



7836/2023

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 MIDDLE EAST TECHNICAL UNIVERSITY, TURKIYE, HEREIN REFERRED TO AS "METU", REPRESENTED IN THIS ACT BY ITS RECTOR, PROF. DR. MUSTAFA VERŞAN KÖK, AS PURSUANT TO THE FOLLOWING STATEMENTS AND CLAUSES:

### STATEMENTS

#### "METU" DECLARES:

- I. Constituted through its deed of incorporation dated 29 January 1957 and in accordance with the Republic of Türkiye's law number 6887.
- II. That its representative is empowered to enter into this type of contracts, as established in The Republic of Türkiye's decision number 2016/66 in 28 July 2016.
- III. Among its purposes is promoting international understanding, academic collaboration, and cultural interaction and friendship, by supporting educational, professional and cultural activities among faculty and students.
- IV. That designates as responsible for the execution of this agreement the holder of the Coordination of Internationalization, or person to whom delegates functions.
- V. That the legal address is the property located at Middle East Technical University, Üniversiteler Mahallesi, Dumlupınar Bulvarı No:1 06800 Ankara, Türkiye.

#### "UDEG" DECLARES:

- I. That it is a public body, decentralized from the State Government of Jalisco; and a legal entity with full autonomy and property ownership right's, 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 Honorable 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 require 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 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, that the institution 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 the University of 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, C.P. 44100 in Guadalajara, Jalisco.

## 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.

- 2.1. Exchange students are required to enroll in a full-time course of study or equivalent amount of credits at the host university. Graduate-level exchange students may carry out research work at the host institution on the condition that they have obtained the consent of a faculty member to supervise their work.
- 2.2. Admission to a course will be subject to the availability of places in courses, course prerequisites and other special requirements, if any. The host institution reserves the right to exclude students from restricted enrolment courses.



2.3. Exchange students must have a health insurance plan valid in the host country all through their exchange period, which must be in accordance with the requirements of the host university and country.

2.4. Exchange students must satisfy language proficiency and all other requirements for admission to the host institution as determined by the regulations of the host institution, unless exceptions are noted and added to this agreement in an Appendix.

UDEG students should meet the following pre-requisites in order to be eligible to apply for the exchange program at METU:

- Academic standing: Either undergraduate and graduate students should have a grades average of at least 80/100, while undergraduate students also should have had accumulated at least 40% of the total credits necessary to graduate.
- Language proficiency: As the language of instruction at METU is only English, some formal evidence of English proficiency is generally required for applicants who are not native speakers. Students applying to METU from UDEG are waived from the TOEFL score if English is their mother tongue; if not, these students should have a TOEFL (ibt) score of at least 79 (undergraduate-level) or 84 (graduate-level), or any equivalent score obtained in an English proficiency exam officially recognized by UDEG.

METU students should meet the following pre-requisites in order to be eligible to apply for the exchange program at UDEG:

- Academic standing: Undergraduate students should have a CGPA of at least 2.75 / 4 and graduate-level students should have a CGPA of at least a 3.30 / 4.
- Language proficiency: Applicants who are not Spanish native speakers should have at least a B1 level of Spanish or English.

**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 two (2) 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 academics sent and received.

**FOURTEENTH.** The Universities, according to their capacities and possibilities, 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 home institution, to receive authorization to leave their academic activities for the period of the academic stay at the host university.

**SIXTEENTH.** The academics participating in the exchange program will be responsible for all additional expenses, such as transportation, housing, meals and international health insurance.

**SEVENTEENTH.** Both Parties agree that academic personnel participating in the exchange will maintain their work relationship with their home university.

**EIGHTEENTH.** The host university will give the visiting academic personnel an official letter stating the activities performed at the host university once the stay is concluded.

The exchange of faculty members shall be subject to the instructional and staffing requirements of each university. The approval of exchange faculty, the assignment of teaching responsibilities and all other features of an academic appointment shall require the approval of the appropriate academic and administrative bodies in each university.

### Common Provisions

**NINETEENTH.** The academic extension programs of the UDEG offered by its university enterprises, the *Colegio de Español y Cultura Mexicana* and the *Sistema Corporativo PROULEX – COMLEX*, are not included in this Agreement.

**TWENTIETH.** The parties agree to consider as confidential all information related to the activities of the "UDEG" to which "METU" has access, and vice versa, as a result of this agreement and which is not of a public nature.

**TWENTY-FIRST.** This Agreement will become valid upon its joint signature and will be valid for five years. In case it is signed separately, its date of validity will conform to the latter signature. This Agreement can be renewed, extended and/or modified if both Parties agree to such changes and do so at least 6 months prior to its date of expiry. Should there be any students in active exchange status; the agreement may not be terminated until their completion.

**TWENTY-SECOND.** The Parties state that the signing of the current agreement and the commitments contained therein, are made in good faith and, therefore they will undertake all actions necessary for its proper execution; any discrepancy in the interpretation of the agreement will be resolved by common accord.



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 and Spanish, both versions with the same content and validity.

Place: Guadalajara, Jalisco, México.  
Date:

Place: Ankara, Türkiye.  
Date:

UNIVERSIDAD DE GUADALAJARA

MIDDLE EAST TECHNICAL UNIVERSITY

  
DR. RICARDO VILLANUEVA LOMELÍ  
RECTOR GENERAL

  
PROF. DR. MUSTAFA VERŞAN KÖK  
RECTOR

  
MSc. GUILLERMO ARTURO GÓMEZ MATA  
SECRETARY GENERAL

WITNESSES

  
MTRA. VALERIA VIRIDIANA PADILLA  
NAVARRO  
COORDINATOR FOR  
INTERNATIONALIZATION

This signature sheet corresponds to the *Specific Agreement for the Exchange of Students and Academic Personnel* between the University of Guadalajara, Mexico, and the Middle East Technical University, Türkiye, which consists of a total of six (6) pages.