Memorandum of Understanding
16 March 2012

This document describes the procedures Murray State University and ESC Saint-Etienne administrators and faculty will follow to implement this agreement.

Financial procedures in cases of program imbalance: Procedures stipulated in Article 18

Approved by: [Signature] on (date): 3/16/12

Jackie Dudley [Signature] on (date): 3/10/12

Block transfer provisions prior to 2015 and documentation procedures:
Procedures stipulated in Articles 19, 20 and 22

ESC Saint-Etienne undergraduate students participating in the program until 2015 are subject to the block transfer arrangement in Article 19.

Article 16
Though this article specifies that performance reports must be delivered within 30 days of the completion of student exchange experience, both institutions will strive to provide this information within 15 days of completion to allow for transit time and avoid delays in degree processing.

To facilitate the transfer of academic transcripts and information, all Murray State students and all ESC Saint-Etienne students studying at Murray State will complete a transcript request and pay the then current transcript fee. This procedure is required by FERPA.

Each partner will provide the other with full course descriptions of courses taken by students participating in the partnership. These official descriptions may be provided in print or electronic form.

Article 19
ESC Saint-Etienne students and Murray State students seeking a degree at Murray State must apply for the degree by the published deadlines.

Identification of Students
In order to successfully confer degrees, accept block transfer courses, and identify residence credit, Murray State's Office of the Registrar will receive an official list of participating MSU and St. Etienne students every semester. These lists will include student name and MSU ID number or Date of Birth.

Approved by: [Signature] on (date): 3/16/12
Academic dual degree requirements: Descriptions stipulated in Article 22

Undergraduate degrees: ESC Saint-Etienne students at Murray State
ESC Saint-Etienne students will earn the Bachelor CMCI degree there, attend MSU for two semesters and earn a second baccalaureate degree under the terms of the MSU Bulletin for a Second Baccalaureate Degree (p.36). Until 2015, students in this category will receive block transfer credit for University Studies credit and will include in their schedules required courses specified by College of Business student advisors.

Undergraduate degrees: Murray State students at ESC Saint-Etienne
MSU students will earn the study at ESC Saint-Etienne for two semesters (and potentially complete a summer internship) during the third and/or fourth years of their academic programs. They will complete 60 ECTS credits while at ESC Saint-Etienne which they will transfer to MSU to satisfy their MSU degree requirements as well. They will be awarded both degrees upon graduation from MSU.

Graduate degrees: ESC Saint-Etienne students at Murray State
ESC Saint-Etienne students will complete 60 ECTS credits in the first year of the Master Grande Ecole in residence and the second year of their study in the MBA program at MSU. They will complete 24 hours of MBA courses at MSU including, whenever possible, the seven MBA core courses, and receive credit for two MBA courses based on their course work at ESC Saint-Etienne. At the conclusion of the two year program they will receive the Master Grand Ecole from ESC Saint-Etienne and the MBA from MSU.

Graduate degrees: Murray State students at ESC Saint-Etienne
MSU students will complete eight courses the MBA in residence at MSU including, whenever possible, the seven MBA core courses. They will then complete the 60 ECTS credits required in the second year of the Master Grande Ecole at ESC Saint-Etienne. They will receive credit for two MBA courses based on their course work at ESC Saint-Etienne. At the conclusion of the two year program they will receive the MBA from MSU and the Master Grand Ecole from ESC Saint-Etienne.

Approved by: Dr. Gerry Muuka on (date): 03-16-12
Dr. Tim Todd on (date): 3/16/12

General agreement structure and procedures:

Approved by: Dr. Luis Canales on (date): 3/16/2012
PARTNERSHIP AGREEMENT
BETWEEN
MURRAY STATE UNIVERSITY
Murray, KY 42071, USA
and
ECOLE SUPERIEURE DE COMMERCE – ST. ETIENNE
St. Etienne, France

INTRODUCTION

Murray State University (MSU) and Ecole Superieure de Commerce – St. Etienne (ESC Saint-Etienne), recognizing the value of educational interchange and the benefits of collaboration, establish, through this agreement, a commitment to cooperation and the development of cooperative programs.

