



REGISTRO DE LA SECRETARIA DE EDUCACION PUBLICA



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EXTENSION AGREEMENT ON NON-DEGREE STUDENT EXCHANGE

Between

Universidad de Guadalajara, Avenida Juárez, N° 976, Colonia Centro, Postal Code 44100, Guadalajara, Jalisco, México.

Represented by its **Rector General, Dr. Ricardo Villanueva Lomelí**, assisted by its Secretary General, MSc. Guillermo Arturo Gómez Mata, hereinafter referred to as '**UDEG**',

and

Vrije Universiteit Brussel, Pleinlaan 2, 1050 Brussels (Belgium),

Represented by **Prof. Dr. Jan Danckaert, Rector**, hereinafter referred to as '**VUB**';

Jointly referred to as 'the Parties'

Whereas, the Parties have entered into a Non-Degree Student Exchange Agreement, effective as of **04 April 2019**, pursuant to which Parties have allowed student exchange in the past academic years;

Whereas, the Parties desire to extend the cooperation among them in order to further continue the Non-Degree student exchange on the terms set forth herein.

In order to provide a unique overseas learning experience for students of both universities and to further develop academic and research cooperation in the future, the Parties agree to set up a non-degree student exchange programme in compliance with the rules and regulations of both Parties.

The terms of the agreement are as follows:

Article 1. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to establish the basis for a non-degree exchange program between both universities. It relates to the preselected students who will go to the host university. The selection procedure is stipulated in Article 3.

1.1 Number of Students

Each Party agrees to accept no more than 4 semester spots (2 full year students or 4 semester students) per year. It is understood that a balance in numbers of students exchanged will be expected over the period of this Agreement.

1.2 Exchange Period

The exchange period for each student may last from one academic semester (5 months) to two academic semesters (10 months).

1.3 Language Requirement

Each student should meet the language requirement of the host university, i.e. min. B2 of English for VUB, and at least a B1 level of Spanish or English for UDEG. If students follow courses in the local language, they will be expected to meet local language requirements.

Article 2. GENERAL RULES REGARDING HUMAN RIGHTS AND EQUALITY

The Parties agree that the collaboration will in no way be subjected to discrimination based on age, ethnicity, gender, nationality, social status, sexual preference, or philosophical, religious and political opinion.

The Parties guarantee to respect all human rights. This Agreement may be terminated by either Party if the other Party is involved in a violation of human rights as supported by clear and convincing evidence.

The Party thus wishing to terminate the Agreement ("Claimant") shall issue a motivated written notice to the other Party. The Parties shall negotiate the possible remedial actions to address the involvement of the defaulting Party in the proven human rights violations. If the Parties are unable to find a reasonable solution to resolve the issue within a reasonable period of time, or if the defaulting Party cannot demonstrate that its involvement in the proven human rights violations has been remedied, the Claimant may terminate (its participation to) the Agreement with immediate effect.

Article 3. APPLICATION AND SELECTION OF STUDENTS

For UDEG students

3.1 Eligibility Requirements

Students will be preselected by the Coordination of Internationalization, according to the rules in place at each institution.

3.2 Application Procedure

Eligible candidates will be nominated by UDEG by May 1st for a start in September and by October 1st for a start in February. The nomination file will be sent to the address exchange.incoming@vub.be (template of nomination file will be provided by VUB).

The students will register online, providing required documents and creating their learning agreement (set of courses to be taken at the VUB host faculty, according to the catalogue available¹) to be approved by the three Parties (student, home and host universities).

VUB reserves the right to refuse the application if the scientific or technical level of the candidates seems insufficient. The final decision of admission result will be confirmed by VUB and a letter of invitation will be made available online for the students upon acceptance, and on time to comply with visa and other procedures.

¹ List of available courses might be subject to change.

3.3 Application Documents

The application documents of candidates will be uploaded online to the link provided to the nominated students by June 1st for a start in September and by November 1st for a start in February.

Each candidate should upload the following documents:

- Proof of English proficiency & level
- Transcript of records
- Copy of international passport
- ID picture
- Motivation letter (optional)

3.4 Insurance Requirement

Students will take all necessary steps to arrange for health insurance and insurance coverage against physical injuries and civil liability, while performing their studies at the institutions involved, in pursuance of the rules and regulations that apply within the concerned universities and in compliance with national legislation as applicable.

For VUB students

3.5 Eligibility Requirements

Students will be preselected by VUB according to the rules in place at each institution.

3.6 Application Procedure

Information on the nomination procedure will be provided by UDEG. All the candidates will be nominated by VUB by October 15th for a start in March, and by April 15th for a start in September, to the UDEG online nomination system². The final decision of admission result will be confirmed by UDEG, which reserves the right to refuse the application if the scientific or technical level of candidates seems insufficient.

