

MEMORANDUM OF UNDERSTANDING
FOR THE EXCHANGE OF STUDENTS, FACULTY AND STAFF
BETWEEN
BADEN-WUERTTEMBERG COOPERATIVE STATE UNIVERSITY
(DHBW)
AND
UNIVERSIDAD DE GUADALAJARA
(UDG)

A. PURPOSE AND SCOPE

In recognition of the proven value of international experiences for students, faculty and staff, and to strengthen the existing cultural and educational links between both institutions, Baden-Wuerttemberg Cooperative State University (DHBW) and Universidad de Guadalajara establish this agreement to facilitate educational exchanges between the institutions.

Specific areas of cooperation between the two institutions may include, but are not limited to the following:

- 1) Exchange of students
- 2) Internship programs for students
- 3) Special short-term academic programs
- 4) Exchange of faculty and staff
- 5) Implementation of mutual research projects
- 6) Participation in seminars, workshops, and academic meetings
- 7) Implementation of mutual cultural programs.

Subject to mutual consent and under prior agreement, the area of cooperation includes any program offered at either institution in which the two institutions believe cooperation is feasible and desirable, and which could contribute to fostering and developing a mutually beneficial relationship between the two institutions.

The implementation of areas and/or actions of cooperation mentioned in items 2), 3), 5), 6) and 7) will be carried out through specific agreements, different from the present one. The specific proposed agreements will describe, in precise detail and with complete accordance, the activities to be developed, the responsibilities of each party, the budget for each activity, a definition of the sources of finance, the personnel involved, the facilities and equipment to be used, a working calendar, and anything else necessary to precisely determine the aim and scope of each of the said agreements that will be operative documents of the present Memorandum of Understanding.

Modalities of these opportunities are described below.

B. DEFINITIONS

1. For this agreement, "exchange students" are undergraduate and graduate level students who may study at the host institution and/or complete an internship or project for one semester or

one academic year. They will be classified as exchange students and will not be eligible for degree status at the host institution. The "exchange program" is the program according to this agreement.¹

2. "Home institution" shall mean the institution at which a student intends to graduate, and "host institution" shall mean the institution which has agreed to accept the student from the home institution.
3. "Faculty" represents the appropriate academic entity at the respective institutions. For this agreement "staff" refers to administrative and technical employees of the institutions.

C. EXCHANGE OF STUDENTS

1. Undergraduate and graduate level applicants for participation in the exchange program will be selected according to criteria established by the home and the host institution. These applicants will be selected by the home institution and subject to final acceptance by the host institution.
2. All exchange students must be registered and must remain enrolled as full-time degree- seeking at the home institution, as a condition of acceptance into the exchange program. Exchange students must be in good academic standing before participating in the exchange program. Students are eligible to participate if they have satisfied any language proficiency requirements of the host institution.
3. All students must carry adequate health, as well as an emergency evacuation and repatriation insurance coverage to the satisfaction of the host institution.
4. Students participating in the exchange program will not be expected to pay tuition fees at the host institution. Students will pay tuition fees to the home institution, under the policies of that institution.
5. Exchange students will be responsible for making their travel arrangements and shall bear all associated costs including transportation, housing, meals, academic materials, medical care expenses, health insurance, personal expenses, required orientation fees, passport/visa application fees, etc.
6. Exchange students will be subject to the rules and regulations of the host institution and the laws of the host country. They will be entitled to regular academic resources and support services generally available to locally enrolled students.
7. The host institution will make every effort to facilitate the integration of exchange students into the student life of the host institution.
8. Both Institutions agree to exchange, under the terms of this Agreement, up to four (4) students per academic semester. Any disparity in the number of students will be adjusted in the following year.
9. At the end of the academic term and exam period, each institution serving as a host institution will provide official academic records to the home institution for all students who participated in the exchange. It is the student's responsibility to sign any required information release forms, so that the home institution may obtain information relating to the student's academic progress and attendance at the host institution. The eventual equivalence at the home institution of academic credits earned at the host institution will be established by the home institution.

