UNIVERSITÉ DE LORRAINE

University of East Anglia

AGREEMENT FOR THE ESTABLISHMENT OF A STUDENT EXCHANGE BETWEEN UNIVERSITY OF EAST ANGLIA, (UNITED KINGDOM) AND UNIVERSITY OF LORRAINE (FRANCE)

The parties :

Name of the institution (and department, where relevant)	Address	President or Dean	Study Abroad key contact details
University of Lorraine (UL) DSEG, Faculty of Law, Economics and Management	34 Cours Léopold, BP 25233, 54052 Nancy Cedex, France 13 Place Carnot, CO 70026, 54035 Nancy Cedex France	**Mrs Hélène Boulanger** **Mr Fabrice Gartner**	**Institutional Coordinator:** [redacted] Director of the International Relations Office **Departmental coordinator at DSEG and ECTS coordinator:** [redacted] **Administrative contact:** [redacted] [redacted]@univ-lorraine.fr
The University of East Anglia (UEA) School of Law School of Economics Norwich Business School	Norwich Research Park, Norwich, NR4 7TJ United Kingdom	**Prof. ~~Frances Bowen~~** Mark Searcey	**Pro-Vice-Chancellor** **Institutional Coordinator:** Law: [redacted]@uea.ac.uk Economics : [redacted]@uea.ac.uk Norwich Business School : [redacted]@uea.ac.uk

1. **SCOPE**

1.1. This exchange shall be between students on undergraduate degree programmes at the University of East Anglia (UEA) (referred to hereafter as "UEA students"), and students at the University of Lorraine (referred to hereafter as "Lorraine students").

1.2. In order to comply with future regulations required by any Programme or Country funding that may be available to each Party, annexes to this agreement can be added as and when further details are released, with confirmation of the annex agreed in writing (by electronic mail) by the main agreement contacts listed under Clause 9 – Institutional Contacts.

2. **PERIOD OF CONTRACT**

2.1. The agreement shall take effect from the date of final signature and shall remain in effect for five (5) years, after which it will be subject to review and may be renewed by mutual written consent of both parties.

3. **NUMBER OF STUDENTS**

3.1. The number of students to be exchanged in any one year shall typically be agreed in writing by the Parties no later than October of the preceding year.

3.2. The exchange shall be on a one-for-one basis. It is recognised, however, that circumstances may preclude an even exchange of students in a particular year.

3.3. Each Party may enrol up to the below listed full-time equivalent ("FTE") undergraduate students at the Host Institution each year for the duration of this agreement.

	Subject area(s)	Level	Total number of spaces
UEA	Law, Economics & Business	Undergraduate only	2 full year / 4 semesters
UL	Law, Economics, Business	Our outgoing students would be: - 3rd year of Bachelor's in Law - 1st year of Master's in Law - Magistère's students (2nd year of Master's in Law) Our outgoing students would only choose courses available to exchange students. Our available courses are from 1st, 2nd, 3rd and 4th year of Law.	

3.4. Students participating for one academic year (two semesters) will be counted as 1.0 FTE. Students participating for one semester will be counted as 0.50 FTE for each semester.

3.5. In order to maintain balance in the number of students exchanged over the term of this Agreement, the Parties agree that the actual number exchanged may vary each year. Temporary imbalances may be permitted, subject to the written agreement in advance of both institutions, and on the understanding that any imbalance being rectified in the ensuing academic year(s).

3.6. The participation in a short-term programme (e.g. summer schools) may be counted towards the student exchange balance. Both parties will specify and confirm the terms and conditions thereof in writing.

3.7. Virtual Mobility is considered as student exchange under this agreement. It equally counts towards the student exchange balance.

3.8. At the end of the term of this Agreement, any remaining imbalance will be resolved in accordance with a timetable mutually agreed to in writing. The Parties agree that such timetable will be annexed to any subsequent student exchange agreement between the Parties.

3.9. Correspondence about this agreement shall be conducted between UEA Study Abroad and DRIE (drie-mobilite-contact@univ-lorraine.fr) or the Faculty of Law's secretary (dseg-secretariatersmus-contact@univ-lorraine.fr at the University of Lorraine.

4. PERIOD OF ENROLMENT

4.1. Each student's exchange study period shall be for one semester or one academic year. Variations to this, such as for organised short-term study programmes or calendar year options, will be agreed in writing before nomination of students.

