



RGS/205/2009



**Memorandum on Student Exchange
between
Universidad de Guadalajara
and
Freie Universität Berlin, Berlin**

On the basis of the Agreement signed between the Universidad de Guadalajara and the Freie University Berlin, stipulating a one-on-one exchange, the following are the terms to implement the program of student exchange:

1. The exchange program shall be administered through the Coordinación General de Cooperación e Internacionalización at the Universidad de Guadalajara and the International Office at the Freie Universität Berlin.
2. The academic extension programs of the UDEG offered by its university enterprises, the Centro de Estudios para Extranjeros (CEPE) and the Sistema Corporativo PROULEX-COMLEX are not included in this agreement.
3. Each university may send graduate or undergraduate students using up to six semesters each year. This number may vary according to demand, provided the exchange is based on reciprocity, i.e. an equal number of students from each university participate during the term stipulated by the agreement.
4. The duration of the stay at the host university is laid down at one academic year or one semester. The Universidad de Guadalajara will accept students from the Freie Universität Berlin for one semester or one academic year from *September* and/or January. The Freie Universität Berlin will accept students from the Universidad de Guadalajara for one semester or one academic year from October and/or April.
5. The designated students must have completed as undergraduates at least three semesters (one and a half academic years) of study or as graduates one semester at the home institution before beginning the exchange period and have demonstrated superior academic achievement and fluency in the



language of instruction. While students nominated by the home university will generally be accepted by the host university, the latter reserves itself the right to the final decision concerning the admission of applicants.

6. The Freie Universität Berlin will forward a list of the students nominated for the exchange program including the documents required by the Universidad de Guadalajara each year for Semester 'B' (August-December) by first Friday in May, and for Semester 'A' (February-June) by the first Friday in October. The Universidad de Guadalajara will inform the Freie Universität Berlin of the final decision concerning the admission as soon as possible.
7. The Universidad de Guadalajara will forward a list of the students nominated for the exchange program including the documents required by the Freie Universität Berlin each year by March 31 (for the winter term) or October 31 (for the summer term). The Freie Universität Berlin will inform the Universidad de Guadalajara of the final decision concerning the admission as soon as possible.
8. Each host institution will ensure that students receive the documents necessary for visa purposes. It is the responsibility of the individual student to apply for a visa in time.
9. Students accepted by the Freie Universität Berlin will have the status of a "non-degree student". Students accepted by the Universidad de Guadalajara will have the status of a "non-degree student" at the undergraduate and graduate level.
10. Students from the Universidad de Guadalajara may enrol at the Freie Universität Berlin - subject to the usual university regulations and policies - in all courses offered. Students from the Freie Universität Berlin may enrol at the Universidad de Guadalajara - subject to the usual university regulations and policies - in all courses offered. Students with inferior language proficiency may be admitted to language courses offered (German/English/Spanish as a foreign language).



11. Any academic credit that the student receives from the host institution is transferable to the home institution in accordance with procedures determined by the home institution.
12. Each exchange student will have to pay tuition and fees at their home institution, thus freeing the exchange student from the payment of tuition at the host institution.
13. Exchange students shall provide individually for their living expenses, transportation, passports, visas, books and other personal expenses.
14. Both universities will try to furnish at least one student with a full or partial scholarship.
15. Both universities will do their best to provide one student with a scholarship by applying to appropriate funding organisations like the DAAD.
16. Both universities will assist exchange students in all practical and academic matters, especially concerning accommodation and academic integration.
17. Each institution reserves the right to dismiss an exchange student at any time due to academic or personal misconduct. The dismissal of a student shall not abrogate the agreement regarding other participants.
18. Upon completion of their studies at the host university, the exchange students must return to their home university. No extension will be authorised unless otherwise agreed upon by the home university.
19. This exchange agreement will remain in effect for an initial period of three years. Thereafter it shall automatically be renewed annually. After the initial period of three years, either university may terminate the agreement by giving written notice ten months prior to the beginning of an academic year.

Universidad de Guadalajara
Marco Antonio Cortés Guardado
Acting Rector General

Date

08 SEP 2009

Freie Universität Berlin
Dieter Lenzen
President

Date

2-11-09