



RG/ACC/076/2025

**Karlshochschule**  
International University

1570/2025

**SPECIFIC AGREEMENT FOR THE EXCHANGE OF STUDENTS AND ACADEMIC PERSONNEL** EXECUTED BY **UNIVERSIDAD DE GUADALAJARA, MEXICO**, HEREIN REFERRED TO AS "UDEG", REPRESENTED IN THIS ACT BY ITS RECTOR GENERAL, DR. RICARDO VILLANUEVA LOMELÍ, AND THE SECRETARY GENERAL, MSc. GUILLERMO ARTURO GÓMEZ MATA, AND BY **KARLSHOCHSCHULE INTERNATIONAL UNIVERSITY, GERMANY**, HEREIN REFERRED TO AS "KARLSHOCHSCHULE", REPRESENTED BY ITS PRESIDENT PROF. DR. ROBERT LEPENIES; PURSUANT TO THE FOLLOWING STATEMENTS AND CLAUSES:

### STATEMENTS

#### "KARLSHOCHSCHULE" DECLARES:

- I. That it is constituted through the statutory accreditation from the Ministry of Science, Research and the Arts in Baden-Württemberg, Germany and the Trade register HRB 110891, District court Mannheim, Germany.
- II. That its representative is empowered to enter into this type of agreements, as established in the "Grundordnung" (fundamental order).
- III. Among its purposes (of the institution) is to it undertake programs of teaching, research and the diffusion of cultural awareness.
- IV. That designates as responsible for the execution of this agreement the President of "KARLSHOCHSCHULE".
- V. That the legal address is the property located at Karlstr. 36 - 38, 76133 Karlsruhe, Germany.

#### "UDEG" DECLARES:

- I. That it is a public body, decentralized from the State Government of Jalisco; it is a legal entity with full autonomy and property ownership rights, conforming to that which is stated in article 1° of its Organic Law, promulgated by the local Executive on the 15th day of January, 1994, in execution of the decree number 15319 of the Honourable Congress of the State of Jalisco.
- II. That its stated aims are to train and update technicians, high school diploma holders, professional technicians, professionals, graduates and other human resources that are required for the socio-economic development of the State; to organize, carry out, encourage and disseminate scientific, technological and humanistic research, to uphold, conserve, increase and spread cultural awareness, and to work alongside the competent educational authorities in the orientation and promotion of



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upper-intermediate and higher education, as well as with the development of science and technology, all of this in keeping with article 5° of its Organic Law.

- III. That it conforms to article 6°, section III of its Organic Law, in that it undertakes programs of teaching, research and the diffusion of cultural awareness, in agreement with the principles and directions laid out in article 3° of the Political Constitution of the Mexican United States.
- IV. That the Rector General is the highest executive authority and the legal representative of Universidad de Guadalajara, conforming to that which is stipulated in article 32° of the Organic Law.
- V. That the Secretary General, conforming to article 40° of the often-quoted Organic Law, is responsible for certifying the acts and provision in the terms of the law.
- VI. That designates as responsible for the execution of this agreement the holder of the Coordination of Internationalization, or person to whom delegates functions.
- VII. That indicates as legal domicile, the property located in Juárez Avenue number 976, Colonia Centro, Postal Code 44100, in Guadalajara, Jalisco, Mexico.

## C L A U S E S

**FIRST.** The objective of the present Agreement is to establish the basis for an exchange program for undergraduate, graduate students and academic personnel, in its on-site and/or virtual modalities.

### Exchange of Undergraduate and Graduate Students

**SECOND.** Each Party will select and nominate students to participate in this exchange program, in accordance with the procedures and requirements set forth by the host university. Admittance of exchange students remains within the discretion of the host university.

**THIRD.** The exchange of students under this program will take place in accordance with the academic calendar of the host university, and may last for one semester or a full academic year or when the academic program requires it, for a shorter duration, subject to agreement between both universities.

**FOURTH.** Students selected for this exchange program will be allowed to select and take courses at the host university, provided that the courses correspond to the same level and/or are equivalent to those offered by their home university.

**FIFTH.** The home university will submit the required certified documents of the students selected to the host university, for admittance purposes, by the deadline set by the host university.





**SIXTH.** Students participating in this exchange program will pay registration and tuition fees to their home university. The host university will not charge them for these items.

**SEVENTH.** 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.

**EIGHTH.** At the end of the final exam period and the academic term, the host university will send the home university an official transcript of the grades obtained by each exchange student. The conversion of academic records will be made according to the home institution's regulations and criteria. If so requested, the host university will provide course descriptions and résumés of the professors who taught the courses attended by the exchange students, as well as information about the grading and evaluation system used.

**NINTH.** Students selected for the exchange will have the same academic and administrative rights and responsibilities applied by the host university to its own students. Exchange students must comply with the regulations and laws of the host university, and they will be held accountable in case of non-compliance with this section, in such case, their home university will be informed. Exchange students will not be eligible for a degree awarded by the host university as part of the exchange.

**TENTH.** Both institutions agree that it is the responsibility of the exchange students to carry out immigration procedures to obtain the proper visas in their home country.

**ELEVENTH.** The exchange students will be responsible for all additional expenses in this exchange program, including, but not limited to, transportation, housing, meals and health insurance.

**TWELFTH.** Each of the institutions of this agreement will provide academic advisory and counselling services to exchange students during their stay in their respective universities.

### **Exchange of Academic Personnel**

**THIRTEENTH.** Both institutions agree to revise annually the number of the academic personnel sent and received.

**FOURTEENTH.** The Universities, according to their abilities, can help the academic exchange personnel to obtain resources to cover their transportation expenses, housing, meals and international health insurance.

The home university is responsible for paying the academic personnel their salary.

**FIFTEENTH.** The academic personnel participating under this Agreement will make the necessary arrangements according to the current regulations of their



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UNIVERSIDAD DE GUADALAJARA

KARLSHOCHSCHULE  
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**DR. RICARDO VILLANUEVA LOMELÍ**  
RECTOR GENERAL



**PROF. DR. ROBERT LEPENIES**  
PRESIDENT



**MSc. GUILLERMO ARTURO GÓMEZ MATA**  
SECRETARY GENERAL

International Office  
**Karlshochschule**  
International University  
Karlsruhe 36-38 • 76133 Karlsruhe  
Germany

WITNESSES



**MTRA. VALERIA VIRIDIANA PADILLA NAVARRO**  
COORDINATOR FOR INTERNATIONALIZATION



**DR. ALEXANDER TREFZ**  
~~HEAD OF INTERNATIONAL~~  
~~OFFICE~~

*Ira Hilla de Meracho*  
*Coordinator International*  
*Office*

This signature page corresponds to the SPECIFIC AGREEMENT FOR THE EXCHANGE OF STUDENTS AND ACADEMIC PERSONNEL between Universidad de Guadalajara, Mexico, and the Karlshochschule International University, Germany, which consists of a total of five (5) pages. -----