



**AGREEMENT
OF THE
INTERNATIONAL EDUCATION COOPERATION
BETWEEN
BRANDON UNIVERSITY
BRANDON, MANITOBA, CANADA
AND
UNIVERSIDAD DE GUADALAJARA
GUADALAJARA, JALISCO, MEXICO**

1. PURPOSE

In recognition of the invaluable importance, both personal and educational, of the exchange experience for students, staff and faculty, it is our intention to establish, at the institutional level, the principles, policies, guidelines and procedures required to facilitate such exchanges between Brandon University of Brandon, Manitoba Canada (herein referred to as BU) and the Universidad de Guadalajara, Mexico (herein referred to as UDG).

2. OBJECTIVE

The objective of this agreement is to encourage the international educational cooperation and exchange between the two institutions. Such cooperation includes, but is not limited to:

- 2.1** Student exchanges and visits.
- 2.2** Exchanges of academic personnel (instructors/faculty, researchers and administrators).
- 2.3** Cultural and artistic works and compositions.

3. SCOPE

This agreement between Brandon University and the University de Guadalajara through the Centro Universitario de la Costa, Campus Puerto Vallarta, may apply to any academic field that is of interest for both institutions, subject to the prior approval of the administration of the receiving institution, excluding the academic extension of the UDG offered by its university enterprises of the Colegio de Español y Cultura Mexicana and the



**BRANDON
UNIVERSITY**



Sistema Corporativo Proulex-Comlex. This agreement replaces the agreement of cooperation that was signed by both Universities in the year 2012.

4. STUDENTS

The goal of many students is to internationalize their education and not to obtain an entirely completed degree from another country; students may gain great benefits from the exchanges of learning and research experiences at both universities UDEG and BU, which would not be possible if studies were entirely pursued at one institution alone. This way, the movement of students between the two universities may be facilitated in an articulated manner.

4.1 Student Stays

4.1.1 All student stays must operate within the existing guidelines and regulations of the Office of International Activities of Brandon University and the Coordinación General de Cooperación e Internacionalización of the Universidad de Guadalajara.

4.1.2 The language of instruction at UDG is Spanish; the language at BU is English, the language proficiency of visiting students, other than those wishing to study language courses, will be gauged and verified in advance to the receiving institution by appropriate personnel (Le faculty members or others) of the sending institution. These students must have a good command of the language of the receiving institution, sufficient to allow them to benefit from their program of study. Students who wish to enroll at BU should consider the admission requirements of their level of the English language.

4.1.3 Visiting students may take courses for credit and the receiving institution will issue a transcript and grades for visiting students under the same rules and regulations that it uses for its own degree-seeking students.

4.1.4 Visiting students should be in good academic standing at their home institution.

4.1.5 Visiting students are expected to adhere to the academic policies and regulations of the receiving institution, and to maintain a satisfactory academic standing, and to respect the cultural identities, national traditions and customs of the receiving country. Violations of these terms may result in the receiving institution withdrawing academic support.

4.1.6 There exist two types of students that may participate in a stay: exchange students and traveling students.



4.1.7 Exchange Students

4.1.7.1 The number of exchange students under this agreement is limited to one per institution each year and subject to available space. The increase of the number of exchange students can be negotiated within the life of this agreement.

4.1.7.2 Exchange students will not have to pay tuition or other required expenses at the receiving institution. Exchange students are responsible for the payment of transportation to the receiving institution, passport and visa fees, boarding fees, books, and personal expenses. It is the student's obligation and responsibility to obtain and pay for medical insurance that will be valid in the receiving country.

4.1.7.3 Exchange students will be nominated by the home institution and will be subject to acceptance by the receiving institution. Each exchange student will face and satisfy the admission procedures and requirements of the department or institutes, schools, colleges to which he/she applies to for the exchange, as well as the prerequisites established for the specific courses or programs.

4.1.7.4 Exchange students will be admitted with a non-degree status by the receiving institution for a period of one or two semesters (subject to point 4.1.7.1 above).

4.1.7.5 Once both institutions have approved an exchange, if one of the exchange students withdraws before the end of the designated exchange period, the status of the other exchange student will not be affected. Nevertheless, the principle of reciprocity shall be maintained at all times.

4.1.7.6 Student exchanges are based on the principle of reciprocity within the same academic year.

4.1.8 Travelling Students

4.1.8.1 Students who attend a receiving institution, besides those designated as exchange students, will be considered traveling students. Students who attend a receiving institution for purposes other than completing one or more courses will be considered traveling students.

4.1.8.2 Arrangements for traveling students will be negotiated on an 'as needed' basis taking into consideration the observed academic results in the visit proposal.

4.1.8.3 Traveling students who choose to take credit courses will be admitted in a non-degree status by the receiving institution for a period of one semester.



4.1.8.4 Traveling students who choose to attend or participate in conferences, institutes, meetings and performances, rather than attend courses, will not need to go through an admissions process.

4.1.8.5 Traveling students shall be nominated by the home institution and subject to acceptance by the receiving institution.

