GENERAL MEMORANDUM OF UNDERSTANDING
for
INTERNATIONAL EDUCATIONAL COOPERATION
Between
College of Business at Metropolitan State University of Denver
Denver, Colorado, United States
And
ECOLE DE MANAGEMENT DE NORMANDIE
30 RUE DE RICHELIEU 76600 LE HAVRE - FRANCE
THIS AGREEMENT, entered into this June 1, 2015 by and between the College of Business at Metropolitan State University of Denver (MSU Denver), PO Box 173362, Campus Box 13, Denver, Colorado, U.S.A. and Mr Jean-Guy Bernard, on behalf of École de Management de Normandie (EM Normandie), 30 Rue de Richelieu 76600 LE HAVRE – FRANCE (hereinafter the “Parties”).

WITNESSETH THAT:

WHEREAS, MSU Denver and EM Normandie desire to develop the enrichment of their teaching, research and service programs; and

WHEREAS, MSU Denver and EM Normandie desire to strengthen and expand the mutual contacts between the two universities; and

WHEREAS, MSU Denver and EM Normandie desire to provide for an exchange of faculty, students and staff and other collaboration between the two universities on the terms and conditions hereinafter set forth;

NOW THEREFORE, it is mutually agreed as follows:

1. Implementing Agreement - Specific joint activities, the conditions for utilizing the results achieved from these activities, and arrangements for visits, exchanges, and other forms of cooperation will be developed mutually for each specific case through an Implementing Agreement. Any commitment of resources, financial or otherwise, must be made in these specific Implementing Agreements to be entered into at a date subsequent to this agreement.

2. Initiation of Exchange - Each exchange under the terms of this Agreement will be initiated by the respective departments or disciplines of MSU Denver and EM Normandie. The details of each exchange shall be agreed upon in writing in an Implementing Agreement by the designated liaison officials of each University.

3. Period of Agreement - This Agreement shall take effect upon signature below by each of the Parties and will remain in force for 5 years. It shall be automatically renewed for additional five-year periods unless either party provides the other with a written notice that it wishes to terminate. This agreement may be terminated by either institution at any time. The termination must be given in written notice one year before the end. The termination should not prevent the cooperation projects already started to be finalized in good conditions.

For Metropolitan State University of Denver

Ann B. Murphy
Dean, College of Business

For École de Management de Normandie

Date

Date
ADDENDUM AGREEMENT
SHORT TERM PROGRAMS – FACULTY EXCHANGE
BETWEEN

College of Business at Metropolitan State University of Denver
Denver, Colorado
United States of America
AND
ECOLE DE MANAGEMENT DE NORMANDIE
Le Havre, Caen, Deauville
France

AGREED

FOR ONE PARTY: Dr. Ann B. Murphy, Dean, College of Business at Metropolitan State University of Denver

FOR THE OTHER PARTY: Mr Jean-Guy BERNARD, General Director of Ecole de Management de Normandie as a valid representative in its behalf.

The participants, as representative of their respective institutions, are providing the competence and legal requirement necessary to sign and sanction this Agreement with the maximum efficiency.

CONTEXT

The College of Business at Metropolitan State University of Denver (MSU Denver), based in Denver, Colorado, U.S.A. and Ecole de Management de Normandie based in Le Havre, Caen and Deauville, France, wish to strengthen their international activities and to recognize the benefit of common and complementary aspects of their mutual educative offers. Therefore, the aim of this agreement is to develop the academic and cultural interchange between the two institutions through mutual assistance in the areas of education and research.

As a result, the parties who wish to record this Agreement of Educational Cooperation will be governed by the following clauses.

CLUSES

Part I – SCOPE OF COOPERATION
The areas of cooperation include, subject, to mutual consent, any program offered at either institution as felt desirable and feasible on either side and that both sides feel contribute to the fostering and development of the cooperative relationship between the two universities.

The assistance to be provided by each of the contracting parties will be teaching, research, exchange of faculty and students, and staff development, or other activities mutually agreed upon as deemed beneficial by the two institutions.
Both institutions already have a signed agreement based on international cooperation.

**Part II – GENERAL AREAS OF COOPERATION**
Assistance shall be carried out, subject to availability of funds and the approval of MSU Denver and Ecole de Management de Normandie, through such activities or programs relating to, but not limited to, Business Education:

1. Exchange of students
2. Special short-term academic programs
3. Exchange of Faculty members
4. Joint Research activities
5. Participation in seminars and academic meetings
6. Exchange of academic materials and other information

**Part III – FULL SEMESTER EXCHANGE OF STUDENTS – Undergraduate and Graduate levels**
Both institutions agree that this is a program that will wait to be developed and considered at a later date.

**Part IV – SHORT TERM PROGRAMS & SUMMER SCHOOLS – Undergraduate and Graduate levels**

**MSU Denver Students**
Students wishing to enroll in EM Normandie undergraduate summer programs or any short term undergraduate programs will have to be nominated by their home institution to EM Normandie international office.

Registration files should be submitted before the appropriate deadline that will be determined by EM Normandie each year.

If accepted, MSU Denver students will receive all the necessary information from EM Normandie regarding schedule, practical information, letter of acceptance, and other documents as necessary. Students should request an appropriate Visa if compulsory so as to travel to Europe. Visa costs will remain student’s responsibility.