5. SELECTION AND SCREENING OF STUDENTS

5.1. Exchange students shall normally have completed at least two semesters of study at their home institution prior to embarking on the exchange and be of good academic standing. Students who have studied for fewer than two semesters at the home institution will be considered on a case-by-case basis.

5.2. Students for whom the main language of instruction at the host institution is not their native language must meet the required language entry requirements. UEA requires a formal proof of English language ability, as detailed on the website https://www.uea.ac.uk/apply/our-admissions-policy/english-language-equivalencies . These are the minimum requirements for access to UEA, so students will be expected to score higher to gain access to more modules.

For students from University of Norwich to University of Lorraine, Faculty of Law:
Minimum language level: B1 in French
Recommended language level: B2 in French
French courses are offered at the Faculty of Law in Nancy. These courses are available to all exchange students. They are mandatory for students with a B1 level in French. Any documents, official test or a letter from a French teacher which states the level of the student will be accepted.

5.3. Nominations, including a statement of students' academic records to date and, where required, an academic reference, shall be exchanged via the appropriate offices at UEA and the University of Lorraine. Nominations shall be made bearing in mind the normal entry requirements of the receiving institution either advised directly or published on the institution's webpages, which shall decide on the acceptability of the students nominated. It is expected that the receiving institution will not reject a nomination except in extraordinary circumstances.

5.4. Nominations shall be exchanged within the specified deadlines of the academic year preceding that in which the exchange is to take place. Both parties acknowledge that these dates can change and will inform one another in good time.

6. ACADEMIC STATUS OF THE EXCHANGE STUDENTS

6.1. While at the University of Lorraine, UEA students shall be enrolled in the normal full-time academic load to remain in proper student visa status. Each student's modules should be at upper division level in an area related to their degree programme at UEA; their courses shall be chosen based on guidelines laid down by their Home School/Department, in consultation with an academic adviser at the University of Lorraine. All courses taken by UEA students shall be taken on a full-credit basis, and UEA students shall prepare required work, take any tests and do other assignments prescribed in order to qualify for a grade for each course.

6.2. Lorraine students at UEA will be required to take the normal academic load of 120 credits (60 ECTS) in the academic year/ 60 credits (30 ECTS) in a single semester to remain in proper student visa status. Each Lorraine student shall have an academic adviser while at UEA. Lorraine students must fulfil all the academic requirements to be awarded a grade. They will not be allowed auditor status. UEA Study Abroad will report to the allocated contact at the University of Lorraine as soon as practicable after being informed if a student drops below a full academic load, withdraws or fails to enrol as expected.

6.3.
Scores obtained during the mobility period are converted according to the following table:

UL		UEA
10 < score < 12	Acceptable	40--49
12 < score < 14	Satisfactory	50-59
14 < score < 16	Good	60-69
16 < score	Excellent	70-100

7. RESPONSIBILITIES OF THE HOST INSTITUTION

7.1. At the end of the exchange period, each Party shall provide transcripts free of charge to the other Party and their students within an agreed timeframe (usually between 8-12 weeks). By participating in an exchange, all students are required to consent to the automatic transmission of this transcript by their Host Institution. Both Parties will ensure their students comply with any additional requirements of the Host Institution to release transcripts. UEA transcripts are issued electronically, unless the Home Institution or the student specifically requires hardcopy transcripts with justified reasons.

7.2. Each University shall arrange for each incoming student to receive the necessary documentation to obtain a student visa in sufficient time to enable the exchange.

7.3. Rights and Privileges of Exchange Students
Campus facilities and the appropriate student support including orientation and social programmes will be available to exchange students at each institution under the same conditions, and where applicable at the same incidental fees, as those applying to standard students at the other institution.

7.4. The Parties agree not to discriminate against any student or applicant on the basis of race, colour, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, or disability.

7.5. The Parties shall ensure they obtain emergency contact information from their students prior to exchange. In the event an exchange student is involved in any serious accident or other circumstances of grave nature, or is subject to disciplinary action, the Host Institution will notify the Home Institution in line with established protocols.

8. PARTICIPATING STUDENTS' COSTS AND PAYMENT OBLIGATIONS

8.1. Each Party shall ensure that their students embarking on the exchange are aware of the following funding arrangements prior to the exchange:

(a) That their students continue to pay their tuition fees to their Home Institution.