OBJECTIVES

The objectives of this cooperative relationship are to improve the educational programs of both institutions through a systematic exchange of academic and professional staff and students and through collaboration in instruction, research, and other scholarly activities.

SECTION I: GENERAL TERMS AND CONDITIONS

Article 1

Both institutions will work to promote cooperative enterprises in all areas of common interest.

Article 2

The terms and conditions of specific cooperative projects will be negotiated between the two institutions.

Article 3

In general, programs between the two institutions will be based on the principle of reciprocity.

Article 4

This agreement, as well as changes in the agreement, will be undertaken based on mutual consent.
Article 5

This agreement will become effective for an indefinite period when signed by the authorized representatives of both institutions and approved by the governing councils of the institutions. This agreement may be terminated by either institution through official, written notification duly signed by the presiding officer of the notifying party.

Article 6

Each institution will receive a signed, original copy of the agreement in both languages.

Article 7

At Murray State University, programs under the agreement will be coordinated through the Institute for International Studies and College of Business, and the International Relations Office and the Head of Programs at ESC Saint-Etienne.

Article 8

The coordinating unit of each institution will designate representatives to plan and organize a program of activities implementing the agreement. These representatives will have the broadest possible latitude in drawing up the terms of the exchange, which terms shall then be subject to review and acceptance of the governing board of each institution.

SECTION 2: EXCHANGE OF ACADEMIC AND PROFESSIONAL STAFF

Article 9

At least three months prior to a staff exchange, the authorized representative of the host institution must approve the exchange, in writing, including the responsibilities of the exchange participants, the period of the exchange, and any other conditions governing the terms of the exchange.

Article 10

The home institution will pay staff their customary salary while they are participants in the exchange program.

Article 11

Costs of travel/transportation for exchange participants will be effected under the following conditions:

- Exchange participants or their home institution will be responsible for costs of participants’ international travel.
• The host institution will not be responsible for the personal travel costs of exchange participants.

Article 12

All exchange participants must obtain comprehensive medical insurance, including coverage for accidental death or dismemberment, medical evacuation and repatriation. Documentation of insurance coverage must be submitted before exchange visits are approved. The host institution will be responsible for providing information on necessary medical coverage.

Article 13

If available, the host institution will provide exchange participant housing on campus without charge. In the event such housing is unavailable, the host institution will assist the staff member to find housing in the local community. Costs of such housing not provided by the host will be borne by the exchange participant. Costs of board and other personal expenses will be borne by the exchange participant.

Article 14

Host institutions will not be responsible for personal expenses of exchange participant.

SECTION 3: EXCHANGE OF STUDENTS

Article 15

At least three months prior to a student exchange, the authorized representative of the host institution must approve, in writing, the exchange, including the responsibilities of the exchange participant, the period of exchange, and any other conditions governing the terms of the exchange.

Article 16

The institution receiving student exchange participants must submit a written assessment of the student’s work (transcripts, grade report), including description of courses taken, and level and quality of performance, within 30 days after the student’s exchange experience is completed. The partners will complete an equivalency statement as an addendum to this agreement for the purpose of assigning final course grades at MSU.

Article 17

Exchanges will be effected on a one-for-one basis insofar as possible. Program balance will be measured independently for bachelor and graduate students. Review of the balance status will be conducted in even numbered years.
Article 18

Students normally pay the costs of food and lodging at the host university. Tuition and fees are paid to the home university where they normally study and waived at the host university unless otherwise agreed. Application fees and supplemental fees for online courses are also waived. In cases of imbalance, students will pay tuition and fees at their home institution. The home institution will then transfer the tuition and fees (at in-state levels for MSU) to the host institution who will accept these funds as full payment of tuition and fees for the students in unbalanced status.

