

**Partner Exchange Agreement**  
Between  
**NEOMA Business School**  
(hereafter referred to as NEOMA BS)  
Reims – Rouen – Paris, FRANCE  
&  
**Birla Institute of Management Technology**  
(hereafter referred to as BIMTECH)  
Greater Noida Campus – Bhubaneswar Campus, INDIA

**Declaration of Purpose**

Whereas NEOMA BS and Birla Institute of Management Technology, wish to operate in a diverse environment and deliver a curriculum that includes international learning experiences. The general purpose of this Agreement is to establish specific educational relations and co-operation between the participating institutions in order to promote academic linkages and to enrich the understanding of different cultures. The institutions share the common mission to provide international education of the highest quality and are committed to continuous improvement.

The purpose of exchange between faculty members is to promote collaborative research, other educational developments and to further mutual understanding.

The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied towards their degree at their home institution.

The purpose of each double degree student exchange is to enable students to enrol in a degree program at the host institution with the objective to achieve a degree from the home and the host institution.

**Definitions**

Within the framework of this exchange, “home university/institution” means the institution in which a student is formally enrolled as a degree seeking student or, in case of faculty exchange, where the faculty member is formally contracted for employment.

For NEOMA BS this agreement involves three of the NEOMA BS campuses (Reims, Rouen and Paris) and for BIMTECH this agreement involves two of the Birla Institute of Management Technology campuses (Greater Noida and Bhubaneswar)

## TYPE OF EXCHANGE

- Student Exchange       Double degree exchange       Faculty/Staff Exchange
- Student and faculty/staff exchange

### 1. Student Exchange

#### (1) Number

Each institution is prepared to send students and to receive the equivalent number in exchange annually. Normally the exchange will involve a maximum of 9 students per academic year and 16 semester students per institution per year, negotiable by mutual agreement based on demand.

#### (2) Access

Students are permitted to enrol in all courses and programs at the host university for which they are qualified with the exception of those courses or programs in which places may not be available due to enrolment limitations. Students are entitled to the same privileges and are subject to the same rules and regulations as other students at the host institution. Semester Exchange students (One or Two Semesters) will be admitted as non-degree seeking students. They will attend regular classes and the orientation program. Double degree seeking students will be admitted as degree seeking students at both universities.

#### (3) Balance

If the number of exchange semesters between NEOMA BS and Birla Institute of Management Technology are not achieved in a given year, the exchange will be brought back into balance in a three year cycle. No imbalance should be carried beyond a period of three years. A party has a balance deficit when that party has hosted fewer semesters than the number of semesters it has sent abroad to the other party. Summer and short term study programs may be used to make up the balance. Six exchange students for a one week summer/study programs equals three exchange semesters.

#### (4) Qualifications

Each exchange student should demonstrate his/her academic proficiency by a certified transcript. Depending on the program specifications, exchange students will need to meet the English and/or French language proficiency entry requirements for the relevant academic program. The level at NEOMA BS is for French CEFR B2 and for English IELTS 6.5.

Students from both institutions must have their course selections approved by their home institution in order to obtain transfer of credit towards their degree. As well, students from each institution shall complete a “Learning Agreement” outlining the courses taken at the host institution.

**(5) Costs**

Students will pay their regular tuition and fees to the home institution. No further tuition costs will be charged by the host institution.

**(6) Housing**

Students will receive assistance from the host institution in locating suitable accommodation. The cost of accommodation, including food, is the responsibility of the exchange student.

**(7) Transportation**

Students are responsible for their own international transportation costs (unless special arrangements are made by the home institution). Each institution will provide information to arriving students regarding transport arrangements from the airport that is closest to the institution.

**(8) Visa**

Each participating student will be responsible for obtaining his/her own visa and for completing the required immigration procedures that are needed to pursue studies at the host institution. If the student has not obtained a visa of the host country, when this is required by law, the host institution shall (generally) refuse admission to the student and advise the home institution. The host institution agrees to provide an acceptance letter and other necessary documentation to student needs to obtain the visa.

