



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

SPECIFIC AGREEMENT FOR THE EXCHANGE OF STUDENTS AND ACADEMIC PERSONNEL, BROUGHT ABOUT BY THE **UNIVERSIDAD DE GUADALAJARA, MEXICO**, HEREIN REFERRED TO AS "UDEG" REPRESENTED IN THIS ACT BY ITS RECTOR GENERAL, DR. MIGUEL ÁNGEL NAVARRO NAVARRO AND THE SECRETARY GENERAL, MTRO. JOSÉ ALFREDO PEÑA RAMOS, AND **OSNABRÜCK UNIVERSITY OF APPLIED SCIENCES**, HEREIN REFERRED TO AS "OSNABRÜCK UAS" REPRESENTED IN THIS ACT BY ITS PRESIDENT; PROF DR ANDREAS BERTRAM; AS PURSUANT TO THE FOLLOWING DECLARATIONS AND CLAUSES:

DECLARATIONS

- I. That, in keeping with their normative laws and regulations, they are higher education institutions with full legal capacity to establish commitments, and that their essential aims are teaching, extension and research.
- II. That the persons signing this agreement state that their legal status grants them the power to bind in the terms of this agreement the institutions they represent.
- III. That they consider the promotion and support of teaching, research and university extension to be of primary importance for the development of both institutions, in the fulfilment of the objectives, aims and functions that the State and society have conferred on them, for which reason it is their will to come to an agreement based on the following:

CLAUSES

FIRST. The objective of the present agreement is to establish the basis for an exchange program for undergraduate, graduate students and academic personnel.

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.



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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 up to a full academic year. Upon completion of their exchange period at the host university, exchange students will return to the home institution. Any extension of stay must be approved by 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.

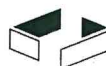
FIFTH. The home university will submit the required certified documents of the students selected to the host university, for admittance purposes, by the deadline set by the host university.

SIXTH. Students participating in this exchange program will pay registration and tuition fees to their home university as set by the home university. The host university will not charge them for these items. However, exchange students are not exempt from miscellaneous fees such as student service fees, social fees payable to an outside body, special course fees etc. unless otherwise agreed upon.

SEVENTH. In principle, each year each institution may send up to 12 undergraduate or graduate students. Among those 12 students a maximum number of 2 music students may be sent. The typical duration will be one semester but a duration of one academic year (or two semesters) will also be possible. In assessing the exchange balance, one student being exchanged for one academic year (or two semesters) shall be considered equivalent to two students each registering for one semester.

Each party should be prepared to consider a disparity in any given semester or year during the period of the agreement, provided a balance of exchange is obtained over the five-year term. Prior approval must be given by both universities if the number of students is to be exceeded.

EIGHTH. At the end of the academic term the host university will make an official transcript of the grades obtained by each exchange student available to the student directly or to his/her home university. 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 of the courses attended by the exchange students, as well as information about the grading and evaluation system used.



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NINTH. Students selected for the exchange will remain enrolled as regular degree candidates at the home institution. They have the same academic and administrative rights and responsibilities applied by the host university to its own students. Exchange students must follow the regulations of the host university, and they will be held accountable in case of non-compliance. Their home university will be informed of any such non-compliance. Exchange students will not be eligible for a degree awarded by the host university as part of the exchange.

TENTH. It is the responsibility of the exchange students 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. Exchange students will be required to have adequate personal insurance including medical insurance in accordance with the host country and host institution standards

TWELFTH. The host university will provide academic advisory and counselling services to exchange students during their stay.

Exchange of Academic Personnel

THIRTEENTH. Both institutions agree to revise annually the number of academics sent and received, and to keep the number of participating academic personnel equitable over the term of this Agreement.

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

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

SIXTEENTH. The academic personnel participating under this agreement, will make the necessary arrangements according to the current regulations of each party, to receive



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authorization to leave their academic activities for the period of academic stay at the host university.

SEVENTEENTH. Both parties agree that academic personnel participating in the exchange will maintain their work relationship and salary with their home university.

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

General Dispositions

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. This agreement will become valid upon its joint signature and will be valid for 5 (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 the both parties agree to such changes and do so at least 6 (six) months prior to its date of expiry. Should there be any projects in active exchange status; the agreement may not be terminated until their completion.

TWENTY-FIRST. 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, both institutions sign in duplicate, in English and Spanish, both versions with the same content and validity.

Place: Guadalajara, Jalisco, México

Date: 04 JUL 2018

Place: Osnabrück, Germany

Date: 05.06.2018



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

UNIVERSIDAD DE GUADALAJARA

**OSNABRÜCK UNIVERSITY OF APPLIED
SCIENCES**



DR. MIGUEL ÁNGEL NAVARRO NAVARRO
GENERAL RECTOR



PROF. DR. ANDREAS BERTAM
PRESIDENT



MTRO. JOSÉ ALFREDO PEÑA RAMOS
SECRETARY GENERAL

WITNESSES



DR. CARLOS IVÁN MORENO ARELLANO
VICE PROVOST FOR INTERNATIONAL AFFAIRS

This signature sheet is part of the Specific Agreement for the Exchange of Students and Academic Personnel; entered into between Osnabrück University of Applied Sciences and Universidad de Guadalajara, which consists of 5 pages.