4.1.8.6 The financial assistance on behalf of the receiving institution for a traveling student will need to be negotiated on an individual basis and based on budgetary availability. In the absence of any additional arrangements, traveling students will have to pay fees and other required dues at the receiving institution for some of the courses they enroll in. Traveling students are also responsible for payment of transportation to the receiving institution, transport and visa fees, lodging and boarding, books and personal expenses including the payments associated with any conference, tutorial, trip, meeting, etc., in which they participate in. Medical insurance is mandatory and must be valid in the receiving country and it is the student's responsibility to obtain and to pay for it. There is no provision in this agreement for the exchange of traveling students.

5. ACADEMIC AND ADMINISTRATIVE PERSONNEL

Both institutions, BU and UDG; their faculty and administrative personnel can benefit from the exchange of ideas and experiences through a range of activities from teaching and research within the academic disciplines to the administration of higher education institutions.

5.1 Faculty Exchanges

5.1.1 Travel and living expenses for professors on exchanges will not be provided by the host institution and should be paid by the professors themselves.

5.1.2 Professors who participate in the exchange should carry medical health insurance that includes the requirements of the receiving institution and/or the receiving government.

5.1.3 The receiving university will give the faculty on the exchange an official certificate stating the activities undertaken at the receiving university once the exchange has been completed.

5.1.4 The exchange of research and teaching faculty may take one of two forms: teaching



exchanges or academic stays.

5.1.5 Exchanges for Teaching

- 5.1.5.1** All teaching exchanges are based on the principle of reciprocity within the same academic year. Each institution may nominate one of its professors to participate in an exchange for the purpose of teaching and research in the other institution on a reciprocal basis.
- 5.1.5.2** The participants are subject to the approval of the receiving institution.
- 5.1.5.3** The period of exchange will normally be from one to two semesters but should not exceed one academic year.
- 5.1.5.4** In general, the professors on exchanges for teaching will remain on regular salary and benefits with their respective institutions.
- 5.1.5.5** Teaching course loads and working hours and conditions will normally be in accordance with the rules and practices established at the receiving institution, subject to prior agreement and negotiation between the receiving institution and the faculty member.
- 5.1.5.6** Remuneration for special projects is subject to negotiation on an individual basis between the faculty member and the receiving institution.
- 5.1.5.7** The receiving institution will provide an office space and give access to libraries and other necessary services for the professors on teaching exchanges.

5.1.6 Academic Stays

- 5.1.6.1** The stays of scholars from either institution may be made per request or with the approval of the receiving institution; the stay is to be executed with the purpose of research, consulting and short-term teaching, which will be subject to prior agreement.
- 5.1.6.2** The receiving institution will provide institutional and library access; subject to prior negotiation, and necessary efforts will be made to provide an office space and access to the necessary services.

5.2 Administrative Exchanges

Recognizing that many facets of university operations are common to its own educational



mission, UDG and BU agree to offer each other information and necessary assistance in educational planning and in the achievements of educational research while discussing specific strategies in the development of a Professional Higher Education.

- 5.2.1 The exchanges of administrative knowledge, just like the experiences and materials will be negotiated on an individual basis as proposals arise.
- 5.2.2 The exchanges of administrative personnel for experiential and training purposes will be negotiated on an individual basis as proposals arise; using the parameters for academic stays previously mentioned in point 5.1.6.

6. Duration, conditions and modifications of the agreement.

- 6.1 This agreement shall be effective after the signing from the designated official representatives for both institutions.
- 6.2 The validity of this agreement shall be for 5 years from the date it is signed; nevertheless, 3 years shall be recognized as the countable period, that is to say, beginning with the signing of the agreement, at the end of each 3 year period, the number of students, professors and personnel exchanged should be equal, although it may not be in one of the years. Every effort will be made to maintain the balance on an annual basis.
- 6.3 It is possible to have an absence of exchanges during an academic year and this does not nullify the agreement.
- 6.4 In accordance with the policies of equal opportunity of the institutions already mentioned, there will be no discrimination against any person, for any reason, who qualifies as a participant in the programs supported by this document.
- 6.5 Either institution may terminate this agreement with a previous notice of twelve months in advance; the period necessary to ensure that exchanges already planned or that are in progress finish satisfactorily.
- 6.6 Modifications may be proposed at any time and shall be effective from the date of which the notification is signed by both institutions.
- 6.7 At the end of the penultimate year of the validity of this agreement, both institutions will conduct an evaluation of the programs. Any amendments that need to be made, other than an outright cancellation, will be achieved by means of mutual consent and an exchange of correspondence for the purpose of a



renewal agreement for the next 5 years.

Both parties, having read the present document and with the understanding of the content and extent of each of its clauses, indicating the absence of malice, dishonesty or any other reason to nullify their consent, this document is signed in duplicate in English and Spanish, both versions with the same content and validity.

Place: Guadalajara, Jalisco, México.

Date: 25 SEP 2018

UNIVERSIDAD DE GUADALAJARA

Dr. Miguel Ángel Navarro Navarro
Rector General

Mtro. José Alfredo Peña Ramos
Secretary General

Witnesses

Dr. Marco Antonio Cortés Guardado
Rector del Centro Universitario de la Costa

Place:

Date:

BRANDON UNIVERSITY

Dr. Steve Robinson
Interim President Brandon University

Scott Lamont
Vice-President
(Administration & Finance)