Should the student fail to comply with the immigration and visa laws of the host country, the student shall (generally) immediately lose his/her rights to student housing, as well as all the rights and privileges of a student (situations will be looked at on a case by case basis).

**(9) Health/Medical Insurance**

Each exchange student is responsible for making arrangements for a suitable insurance plan, which must include sufficient medical coverage. The cost of the insurance will be paid by the exchange student (unless special arrangements are made by the home institution). Exchange students coming to NEOMA BS will need to subscribe to the basic French Social Security System but it is recommended that students consider purchasing additional travel and health insurance to provide broader coverage.

Students at both institutions must provide a name, address and phone number of an appropriate person to be contacted in the event of accident or illness.

**(10) Academic Provisions**

The departments involved in the exchange at the home institution will provide academic counseling to ensure that the academic courses taken at the host institution are acceptable to the home institution. The host institution will provide course descriptions and syllabi to aid in course equivalency evaluation.

Exchange students will be governed by the same regulations and performance standards that pertain to the other students at the host institution.

**(11) Rights and Responsibilities of Each Institution**

- (a) Academic achievement reports are forwarded to the student's home institution at the conclusion of each semester, not later than eight weeks after the last day of final examinations.
- (b) No monetary consideration will be exchanged between the two institutions, nor will there be any indemnities, reimbursement for expenses or sharing of fees or profits arising from the exchange.
- (c) Should exchange students fail to pay for compulsory fees (e.g. at NEOMA BS for French social security, housing costs, etc.). Birla Institute of Management Technology will be expected to cover these fees and the student's transcript will not be issued until the situation has been resolved.

**(12) Repatriation of Student Participants**

In the event of an emergency, illness, accident or any other urgent situation in which a student/participant is required or desires to return home, the host institution will make all reasonable efforts to assist said student in returning at the earliest possible time. The host school shall not be required to pay, or be responsible for paying, any expenses for the student, but may do so with or without an agreement for reimbursement from the home institution

## 2. Administration

### (1) Annual Programme Calendar

Exchanges may take place for an academic year or for a semester. A student who leaves the program early for any reason is not entitled to a refund of tuition paid at the home campus or any accommodation charges assessed at the host institution.

### (2) Programme Review

Both institutions will be responsible for a regular review of the program. This review may make appropriate and mutually agreed modifications as required and identify new opportunities for co-operation in scholarship and research.

### (3) Programme Approval

Proposals for succeeding years' exchanges will be prepared and reviewed prior to the commencement of the academic year for each institution. Each institution will exchange information about their opportunities and specific needs for the period designated, with an identification of the resources available to support the exchanges at each institution.

### (4) Duration, Amendment, Review and Termination of Agreement

- (a) This agreement shall be in force and be binding upon the parties for a period of three years (i.e., from the 2021/22 academic year through the 2023/24 academic year). It shall then be automatically renewed or be subject to revision, modification by mutual written agreement.
- (b) The agreement may be terminated at the request of either institution, provided such request is made in writing at least twelve (12) months before termination is to become effective. Any termination of the agreement must take into account the rights of the students already participating and those already officially nominated for an exchange opportunity.

## 3. Quality Assurance

Both institutions agree that the exchange opportunities described in this agreement will be implemented, managed and evaluated in accordance with the AACSB and EQUIS accreditation standards. The collaborative opportunities will be executed in the spirit of continuous improvement and overall high quality.

4. **Authority**

This Agreement has been accepted by Director of BIMTECH and the Director General of NEOMA Business School and supersedes any existing exchange agreement between the parties.

Signed for and on behalf of:

Birla Institute of Management Technology

Dr. H Chaturvedi (BIMTECH)

Director

Birla Institute of Management Technology

Plot No.5, Knowledge Park II

Greater Noida - 201 306



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**Dr. Harivansh CHATURVEDI**

Director, BIMTECH

Date: .....

NEOMA Business School

(NEOMA BS)

**NEOMA Business School**

Campus de Rouen

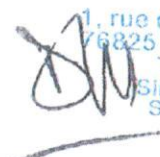
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**Dr. Delphine MANCEAU**

Director General

Date: 09/09/2021