

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

*Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)*

Ref. No. : IKGPTU/Reg/N/ 38/4

Dated : 13.12.2018

## NOTIFICATION

**Sub: Student exchange programme between IKGPTU & Concordia University of Edmonton, Canada.**

IKGPTU has signed an agreement for international student exchange on October 04, 2018 with Concordia University of Edmonton (CUE), Canada. Under this agreement both the Universities can exchange its students of BBA course for training (Copy of agreement enclosed with this letter).


As per the agreement IKGPTU is to nominate one student to Concordia University of Edmonton, Canada each year for one academic year or two students for one term in an academic year. Such students shall be termed as visiting students at CUE, Canada. Such a student shall not be required to pay any tuition fee to Concordia University of Edmonton except otherwise given in the agreement.

The student shall be nominated purely on merit basis. The eligible students (as per the agreement) who are interested in participating in this exchange programme can submit their application through their respective college on or before 31<sup>st</sup> March for commencing their term at Concordia University of Edmonton from September or on or before 31<sup>st</sup> August for term commencing from January each year till the validity of the agreement. All the clauses of agreement must be carefully read.

The application along-with required documents must be submitted to the office of Dean (Planning and External Programmes) who is designated liaison officer under this agreement.

This notification has been issued with the approval of Vice Chancellor, IKGPTU, Jalandhar.

In case of any query office of the Dean, Planning & External Programmes may be contacted at dean.pep@ptu.ac.in.


  
(Dr. S.S. Walia)  
Registrar

Endst. No. IKGPTU/REG/N/ 3815-3818

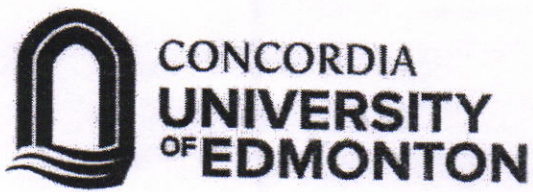
Dated: 13.12.2018

A copy is forwarded to the following officers for information please.

1. I/c Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. All HODs (Teaching & Non Teaching)
3. Director (Main and Constituent Campuses)
4. Director/Principals of all affiliated Colleges

  
(Dr. S. S. Walia)  
Registrar





**AGREEMENT FOR INTERNATIONAL STUDENT EXCHANGE  
APPENDIX TO THE MEMORANDUM OF UNDERSTANDING**

**BETWEEN** I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY  
Jalandhar- Kapurthala Highway,  
Kapurthala -144603.  
("IKGPTU")

**AND:** CONCORDIA UNIVERSITY OF EDMONTON  
Located at 7128 Ada Boulevard - Edmonton AB - T5B 4E4 -  
Canada  
("Concordia")

Collectively referred to as the "Parties"

**WHEREAS:**

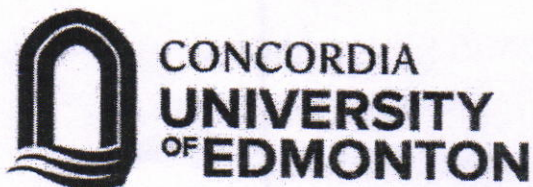
- A. The Parties to this appendix (the "Agreement") have entered into a memorandum of understanding (the "MoU"); and
- B. The Parties agree to formalize the terms for an Agreement under which it is possible for an exchange of students between the two Parties on a continuing basis (the "Exchange").

**NOW THEREFORE** in consideration of the above and other good and valuable consideration, the Parties agree as follows:

**1. DEFINITIONS**

- 1.1. In the Agreement:
  - a. At Concordia "**Academic Year**" means the period from September to April and consist of two (2) terms, one from September through December (the "Fall Term") and the other from January through April (the "Winter Term"); At IKGPTU "**Academic Year**" means the period from July to April consists of two terms, one from July to December and the other from January to April.
  - b. "**Home Institution**" means the institution from which a student intends to graduate and the institution in which the student is regularly enrolled;





- c. **"Host Institution"** means the institution which has agreed to accept Exchange Students from the Home Institution who are participants in the Exchange;
- d. **"Exchange Students"** means students who have been accepted by the Host Institution and are participating in an Exchange.

## 2. COMING INTO FORCE, TERMINATION, AND AMENDMENTS

- 2.1. This Agreement shall come into force and effect from the date on which the document has been endorsed by both Universities, or from the date on which the last University endorses the Agreement, and shall continue in effect until the expiry or termination of the MoU or until terminated by mutual agreement or in accordance with the terms of the Agreement.
- 2.2. Either party may terminate the Agreement on six (6) months written notice to the other party.
- 2.3. The Agreement may be amended by the mutual written consent of the Parties.

