



# Karlshochschule

International University

**SPECIFIC AGREEMENT FOR THE EXCHANGE OF STUDENTS AND ACADEMIC PERSONNEL,** BROUGHT ABOUT BY THE **UNIVERSIDAD DE GUADALAJARA, MÉXICO**, HEREIN REFERRED TO AS "UDEG" REPRESENTED IN THIS ACT BY ITS RECTOR GENERAL, DR. MIGUEL ÁNGEL NAVARRO NAVARRO AND THE SECRETARY GENERAL, MTR. JOSÉ ALFREDO PEÑA RAMOS, AND **KARLSHOCHSCHULE INTERNATIONAL UNIVERSITY, GERMANY**, REFERRED TO AS "KARLSHOCHSCHULE", REPRESENTED BY THE PRESIDENT, PROF. DR. MICHAEL ZERR; 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 under oath 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:

## 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.

### 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 one semester or for up to a full academic year as required by each academic program.

**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 students per academic semester. Any disparity in the number of students will be adjusted in the following year.

**EIGHTH.** At the end of 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 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.

**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 Universities according to their possibilities can help the academic exchange personnel to obtain resources to cover their transportation expenses, housing, meals and 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 each party, to receive authorization to leave their academic activities for the period of academic stay at the host university.

**SIXTEENTH.** The academics participating in the 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.

**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 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 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 DIC 2018

**ON BEHALF OF THE UNIVERSIDAD DE GUADALAJARA:**

**DR. MIGUEL ÁNGEL NAVARRO NAVARRO**  
RECTOR GENERAL

**MTRO. JOSÉ ALFREDO PEÑA RAMOS**  
SECRETARY GENERAL

**DR. CARLOS IVÁN MORENO ARELLANO**  
VICE PROVOST FOR INTERNATIONAL AFFAIRS

Place: Karlsruhe, Germany

Date: 27/11/18

**ON BEHALF OF THE KARLSHOCHSCHULE INTERNATIONAL UNIVERSITY**

**PROF. DR. MICHAEL ZERR**  
PRESIDENTE

**WITNESSES**

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