

Exchange Policy for UMS-France Exchanges
DRAFT for Discussion and Approval
Updated September 27, 2006

The University of Maine System campuses support the Project Maine France initiative and the umbrella agreement signed with our RUOA partner institutions (l'Université du Maine (Le Mans), l'Université d'Angers, l'Université de Nantes, et l'Université de Bretagne Occidentale) in October 2005. This agreement makes possible student and faculty exchange opportunities as well as opportunities for collaborative research and other forms of academic cooperation.

Several UMS campuses already have existing exchange agreements with some of the French institutions (Angers, LeMans, Nantes, UBO, IUFM Pays-de-Loire). The following policy/guidelines is/are intended to standardize and facilitate all student and faculty exchanges with all of our French partners, both current and future. In addition to the system-level agreement with the four RUOA universities, we are currently planning and/or negotiating agreements with Paris 12 (we signed a letter of intention with them in October), with l'Ecole Supérieure des Beaux Arts in LeMans (we have accepted the first exchange student from the Beaux Arts this Spring pending the signing of an agreement), and with the IUFM Nord-pas-de-Calais.

(NOTE: There is one current program, the UMF Semester in France program, that does not fit into the "exchange program" category. This program will continue to function as a traditional semester study abroad program with students applying and registering through UMF (with tuition paid to UMF, credits transferred to the home campus, and financial aid obtained from the home campus). Efforts will be made to recruit and involve qualified students from all seven campuses in this program. However, participating students will not be paying tuition to their home campuses to provide assistance in receiving incoming students. The deadline for application to this program is October 1st of the year in which the student plans to spend the Spring semester in France.)

Student Exchanges

The terms of our student exchange agreements call for outgoing UMS students to pay full-time tuition and required fees to their home campus, with no additional tuition and fees paid to the host institution. These tuition funds cover the cost of tuition and required fees of incoming French exchange students. All students pay their own room, board, books, health insurance, travel and other costs.

As we expand our UMS-France student exchanges, we will use this same approach but we will be able to host more French exchange students and more UMS campuses and students will be eligible to participate. The expansion will occur in the following fashion: Each UMS campus has agreed to accept at least one additional student per year (or two students for one semester each) from France (from our official French partner institutions listed above). Participation by all seven campuses will provide a wide array

of different options and experiences for the French students and will not create a financial burden for any one UMS campus. Each UMS campus will, in return, be allowed to send one (additional) student to France on exchange to study at a French partner institution for up to two semesters per academic year. The expanded exchanges will include both undergraduate and graduate students.

There will be a system-level PMF Exchange Committee composed of the Coordinator of Project Maine-France and representatives from the UM Office of International Programs, the USM Office of International Exchange, and the UMF Office of International Programs (this committee will initially be composed of Karen Boucias, Domenica Cippolone, Lynne Eustis/Hazel Doak, and Sue Huseman). This Committee is responsible for facilitating the PMF exchanges and assisting with selection and placement of French and UMS students based on area of study, study goals, exchange balance, and slots available.

The current lead institutions in facilitating exchanges with each of our French partners are as follows: Le Mans – UMF; Angers – UM; UBO – USM. As we expand our exchange relationships to include the two IUFMs and ESBAM (École Supérieure des Beaux Art au Mans), the committee may need to be expanded and we may need to designate a single primary contact point (in addition to the committee) to coordinate those exchanges. Law School, (USM & Le Mans)

Exchange balances will be reviewed at the end of three semesters, and adjusted as exchange activity allows.

The following guidelines will govern the student exchange process:

1. Each institution agrees to exchange at least one (additional) student at the undergraduate or graduate level for up to two semesters per year. The sending institution, taking into account admission criteria, language fluency, etc, will determine which students are recommended for exchange. Academic credits awarded for the exchange experience are determined by the student's home institution.
2. The total number of student exchange slots available within the UMS will be determined by February 1st for the next academic year. The specific number of slots available to students at each of our partner institutions will be indicated as well, based on the previously determined percentage formula. (articulate formula here.)
3. The exchanges will be publicized on all seven campuses beginning at the start of the Spring semester.
4. Individual students will apply to their home institution to go on exchange by the deadline set by their home institution and will be recommended for exchange by