¹ As established in paragraph A, medical rotations or clinical electives will be regulated through a Specific Agreement apart from this Memorandum of Understanding.

D. EXCHANGE OF FACULTY AND STAFF

1. Both institutions agree to encourage faculty and staff participation in exchange program activities from host to host institution. Approval of both institutions will be required for all exchanges.
2. Applicants for participation in the exchange will be selected by the home institution and will be subject to acceptance by the host institution.
3. The period of the exchange will be determined by the purpose of the exchange. The duration of faculty and staff exchanges shall be arranged as appropriate, and by the established rules and practices of the host institution.
4. The conditions of any faculty and staff exchanges will be agreed upon between the parties before the exchange commences. This includes financial responsibilities, insurance coverages, housing, and other expenses such as transportation, meals, etc. The Institutions, according to their capacities, can help the exchange personnel to obtain resources to cover those expenses.
5. The academic personnel participating under this Agreement will make the necessary arrangements according to the current regulations of their home institution, in order to receive authorization to leave their academic activities for the period of the academic stay at the host university.
6. Both Institutions agree that the personnel participating in the exchange will maintain their work relationship with their home university. The home institution will be responsible for agreeing with the exchange personnel regarding salary issues.
7. The host university will give the visiting personnel an official letter stating the activities performed at the host university, once the stay is concluded.

E. COMMUNICATION

Each institution will designate an individual to coordinate this program and all endeavors that may derive from it. For this purpose,

DHBW designates:

Brigitte Ilg, Director International Office

Universidad de Guadalajara designates:

Mtra. Valeria Viridiana Padilla Navarro, Coordinator for Internationalization

Either institution may change its designated liaison officer by written notification to the designated liaison officer of the other institution. The officers will inform each other of the delegation of duties within the respective institutions' staff for the implementation of programs, routine communication, and processing of enrolments and activities.

F. RENEWAL, REVIEW, TERMINATION, AND AMENDMENT OF THE AGREEMENT

1. This agreement should be signed by official representatives of both institutions.
2. It will be effective from the date of the last signature for an initial period of five (5) years. Thereafter, it shall be automatically extended for an additional period of five years at each expiration date unless either party provides written notice to terminate the agreement a minimum of six (6) months before the expiration date.



3. Both institutions will be responsible for regularly reviewing the program(s) every year. The review is essential to make appropriate and mutually agreed modifications as may be required and to identify new opportunities for cooperation in scholarship and research.
4. Either institution reserves the right to withdraw from this agreement by giving a six-month written notice of termination. Exchanges planned or in progress when termination is initiated will be satisfactorily completed.
5. Items not covered by the agreement may be raised and negotiated separately by both institutions without abrogating this agreement. Amendments or changes shall be made in writing and signed by the duly authorized representatives of the institutions.
6. If any provision of this agreement is found to conflict with any laws, statutes, or regulations in force in the home or host country, such provision will be null and void, but all other provisions without such conflicts shall remain in effect.
7. The parties declare that the signing of this agreement and the commitments made in it are product of their good faith, so they will carry out all necessary actions for its due compliance. If any discrepancy regarding its interpretation, it will be resolved by common accord.
8. Having read this document, both Institutions being aware of the contents and extent of each clause, and affirming that there is no deceit, reticence, or any other reason that might corrupt its approval, sign in duplicate, in English language, the two copies with same content and validity. Each institution will receive one copy.


Place: Stuttgart, Germany

Date:

Place: Guadalajara, Jalisco, México

Date: 04 JUN 2024

**Baden-Wuerttemberg Cooperative
State University (DHBW)**



Prof. Dr. Martina Klärle
President

Universidad de Guadalajara

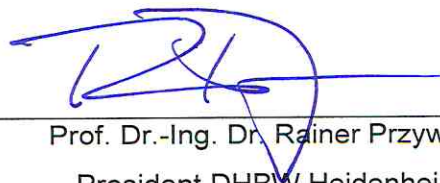


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