

THE WORD OF GOD IS MY LIGHT



MARY IMMACULATE COLLEGE
LIMERICK, IRELAND



NOTRE DAME
OF MARYLAND
UNIVERSITY

Memorandum of Understanding

MEMORANDUM OF AGREEMENT

Between

Notre Dame of Maryland University and

Mary Immaculate College

1 The Agreement

This Memorandum of Agreement sets out the conditions and nature of the bilateral agreement between Notre Dame of Maryland University, Baltimore, USA [NDMU] and Mary Immaculate College, Limerick, Ireland [MIC].

2 Scope of the Agreement

This agreement provides terms for the one-to-one reciprocal exchange of students between MIC and NDMU.

- 2.1 The term "home institution" is a party to this agreement that sends students to the other party for the purpose of study.
- 2.2 The term "host institution" is a party to this agreement that accepts students from the other party for the purpose of study.
- 2.3 This agreement shall take effect when signed by the official representatives of both parties and will be automatically renewed each year unless either party has notified the other of its intent not to renew pursuant to 2.4 below.
- 2.4 Either party may terminate this agreement on written notice to the other party at least six (6) months in advance of the desired date of termination.
- 2.5 The parties shall cooperate mutually to resolve any dispute or misunderstanding by collaboration and discussion.

3 The Study Abroad Program

- 3.1 Students may participate in the study abroad exchange program for a period of either one semester or one academic year (both fall and spring semesters). A student participating in the program for an academic year shall be counted as two students. The number of students included in the program shall be negotiated annually, with a maximum number of two (2) students from each institution exchanged per academic year.

- 3.2 In order to ensure access to desired courses and housing, the number of students participating in the exchange program shall be determined by each institution.
For NDMU: March 1st for the following fall semester
September 1st for the following spring semester
For MIC: January 31st for the following academic year
- 3.3 Students who desire to engage in full-time, residential study for academic credit at the other institution must complete and submit an exchange application form to the home institution. Each institution shall set the admission criteria and select from the applicants a group of home institution students to attend the host institution.
- 3.4 The home institution will select students for the program who are in good academic and behavioral standing at the time of selection and who meet the agreed criteria for the program.
- 3.5 Students will be able to enroll in a maximum of 4 classes (12 US credit hours) per semester at the host institution. The classes will be selected from all areas of the undergraduate curriculum, subject to students meeting any required course prerequisites. In exceptional circumstances, students may be permitted to enroll in one additional class (3 US credit hours) per semester, provided that they do not enroll for more than 8 courses (24 US credits hours) over the academic year.
- 3.6 Students will remain students of their home institution and will not be enrolled as candidates for degrees at the host institution. They will, however, be subject to the same rules and regulations as students from the host institution.
- 3.7 On completion of their studies, an official transcript of the students' courses and grades will be provided to the home institution's Office of International Programs/Center for Global Learning.
- 4 Tuition and Fees**
- 4.1 As far as possible, both institutions will endeavor to maintain an equal exchange of students within each academic year. When the reciprocal exchange is even (i.e., each institution sends the same number of students per academic year), no tuition or fees are exchanged. By March 1st, MIC and NDMU will know how many students wish to apply to study at the host institution for each semester in the following academic year. The exchange balance will be reviewed and the allocated spots will be discussed.
- 4.2 MIC will not send a student to NDMU when NDMU does not have a student to exchange, and vice versa. . In cases where either NDMU or MIC wishes to send a student in excess of the student exchange balance, MIC will invoice NDMU and NDMU will invoice MIC for Study Abroad tuition at the beginning of the semester (September 1st or February 1st). This fee is subject to annual revision by each institution at the commencement of each academic year.

4.3 By April 1st, prior to the commencement of the following academic year, each institution will inform the other of the approximate cost of the program and other details pertinent to publicizing and recruiting for the program. The cost of the program will include the accommodation costs (including the meal plans) and other non-tuition related charges.

4.4 Students will be responsible for paying the required fees and tuition to their home institution for the duration of the program.

5 Student Accommodations and Living Costs

5.1 MIC students residing in NDMU residence halls will pay NDMU occupancy rates for the semester/academic year they are attending.

5.2 Students from MIC must reside in University residence halls that come with a meal plan during the term of their study. MIC's students will be charged by NDMU on the same basis and at the same cost applicable to NDMU students. Board charges shall be determined by the meal plan in which the student chooses to participate.

5.3 MIC students will be billed by NDMU for room and board. Payment to NDMU shall be the sole responsibility of the student. Complete payment of housing charges for one semester of studies will be due by the earlier of the date of arrival of each student at NDMU or the first day of the semester.

5.4 MIC will undertake to provide students from NDMU with advice and assistance in obtaining suitable accommodation during the duration of their studies at MIC. NDMU students will be made aware that they are responsible for all costs associated with room and board at the host institution, including utility accounts and rental deposits. A variety of meal plans can be provided by the College Restaurant, if requested, but in general NDMU students are responsible for arranging their meals.

5.5 Students will be responsible for paying other living costs such as transport to and from the host institution, textbooks, clothing and personal expenses, passport and visa costs, personal health and hospitalization insurance where appropriate, incidental residence fees, including any room deposits etc.

6 Student services and support for students at the Host Institution

6.1 Students will be given a comprehensive post-arrival orientation program covering a broad range of academic, housing, and cultural issues; health, security considerations, and policies at the host institution.

6.2 Exchange students at each institution will be given access to the full range of services and activities available to all registered students at the host institution, including mental health counseling, medical services, housing assistance, academic advising, and participation in student-sponsored clubs and events.

- 6.3 Students are required to have a health insurance policy that covers international health services and personal accident insurance.
- 6.4 The host institution will be responsible for overseeing all program-related issues on campus and the provision of appropriate support in case of emergencies.
- 6.5 The host institution will liaise with the home institution and its students regarding pre-arrival arrangements.

7 **Students' academic status**

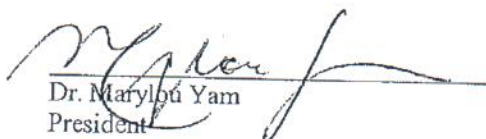
- 7.1 If, in the course of a student's studies, he/she becomes unable to meet the academic requirements of the program or behaves in a way detrimental to fellow students or to him/herself, the program directors, after mutual consultation, reserve the right to modify the student's program. Any expense incurred by the student in regard to program modification and/or dismissal shall be borne by the student.

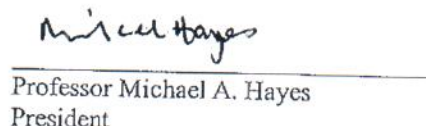
8 **Legal issues**

- 8.1 Students from MIC will be informed by NDMU of the nature and purpose of information about them transferred between the two participating institutions, in accordance with MIC's data protection policy. Students from NDMU will be informed by MIC of the nature and purpose of information about them transferred between the two participating institutions, in accordance with NDMU's data protection policy
- 8.2 Unless expressly stated to the contrary, the parties to this agreement confirm that they do not intend any of the terms of this agreement to be enforceable by any person or entities other than MIC and NDMU.
- 8.3 This agreement contains all the terms between the parties and may be amended only in writing, signed by both parties.

For Notre Dame of Maryland University:

For Mary Immaculate College:


Dr. Marylou Yam
President


Professor Michael A. Hayes
President

2/17/16

Date

5th April 2016

Date