Upon mutual agreement of the parties, obligations arising from program imbalance may be satisfied with in-kind hosting and international education services rather than cash payments. In this option, cost to the host institution will be maximized at the level of tuition and fees due in the balance equation.

Article 19

The host institution will assist the student in securing housing.¹

Students in dual degree programs will take the equivalent of one academic year credit at the host institution. Undergraduate St Etienne students at MSU will take 32 semester hours (the equivalent of 64 ECTS) and undergraduate MSU students at ESC Saint-Etienne will take 60 ECTS credits (the equivalent of 30 semester hours). Graduate St Etienne students at MSU will take 24 hours in the Master in Business Administration program and graduate MSU students at ESC Saint-Etienne will take 60 ECTS credits. The coursework will be outlined in agreements with each of the participating students and both the sponsoring schools.

The coursework specified in these agreements will be selected to meet graduation requirements in both systems.

MSU students seeking a dual degree must meet the graduation GPA requirements for the degrees they are seeking.

Until 2015, credits acquired at the home institution will be accepted as equivalent to the portion of the program not taken in residence at the host institution. Courses taken at the home institution will be accepted as a “block transfer” at the host institution fulfilling all remaining graduation requirements. ESC Saint-Etienne students will not be required to complete MSU University Studies requirements not directly articulated by ESC Saint-Etienne course work.

Article 20

¹ For purposes of this agreement one semester hour is deemed to be the equivalent of two European Credit Transfer System (ECTS) credits.
Though the primary focus of this partnership is dual degree programs, it is also an exchange agreement. As such it allows students at ESC Saint-Etienne and MSU students to study at the partner institution for one or two semesters without earning a second degree.

Article 21

For residency purposes, courses taken at both the home and host institution after admission to the program will be counted toward institutional residency requirements.

Article 22

ESC Saint-Etienne students who have received the Bachelor CMCI/CMI degree will receive a second undergraduate degree from MSU upon completing the requirements for that second degree. Until 2015, MSU will award the BAB/BSB in Business Administration or the BAB/BSB in International Business to ESC Saint-Etienne student program participants upon receipt of documents certifying completion of the Bachelor CMCI/CMI degree.

Upon receipt of transcripts certifying completion of the BAB/BSB in Business Administration degree or the BAB/BSB in International Business degree, MSU students who have completed the requirements of this program as specified in Article 19 will be awarded the Bachelor CMCI/CMI degree by ESC Saint-Etienne.

Upon receipt of transcripts certifying completion of the Master Grande Ecole degree, ESC Saint-Etienne students who have completed the requirements of this program will be awarded the Master in Business Administration degree by MSU.

Upon receipt of transcripts certifying completion of the Master of Business Administration degree, MSU students who have completed the requirements of this program will be awarded the Master in International Management degree by ESC Saint-Etienne.

Dual degree programs in other disciplines may be added to this program by mutually approved addenda to this agreement.

Article 24

Students will be notified in writing by the authorized representative of the host institution of their (the students’) responsibilities for personal expenses, medical insurance, travel and other incidental expenses.

Article 25

All exchange participants must submit, in writing, evidence of comprehensive medical insurance including coverage for accidental death and dismemberment, medical evacuation and repatriation. This documentation must be received at each host institution before arrival.
SECTION 4: SPECIAL TERMS AND CONDITIONS

Article 26

Special efforts may be undertaken to arrange cooperative ventures beyond the direct exchange of staff, including but not limited to educational research projects, exchange of teaching resources, dual and joint degree programs, and cooperative curriculum development efforts.

Article 27

The designated representatives at each institution will develop a plan of activity for special activities that are undertaken.

Agreed and accepted this _____ day of ______________, 2012

Ecole Superieure de Commerce – St. Etienne

[Signature]

Michael Rollin
Dean/Director General

[Signature]

Vincent Beausejour
Director of International

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Dr. Randy Dunn
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