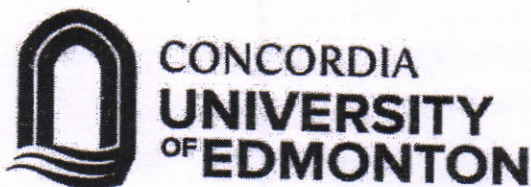
## 3. LIAISON OFFICERS

- 3.1. Each party shall designate a liaison officer (a "Liaison Officer") who will be responsible for coordinating the specific aspects of the Exchange as well as advising and assisting students.
- 3.2. *The designated Liaison Officers for the Agreement are:*

	For IKGPTU	for Concordia
Name	Dr. Narinder Paul Singh	Dr. Manfred Zeuch, Ph.D
Title	Dean (P&EP)	Vice-President External Affairs and International Relations
Address	Jalandhar- Kapurthala Highway, Kapurthala -144603.	7128 Ada Boulevard - Edmonton AB T5B 4E4 - Canada
Telephone	+91-1822-662504 +91-98722-80044(Cell)	+1-780-479-9329 (Office) +1-780-491-5008 (Cell)
Fax	+91-1822-662504	+1-780-469-8419
e-mail	dean.pep@ptu.ac.in	manfred.zeuch@concordia.ab.ca

- 4.1. Each Home Institution will send up to 1 Full Time Equivalent (FTE) to the Host Institution each Academic Year commencing with the 2018-2019 Academic Year. This number may be changed by the mutual consent of the two Parties.
- 4.2. For the purpose of accounting and managing the flow of Exchange Students each Exchange Student registered at the Host Institution shall be counted as one "Unit of Exchange" (0.5FTE) when attending part of or an entire normal academic term, or two "Units of Exchange" (1.0 FTE) when attending for a normal Academic Year. The





Liaison Officers of the two institutions shall review the program annually to determine any imbalance in the FTE student count; and adjust the numbers of students exchanged to maintain a reasonable balance in the Exchange. The balanced is reached by an average number of students of each side, or the payment of the differences in tuition and international fees to the Host Institution by the Home institution.

- 4.3. The Home Institution shall nominate students (a "Nominated Student") for Exchange at the Host Institution who meet the following criteria:
- Nominated Students shall be registered in a program of study at the Home Institution;
  - Nominated Students shall have an above average academic performance record at the Home Institution;
  - Nominated Students shall meet the language proficiency requirements of the Host Institution, which is to be communicated by the Liaison Officers each year;
  - Nominated Students proposed programme of studies at the Host Institution shall be approved by the Host Institution.
- 4.4. Liaison Officers at the Home Institution shall submit Nominated Student applications to the Liaison Officer at the Host Institution no later than Host Institutions published deadline.

Nominated Student applications from the IKGPTU must be received by Concordia no later than May 1<sup>st</sup> for Nominated Students intending to commence studies at Concordia in the Fall (September) or October 1<sup>st</sup> for the Winter Term (January).

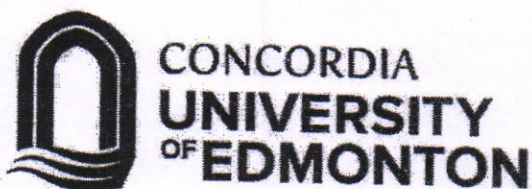
Nominated Student Applications from Concordia must be received by IKGPTU no later than 15<sup>th</sup> July.

- 4.5. Should either party to the Agreement wish to amend the application deadline as noted in paragraph 4.4, they shall advise the other party in writing of the new deadline and shall provide at least six (6) weeks notice of such change.

## **5. EXCHANGE STUDENT FEES AND FINANCIAL MATTERS**

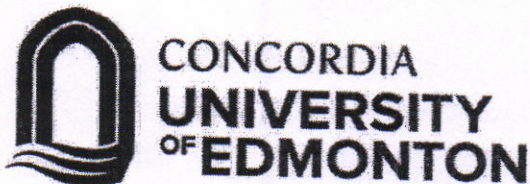
- 5.1. Exchange Students shall have sufficient personal funds to cover any and all expenses not covered by the Home Institution or the Host Institution as detailed in this Agreement. Expenses which the Exchange Student must cover include, but are not limited to:
- Cost of living (including rent, food and health care costs);
  - Recreation;
  - Travel and transportation, including travel insurance;
  - Text books and school supplies
  - All necessary visas