3.7 Application Documents

The application documents of candidates will be uploaded to the UDEG online application system by the appointed time.

Each candidate should submit the following documents:

- Proof of Spanish level (or English if taking courses in this language)
- Transcript of records
- Copy of passport
- Motivation letter
- CV
- Letter of recommendation (university or tutor)

Article 4. FINANCIAL RESPONSIBILITY

4.1 Tuition fee

Students only pay for the tuition of the home university and they will be exempted from the payment of the tuition fee of the host university.

4.2 Other fees

Exchange students shall be responsible for other expenses including academic materials, visa application, travel expenses, accommodation and local transportation costs, living expenses, health care and insurance.

² The link of the online nomination and application is updated for every semester.

Article 5. STUDENT RESPONSIBILITIES AND CONDUCT

Students will be expected to abide by the laws and customs of the host country and abide by the policies and regulations of the Host Institution, whilst attending the Host Institution. Each Party reserves the right to terminate the participation of any Student on an Exchange Programme with immediate effect in the event of a serious breach of such rules and regulations, including any failure by a Student to comply with the relevant institution's normal enrolment procedures. The rules and regulations applicable to all students from VUB are set out on the University's website: <https://www.vub.be/en/regulations>.

Article 6. ORGANISATIONAL ASPECTS

6.1 Documentation

The host university will send to the home university the course transcripts and a report of the performance of each student (Transcript of records) within 6 weeks, approximately, after the assessment period has finished at the host institution. The credits successfully obtained at the host university could be transferred to the home university.

Grading systems:

At VUB:

< 10: F

10: E

11-12: D

13 -14: C

15-16: B

17-20: A

At UDEG:

Course Grade	Grade Points	Definition
90-100	1	Excellent – outstanding performance with only minor errors
80-89	2	Good – generally sound work with a number of notable errors
70-79	3	Satisfactory – fair but with significant shortcomings
60-69	4	Sufficient – performance meets the minimum criteria
0-59	5	Fail – considerable further work is required

6.2 Administration

The exchange program shall be administered with regard to admission, registration, assistance for visa and finding accommodation (as well as other related matters if applicable) and tutoring by the appointed coordinators of both Parties.

VUB

- Website for exchange students: <https://www.vub.be/en/internationalisation-vub/international-relations-what-we-do-how-you-can-reach-us/exchange-erasmus-projects/come-vub-exchange>
- Main email address: international.relations@vub.be

UDEG

- Webpage for international students: <http://www.ci.cgai.udg.mx/es/estudiantes-externos/bienvenido>
- Main email address: movilidad.ci@udg.mx

Article 7. DATA PROTECTION

The Parties agree to consider as confidential all information related to the activities of UDEG to which the VUB has access, and vice versa, as a result of this Agreement and which is not public.

In connection with the student exchange, the Parties may have access to data which may be defined as personal data under the relevant data protection laws and regulations. The Parties will comply with such laws and regulations in force when processing personal data relating to the student exchange.

UDEG will ensure compliance with the provisions of their applicable national legislation when processing participants' personal data in the context of this Agreement.

VUB will ensure compliance with the provisions of art. 46° of the General Data Protection Regulation (GDPR)³ for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

Article 8. DURATION AND TERMINATION

8.1 Duration

This Agreement shall enter into force on the date of its signing by the representatives of both universities and shall remain effective in force for the duration of five (5) years.

³ Available in <https://gdpr-info.eu/art-46-gdpr/>.

8.2 Amendments and Renewal

This Agreement may be amended. Once approved by both Parties through the corresponding legal instruments, the amendments will become part of this Agreement.

This Agreement may be renewed after evaluation, for successive periods equal to the initial term. The renewal procedure is to be initiated not later than six (6) months prior to the expiry of the existing Agreement and through the corresponding legal instruments.

8.3 Termination

Either Party shall be entitled, at any time and at its absolute discretion to terminate this Agreement by giving at least six (6) months' prior written notice to the other Party. The termination shall not affect any exchange student who has already been accepted into the program.

9. Dispute settlement

In order to settle any doubts that may arise during the performance of this Agreement, the Parties shall exert their best efforts to reach a solution by mutual consent. In the event such consent is found to be impossible, the Parties shall jointly appoint a neutral third Party, to act as mediator.

The present Agreement is drawn up and concluded in English language and signed in two (2) identical originals, one original for each Party.

Date: 13 SEP 2024

Place: Guadalajara, Jalisco, México

Date: 12/03/2025

Place: Brussels, Belgium

For Universidad de Guadalajara

Dr. Ricardo Villanueva Lomeli
Rector General

MSc. Guillermo Arturo Gómez Mata
Secretary General

Mtra. Valeria Viridiana Padilla Navarro
Coordinator for Internationalization

For Vrije Universiteit Brussel

Prof. Dr. Jan Danckaert
Rector

WITNESS