(b) All other expenses incurred as a result of the exchange shall be the direct responsibility of the student concerned (subject to any agreements on payment arrangements made by a University with its own students, or to any future agreements between UEA and the University of Lorraine). These expenses may include, but are not limited to:

(i) immigration costs;
(ii) international and other travel;
(iii) books and supplies;
(iv) clothes, entertainment, and other general living expenses;
(v) vacation activities; and
(vi) accommodation costs.

Each exchange student will be responsible for making all housing applications. UEA and the University of Lorraine will provide information to assist students in finding accommodation.

(c) All exchange students must ensure they have appropriate travel, accident and health insurance plans in place prior to travelling.

(d) All students taking part in the exchange programme shall remain registered with their home institutionas regular students pursuing studies and will not be registered as candidate students for the obtainment of a diploma in the host university.

9. INSTITUTIONAL CONTACTS

	Agreement Oversight and Facilitation	Administrative Contacts	Academic Contacts
UEA	[redacted] European Partnerships Manager UEA Study Abroad [redacted]@uea.ac.uk Erasmus.partners@uea.ac.uk	UEA Study Abroad Team **Incoming Exchange** Visiting.uea@uea.ac.uk **Outgoing Exchange** studyabroad@uea.ac.uk	**Law:** [redacted]@uea.ac.uk **Economics** : [redacted]@uea.ac.uk **Norwich Business School :** [redacted]@uea.ac.uk
Websites	www.uea.ac.uk/study/study-abroad-and-exchange/study-abroad-partnership	www.uea.ac.uk/study/study-abroad-and-exchange	
Lorraine	[redacted] Faculty of Law [redacted]@univ-lorraine.fr	DRIE (IRO) drie-cooperation-contact@univ-lorraine.fr Faculty of Law : Dseg-secretariaterasmus-contact@univ-lorraine.fr	[redacted] Professor Faculty of Law [redacted]@univ-lorraine.fr
Websites	https://welcome.univ-lorraine.fr/fr/	https://fac-droit.univ-lorraine.fr/	

10. DATA PROTECTION AND PRIVACY

10.1. In exchanging personal data and other relevant information (Data) between them, the Parties are acting each as data controllers in accordance with UK Data Protection legislation under the legal basis of 'contract'. Students will be provided with appropriate privacy information prior to the transfer of any Data and as part of the application process for exchange. Both Parties agree to comply with all relevant data protection laws.

10.2. Unless compelled by law, no Data received by one Party from the other Party will be divulged to any third party without the prior written approval of the individual to whom such Data relates.

10.3. The University of Lorraine and UEA acknowledge that they may be subject to various privacy, data protection, freedom of information and public records requirements, and both Parties agree that they will co-operate and provide all necessary assistance in order to comply with these obligations.

11. NATURE OF AGREEMENT AND AMENDMENT

11.1. This Agreement constitutes the entire agreement and understanding of the Parties with respect to its subject matter and replaces any prior agreements, discussions or understandings. If one or more of the provisions set forth in this Agreement are held to be invalid or unenforceable in any respect, then that invalidity or unenforceability shall not affect any other provisions of this Agreement and this Agreement shall be construed as if the invalid or unenforceable provisions had not been included in the Agreement.

11.2. At the time of termination, any programmes already begun will be continued until their normal conclusion and the provisions of this Agreement respecting the rectification of any exchange imbalance upon termination of the Agreement shall continue to apply.

11.3. Changes to this agreement shall be made by mutual written consent between both institutions. In cases of disagreement, the party wishing to depart from the agreement shall, wherever possible, give 12 months' notice of its intention to do so.

12. SIGNATURES OF THE LEGAL REPRESENTATIVES OF BOTH INSTITUTIONS

Name of Institution: **University of East Anglia** Name and function of the official representative: **Prof ~~Frances Bowen~~** Mark Searey **Pro-Vice-Chancellor**		Name of Institution: **University of Lorraine** Name and function of the official representative: **For the President, Mrs Hélène Boulanger, the Director of the collegium, Mrs** [redacted]	
Date:	28/10/22	Date:	22/09/2022
Signature:	[redacted]	Signature:	[redacted] UNIVERSITE DE LORRAINE Collegium D.E.G.