- 5.2 Exchange Students shall pay to the Home Institution full tuition and other required fees for the period of the Exchange in accordance with the fee payment schedule of the Home Institution.
- 5.3. Exchange Students shall not be required to pay any tuition, non-instructional or mandatory fees at the Host Institution for the period of the Exchange, regardless of where the fees are assessed, unless agreed upon in advance or otherwise noted in this Agreement (cf. point 4.2)
- All visiting Exchange Students at Concordia who are not Canadian citizens or who are not permanent residents of Canada and therefore do not have public health care coverage from one of the provinces of Canada shall participate in the Concordia Health Insurance Plan and pay the required premiums to Concordia.
- 6. EXCHANGE STUDENT GENERAL TERMS**
- 6.1. No Exchange Student shall have a term at the Host Institution which exceeds either two terms or the equivalent of one Academic Year.
- 6.2. Any extension of the Exchange beyond the number of Units of Exchange that were originally agreed on in regards to the specific Exchange Student shall be approved in writing by the Liaison Officer from each of Concordia and the IKGPTU.
- 6.3. The Host Institution shall provide the Exchange Student with an official transcript of his or her academic record as soon as possible after the completion of that student's Exchange. Exchange Students at Concordia must formally request that the Registrar's Office forward copies of their transcript to their Home Institution; transcripts will not be sent without the consent of the Exchange Student.
- 6.4. Exchange Students shall be considered non-degree seeking Students by the Host Institution, and:
- Concordia shall provide visiting Exchange Students participating in an undergraduate program with a designation of *visiting student*;
  - IKGPTU shall provide visiting Exchange Students with a designation of *visiting students*.
- 6.5. The Host Institution shall have the right to exclude Exchange Students from some programs of study at the Host Institution, however, for available programs Exchange Students shall be free to choose courses available at the Host Institution provided that the Exchange Student has the necessary prerequisites and provided that space is available in the course.
- 6.6. Where Exchange Students who are participating in a graduate program and are involved in research, the Parties shall determine ownership of intellectual property at the outset of the project conducted as part of thesis research.
- 6.7. The Host Institution shall assist the Exchange Student in locating/obtaining institution approved housing, the cost of which shall be paid by the Exchange Student.
- 6.8. Exchange Students shall be bound by the rules, regulations and codes of conduct of the Host Institution and the laws of the host country during the Exchange.
- 6.9. The Host Institution shall ensure that an adequate reception, orientation and ongoing advice and support is available for the Exchange Student.





- 6.10. If an exchange student withdraws from the Host Institution without permission, or for reasons that are not acceptable to the Home Institution, the student shall lose student status at the Home Institution.
- 6.11. Whatever the reasons for an exchange student's early withdrawal, the Host Institution will promptly inform the Home Institution and other officials who, by regulation, need to be informed.

## **7. GENERAL RULES**

### **7.1. ACCESS TO INFORMATION AND PRIVACY LEGISLATION**

The parties acknowledge that Concordia is a public body subject to the *Personal Information Privacy Act* (PIPA) as amended, which governs its own *Personal Information Privacy Policy* (PIPP). For further information, contact Concordia's privacy officer, Mrs. Judy Kruse: judy.kruse@concordia.ab.ca.

### **7.2. CONFIDENTIALITY**

Each party acknowledges that it may come into possession of confidential information of the other party. Accordingly, each party agrees that it will only use such confidential information for the purposes contemplated in this Agreement and that it will not, without the prior, written consent of the other party, disclose to any third party such confidential information. For the purposes of this Agreement, "confidential information" shall not include information that was already in the public domain, information that comes into the public domain through no act of the receiving party or information that is required to be disclosed under any applicable law or by order of a court.

### **7.3. GOVERNING LAW**

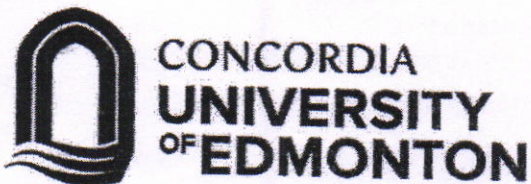
Except as otherwise provided herein, this Agreement shall be interpreted and constructed in accordance with the laws of Alberta, Canada, and the Parties hereby submit to the exclusive jurisdiction of the Courts of Alberta. To the extent that an Exchange Student at the Host Institution is present in the Host Institution's jurisdiction, the laws of that jurisdiction shall apply to the Exchange Student and to their dealings with the Host Institution to the extent that they are not inconsistent with international law principles.

### **7.4. LIABILITY AND INDEMNIFICATION**

Each party shall:

- be liable to the other party for; and
- indemnify and hold harmless the other party from and against:





any and all liabilities, damages, costs, claims, suits or actions whether in relation to third parties or direct liabilities, damages or costs, including reasonable solicitor and his own client costs resulting from any injury to persons, damage to property, or claims made by students, occasioned by or as a result of the negligent acts, wilful misconduct or breach of obligations assumed under this contract by their students, employees, officers, agents and contractors.

**7.5. SURVIVAL**

All provisions relating to the nature of the relationship, indemnity, insurance, payment, confidentiality, and other obligations and provisions, the performance of which by their nature extends beyond the termination of this Agreement, shall continue in full force and effect following the effective date of such termination.

IN WITNESS WHEREOF the duly authorized officers of the Parties have executed and delivered this Agreement on the dates indicated below.

Signed for and on behalf of

Signed for and on behalf of

**I.K.GUJRAL PUNJAB TECHNICAL  
UNIVERSITY**

**CONCORDIA UNIVERSITY OF EDMONTON**

by its duly authorized officer on  
the 04 day of Oct, 2018

by its duly authorized officer on  
the 14 day of Aug, 2018

*NB*

\_\_\_\_\_  
Dr. Narinder Paul Singh  
Dean(P&EP)

A handwritten signature in dark ink, appearing to read 'M Zeuch', written over a horizontal line.

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Dr. Manfred Zeuch  
Vice-President External Affairs and  
International Relations