- their home campus to the system-level committee by March 15 for the following year.
5. Exchange students will be accepted/placed by April 1st or 15th (?) for the following year (this deadline must be early enough to facilitate housing and visa processing for exchange students).
 6. A list of alternates will be established if the number of students seeking to study abroad exceeds the number of slots available. In addition, if there are Spring slots unfilled by the end of the placement process, applicants for Spring who apply by October 1st will be considered.
 7. Acceptance and institutional placement will be based on the availability of exchange slots and appropriate courses at the host institution, the program of study and study goals of the exchange student, recommendations by the sending and receiving campus and the system-level committee, and approval by the sending and receiving campus.
 8. Each student on exchange will pay full-time tuition and mandatory fees to the home institution before s/he departs. Incoming students are also responsible for room, board, books, health insurance, travel and other personal expenses.
 9. The host institution will assist with accommodations on campus if the visiting student applies in time (in the case of UMA, where there are no residential facilities on campus, a host family placement must be identified before the student can be accepted for exchange; hence, as much advance notice as possible is recommended). Visiting students are responsible for their own living costs during vacation periods.
 10. Health and accident insurance is required of all exchange students. Proof of insurance is required and must meet each institution and country's required levels of coverage.
 11. This exchange agreement is limited to students at PMF partner institutions in Maine and France who will be studying full time (twelve credits for undergraduates; nine credits for masters students; and doctoral students to be determined on an individual basis) during the period of the exchange. It does not extend to spouses or dependents. Dependents are the responsibility of the exchange student. Campus family housing is extremely limited if available at all.
 12. There will be a system-level website listing all of the PMF exchange opportunities and appropriate contact persons on each campus. This site will link to a site for each institution which will include curricular offerings.

13. Each institution will designate an officer responsible for the coordination and administration of the exchange. For the UMS, the following are the responsible offices:

UM: Office of International Programs (Karen Boucias)

USM: Office of International Exchange

UMF: Office of Enrollment Services and Exchange Programs (Lynne Eustis)

UMA: International Studies Advisor

UMM: International Studies Advisor

UMPI: International Studies Advisor

UMFK: Office of Student Affairs (Scott Voisine)

(NOTE: We need to identify and add the names of the individual contact persons on each campus (and at each partner university) and indicated on the system and individual university web sites.)

14. Incoming students should be welcomed by a designated individual at the receiving institution and should be provided with an orientation to the host campus. The student should be made aware of FLE/ESL support and other support services where available and should be assigned an advisor/contact person on campus as well as a student mentor if possible. Students should receive briefing materials and information regarding the host campus and community prior to departure in a “pre-departure info and orientation” packet.

15. These policies and procedures will be reviewed after a period of three semesters.

Faculty Exchanges

Faculty selected to participate in faculty exchanges should have a clear understanding of the multiple responsibilities involved. They engage in their teaching and/or research assignments as representatives of Project Maine-France and its exchange programs, their department, their institution, and the University of Maine System. Their presence and efforts while abroad should serve to support and enhance PMFQ relationships and will include, in addition to teaching/research assignments, collaboration with colleagues at the host institution, formal sharing of information and experiences upon return home, assisting with identification, recruitment, and orientation of other faculty for the exchange, and helping insure that this opportunity is provided to as many faculty as possible.

Faculty exchanges may involve short term or long term visits for the purposes of research collaboration, PMF program development, teaching, and/or other cooperative academic activity. Normally, exchange faculty will be hosted by a particular academic department at the institution. The host department, working with their campus' International Exchange/Program Office/coordinator, will be involved in the selection and acceptance of a visiting faculty member to ensure appropriate timing, purpose, subject area match, etc. Should a visiting faculty member wish (or be invited) to teach, the host academic

department will make that decision based upon openings available, departmental needs, budget, etc. The host department will also determine the appropriate rate of pay based on normal university practice.

Visiting faculty from France must meet US immigration regulations and, in the case of remunerated teaching assignments, campus HR hiring regulations. Visiting faculty to France must get a visa (after receiving a “protocol d’accueil” from the host institution) from the French embassy before going to France and must open a French bank account once in country in order to be paid. Visiting faculty members who teach must be compensated in a timely manner.

Host campuses will provide exchange faculty with office space, which may be a shared office, and use of a computer. Visiting faculty members will be given a campus ID and accorded regular faculty privileges such as use of the Library. All costs of housing, food, books, travel, etc. are the responsibility of the exchange faculty member. Housing options vary by campus, and most living arrangements will be off-campus. The host campus will assist with identification of appropriate housing to the degree possible.

Visiting/exchange faculty members should be met upon arrival by a designated representative of the host department/institution. A general orientation and tour of the campus (and, potentially, the community) should be provided. Visiting faculty must go to the appropriate campus international exchange office within two working days of arrival for immigration clearance. A contact person or mentor in the host department should be assigned to the visitor. Visiting faculty should receive briefing materials and information regarding the host campus and community prior to departure (a “pre-departure info and orientation” packet).

It is critical in arranging faculty exchanges that we adhere to our shared philosophy/goal of ensuring a rotation of faculty members who take advantage of the faculty exchange opportunities. ***Specifically, no faculty member should participate in the exchange more than two years in a row before the opportunity is made available to another qualified faculty member in that discipline.***