONS


- a) LUC and Maynooth agree to the full and complete performance of the mutual covenants contained herein and that this Agreement constitutes the sole, full, and complete Agreement by and between the parties.
- b) Any amendment or modification to the present text shall be submitted for review to the competent authorities and shall not become binding unless reduced to writing and signed by both parties.
- c) Neither party to this Agreement shall have the right to assign any duty or responsibility arising hereunder without the written consent of the other party.

6) TERMS

- a) This agreement shall take effect upon final signature of the agreement by both parties and shall remain valid for a period of five years.
- b) This Agreement may be renewable on the same terms and conditions for another five (5) years. Notification must be sent to the other party six (6) months prior to the expiration of the agreement, should termination or modification be necessary, otherwise the agreement will renew under the same terms.
- c) This Agreement may be terminated earlier upon ninety (90) days' notice by either party, provided that the student participants current in the program are allowed to continue through the conclusion of the academic year then in progress under the terms conditions agreed upon prior to the termination of this Agreement.
- d) Both parties agree to keep the terms of this agreement confidential, and further agree not to disclose or make available to others, any privileged or confidential information received from the other for the duration of this agreement, without authorization of that party.

7) OFFICIAL TEXT

- a) This Agreement is written in English only with two original, signed copies.

 4/20/18

Patrick Boyle, Ph.D.
Vice Provost for Global Initiatives
Loyola University Chicago

Date

 1 Feb 2018

Philip Nolan
President
Maynooth University

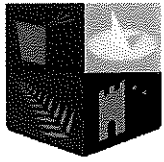
Date

**Appendix A – Maynooth University Study Abroad Agreement
Academic Year 2018-19**

FULL AGREEMENT ATTACHED

**Appendix B – Chicago Center Program Schedule of Inclusions
Academic Year 2018-19**

- 1) Tuition for full-time semester enrollment in LUC undergraduate courses;
- 2) Customized, credit-bearing integrative seminar course;
- 3) On-campus double occupancy housing;
- 4) Declining balance meal plan;
- 5) Arrival orientation in Chicago;
- 6) Two excursions per semester, including transportation, hotels (double or triple occupancy), meal, and admission fees per itinerary;
- 7) Cultural events and field trips within Chicago



**Maynooth
University**
National University
of Ireland Maynooth



Preparing people to lead extraordinary lives

STUDY ABROAD AGREEMENT between Maynooth University and Loyola University Chicago

The purpose of this Agreement is to establish the terms and conditions for students from Loyola University Chicago (hereafter referred to as LUC) participating in the Maynooth University (hereafter referred to as MU) Study Abroad Programme (hereafter referred to as SAP).

A. STUDY ABROAD PROGRAMME

1. MU will facilitate the admission of students from LUC to its SAP. Detailed information on SAP courses is available at <https://www.maynoothuniversity.ie/international/study-abroad-programme>
2. The admission decision to any particular course at any particular level is made on a case-by-case basis. Admission to any programme outside the SAP is subject to the student being satisfactorily qualified to enroll in that programme, and to the availability of resources.
3. All applicants must have successfully completed their registered modules without any outstanding credits at their home university before applying for the SAP. Normally they should have a GPA 3.0 on a scale of 4.0. Students with a GPA between 2.75 and 3.0 will be considered subject to two letters of recommendation. Students' official transcripts are required for all applications.
4. Applicants must satisfy all admissions requirements, including the appropriate language proficiency requirements of MU (IELTS 6.5 or equivalent for applicants whose first language is not English), for the courses on which they intend to enroll.

5. Students studying under SAP shall register as full-time visiting students at MU for one semester or a full academic year.
6. All visiting students shall have the same rights and duties as host institution students.
7. All visiting students are subject to the rules and regulations of MU. Any breach of these rules and regulations will be dealt with in accordance with MU's established policies and procedures and on the same basis as MU students.
8. Recognition for the academic work carried out by the students during the period of participation in the SAP will be at the discretion of LUC. Students participating in this program will continue as candidates for degrees at LUC.

B. RESPONSIBILITIES OF MAYNOOTH UNIVERSITY

1. MU agrees to assist each Study Abroad student by
 - providing to LUC for distribution pre-departure material;
 - providing a post-arrival orientation programme;
 - providing all necessary documents to assist students to obtain the correct visa and immigration registration;
 - providing information and assistance in arranging accommodation (*if demand exceeds availability, the on-campus accommodation will be distributed by lottery*);
 - providing arrival assistance;
 - providing student support, advisory services and cultural enrichment activities.
2. MU shall invoice LUC directly for the SAP tuition and accommodation fees. The Study Abroad fees will cover the following items
 - current Study Abroad tuition fee including student levies (*textbooks, certain course materials, and optional field study trips are not included*);
 - accommodation fees;
 - any other expenses, including the accommodation security deposit, will be covered by students themselves.
3. 80% of the tuition fee is refundable on behalf of students who decide to withdraw the programme within a month of commencing of the programme.
4. MU will publish Study Abroad fees and accommodation costs by the first (1st) of February each year for the coming academic year.
5. On completion of the SAP, MU will provide official transcripts of all students on the programme to LUC.

6. MU will provide LUC with MU promotional materials, SAP application form, course information and pre-departure materials, including tuition and accommodation fee information.


C. RESPONSIBILITIES OF LUC

1. LUC will promote MU SAP among its students by providing accurate information on MU and its programme.
2. LUC shall consult with MU on any material, including on-line information, that will be used to promote MU prior to publication to ensure its accuracy. Similarly, MU will consult with LUC on any material, including on-line information, that will be used to promote LUC prior to publication, to ensure its accuracy. The use of the other University's name, crest, or images is not permitted unless specifically authorized by that University in writing.
3. LUC will work closely with MU to assist students with their application, course choices, visa application and departure preparation.


D. RENEWAL, AMENDMENT, AND TERMINATION

1. This agreement shall be effective for five (5) years from the date of signing.
2. Amendments to this Agreement may be made at any time by written correspondence, and only when agreed upon by both universities. Any amendments shall be added to the terms as appendices.
3. Either university may terminate this agreement by giving the other party no less than six (6) months advance written notice. Any students who have enrolled study at MU before the date of termination shall not be affected by the termination of the agreement.
4. The two institutions shall carry out a review of the agreement six (6) months prior to its expiration to decide whether to renew the agreement.

For, and on behalf of,
Maynooth University


Professor Philip Nolan
President
Date 1 Feb 2018

For, and on behalf of,
Loyola University Chicago


Date 2/20/18