Graduate programs will be excluded at this time. These will be revisited as MSU Denver develops and begins offering an MBA program.

**Tuition fees**
As coming from a partner institution, all MSU Denver students will benefit from “Tuition Waiver fees”. These specific fees do not include lectures and exams as it will be free of charge for those students.

All other costs such as accommodation, some meals, transportation between European locations (if applicable), will remain the student’s responsibility. An information package will be sent to MSU Denver before the nomination of their students. These fees will have to be paid directly to EM Normandy that will coordinate the logistic aspects of the trip in Europe.
Options of payment will be clearly indicated in the package information that EM Normandy will send to MSU Denver each year. MSU Denver will have to indicate clearly the payment option chosen for their students through a written notice to EM Normandie international office.

All other expenses such as personal expenses, insurance, meals, international transport from the US and to the US will remain the student's responsibility.

Credits awarded to MSU Denver students will be recognized by the home institution and will be notified through an official transcript issued by EM Normandie.

These credits can be awarded through any short-term program organized by EM Normandie.

The number of available places will be reconfirmed each year by EM Normandie coordinators.

Part V - REQUIREMENTS
To be admitted in the programs, students will have to meet the general entrance requirements of host institutions (to be reconfirmed each year) and to enroll in full programs.

The registration files will be submitted to the International Relations Department. Students can be interviewed to ensure that they have an adequate knowledge of the language in which the program is taught, an adequate knowledge of the specialization and a strong motivation.

The number of available places in short-term programs will remain the host institution decision.

After admission, the receiving institution will recognize the courses completed by students at their home institution.

At the end of the short program periods, the international coordinator of the home institution will receive the transcripts of its students.

Part VI – REJECTION
Each University can decide to accept or not a student, the rejection of a student must be clearly motivated. Once at the receiving institution, the students must meet the rules of the host University in terms of requirements, goals and behavior. In case of a behavior that would not meet the expectations of the receiving institution, the host university can decide to exclude the student and send him/her back to home after advising the International Relations Department, or equivalent, of their home institution.

Part VII – FACULTY EXCHANGE
EM Normandie and MSU Denver wish to develop their cooperation agreement and potential Research Project activities through Faculty Exchange.

The sending institution should submit Curriculum including list of last publications to the receiving institution. Curriculums should be approved by the Accreditation Manager or equivalent position in the receiving institution. Candidates could be refused at the receiving institution discretion if their profile doesn’t meet accreditation purposes.
Visiting Faculty should stay at least 7 days at the receiving institution and are encouraged to arrange stays of 15 days. During the visit faculty must:
- Give lectures through regular classes or students seminars in different Graduate and Undergraduate Programs (can be on different campuses)
- Connect with the International Office or equivalent at the receiving institution
- Connect with the Research Department, including doing a presentation of the main publications and exchange good practices
- Provide a written report once back in the home country

**Financial concerns:**
Home institution will pay for:
- Wage and any specific financial agreement that could be in place in this institution
- Payment of the international flight

Receiving institution will pay for:
- Accommodation based on a single occupancy
- Food on a per diem basis
- Transport if required – depending on distance between accommodation location and campus

Personal expenses will remain Faculty responsibility. Should the Professor wish to stay abroad with his/her family, he/she will pay for the extra costs involved.

**Number**
Institutions are free to submit as many candidate applications as they wish. Schedules and appropriate periods will be jointly determined on a case by case analysis.

Even though Faculty Exchange should be aiming for a balance, it will all depend on academic schedules and Faculty availability.

It is not compulsory that exchange is done at the same time of the year on both side.

**Part VIII – RENEWAL, TERMINATION AND AMENDMENT**
The present agreement shall take effect when signed up by both parties and shall be valid for an initial period of five years. The agreement shall be automatically renewed for additional five-year periods unless either party provides the other with a written notice that it wishes to terminate.

Any modification of this agreement can only be undertaken with the approval of both signing parts. The partner willing to change this agreement should advise the other one by a signed letter at least one year before. Any modification should not prevent the students already nominated by their home institution from participating to this exchange program.

Whenever a legal modification of any of the programs under this agreement will appear, the undersigned institutions must inform each other as soon as possible. These possible modifications should not require any modification of the present document except if one institution requires it. Any modification should be taken into consideration after written information and be agreed by mutual consent.
This agreement may be terminated by either institution at any time. The termination must be given in written form one year before the end. The termination should not prevent the enrolled students from finishing their program and obtaining the transcripts of the host institution.

In case of differences or discrepancies between both institutions, both of them may appeal to an independent referee, in order to reach a consensus. The decision of the referee will be binding for both parts.

**PART IX - INFORMATION**

The home and the host institutions will be jointly responsible for all personal information collected, as required by the Law on Protection of Personal Information.

Personal data cannot be ceded or communicated to third parties, not even for its conservation. The parties of this agreement can provide personal information to the competent authorities, if the authorities satisfy all appropriate legal requirements.

Signed in accordance with the agreed, in two copies in English,

Place:
Date: 3 VII 2015

Mr. Jean-Guy BERNARD  
Director General  
Ecole de Management de Normandie

[Signature]

Dr. Ann B. Murphy  
Dean, College of Business  
Metropolitan State University of Denver

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