

AGREEMENT OF EDUCATIONAL COOPERATION

between

Federal Institute of Education, Science and Technology in Santa Catarina

Profa Dra. Consuelo Aparecida Sielski Santos, Rector

Av. Mauro Ramos, 950, Florianopolis, SC, Brazil

T.:+ 55 48 3224 2557

and

University of Deusto

Bilbao, Spain

Prof. Dr. Jaime Oraá Oraa, S.J., Rector

Avda. Universidades 24, Bilbao 48007 Spain

T.:+ 34-94-4139000

This Memorandum of Understanding outlines a programme of cooperation between UNIVERSITY OF DEUSTO and FEDERAL INSTITUTE OF EDUCATION, SCIENCE AND TECHNOLOGY IN SANTA CATARINA, recognizing the educational, research and cultural exchanges, which can be achieved between our two institutions, to facilitate joint international programmes.

1. DEFINITIONS

- a) For the purposes of this agreement "home" institution shall mean the institution at which a student intends to graduate, and "host" institution shall mean the institution, which has agreed to accept the student from the home institution.
- b) Semester or academic year shall normally refer to the period relevant to the host institution.
- c) Study Abroad students refer to fee paying students from 3-12 months. The hosting of study abroad students is optional depending on availability of space.
- d) Exchange students refer to non-fee paying under and post graduate students from 6-12 months.

2. OBJECTIVES

The general purpose of this agreement is to enable:

- a) Exchange-students to enrol in subjects 6-12 months at the host institution for credits, which will be applied towards their degree at their home institution.
- b) Study abroad students from the respective partners to enrol for a period of 3-12 months, for credits, which will be applied towards their degree – should space allow.
- c) Faculty members to exchange and promote collaborative research, other educational developments and to further mutual understanding.
- d) Specific educational relations and cooperation between the two participating institutions (research, projects, conferences, seminars etc) in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.

3. STAFF

- a) **Staff qualifications:** Each institution will recommend staff who wants to obtain their post graduate degree or parts of their degree outside of the country to study at partner institutions.
- b) **Lecturer Exchanges:** Exchange staff for a lecturing period as agreed between the partners.
- c) **Research Exchanges:** Exchange staff for a research period as agreed between the partners.

4. STUDENTS

- a) **Undergraduate studies:** Sending and receiving students will mostly take place within undergraduate studies. The recommended number being **2 to 4 per academic year** or as facilities allow.
- b) **Postgraduate studies:** Each institution will recommend students who want to take their master degree or parts of their master degree outside of the country to study at partner institutions.

Students should ensure that applications reach the host institution at least 3 months before the semester commences.

- c) **Fee paying students:** As per mutual agreement, the number of fee-paying students must be determined per academic year. Tuition fee for each academic year will be pre-determined.
- d) **Exchange students:** Subject to the availability of suitable candidates, each party can send up to an agreed number of students each academic year, during the period of the agreement.
- e) **Tuition fees:** There will be no tuition fee for exchange students. However, some levies may be payable.

- f) **Accommodation:** It is agreed that:
- Host will help to organise accommodation for the exchange as well as for study abroad students
 - All the students are liable for payment of accommodation fees.
- g) **Financial responsibilities:** Unless otherwise agreed, students will be financially responsible for:
- Travel to and from the host institution including travel documentation, visas, etc
 - Books, stationery, etc
 - Health coverage/insurance relevant to the exchange institution and country
 - Personal travel within the host country
 - Acquiring study materials
 - Living expenses. The home institution shall satisfy itself that a candidate for exchange has the ability to meet all his or her financial responsibilities as detailed above.

5. RESPONSIBILITIES OF INSTITUTIONS

- a) **Marketing:** Both institutions are committed to give student and staff appropriate information about the opportunities given in this Agreement.
- b) **Application Procedures:** Host institution is committed to give home institution necessary information about application procedures, deadlines, visa issues and other practical information that student and staff need before departure.
- c) **Accommodation:** Every effort will be made to assist students to obtain accommodation within a reasonable distance from the campus. Students will be made aware that they are responsible for all costs associated with private accommodation, including utility accounts and rental deposit.
- d) **Exchange of staff:** The two institutions agree in principle to the possibility of exchanges by Academic and Technical staff members. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members concerning exchange of accommodation, vehicles, etc.
- e) **Insurance related to work placements:** Host institution is committed to inform home institution about insurance policies related to work placements, study and work permit application procedures.
- f) **Grants:** To ease the financial burden on the participants, information on the availability of grants will be made available.

6. DURATION AND TERMINATION OF AGREEMENT

- a) This Agreement will come into effect from the date of signature by both parties, and will remain in force until both parties agree on terminating the contract. Any changes to this Agreement shall be subject to written consent of both parties.
- b) The Agreement may be terminated by either party following a 180-day written notice given to the other party.
- c) Termination shall not affect the implementation of the activities established under it prior to such termination.
- d) Copies of the legal document will be lodged with the registrar at the respective Institutions


7. CONTACT PERSONS AND DISPUTES

- a) The Deans at each institution will appoint a coordinator to implement and coordinate planned activities, manage correspondence and maintain communication between partners and disseminate relevant information.
- b) Should any dispute arise relating to this collaboration, the respective coordinators will attempt to seek resolution acceptable to their organisation and shall seek to resolve tensions and conflict directly and collaboratively.

INSTITUTION:	INSTITUTION:
IF-SC – Federal Institute Of Education, Science and Technology in Santa Catarina	University of Deusto
RECTOR	RECTOR
<p>Profa. Dra. Consuelo Aparecida Sielski Santos Federal Institute of Education, Science and Technology in Santa Catarina</p> <p>Av. Mauro Ramos, 950, Florianópolis, SC, Brazil Tel.:+ 55 48 3877 9000 email: consuelo@ifsc.edu.br</p>	<p>Prof. Dr. Jaime Oraá Oraá, S.J., Rector University of Deusto</p> <p>Avda. Universidades, 24 48007 Bilbao, Spain Tel.: +34-94-4139000 E-Mail: oraa@deusto.es</p>
INTERNATIONAL AFFAIRS	INTERNATIONAL AFFAIRS
<p>Prof. Dr. Prof. Dr. Golberi de Salvador Ferreira Av.Mauro Ramos, 950 88.020-300 Florianópolis – SC - Brazil Tel.: +55 48 9963 3787 E-mail: golberi@ifsc.edu.br</p>	<p>Prof.Dr. Rebeca Cortázar Vicedean, Faculty of Engineering Email: rebeca.cortazar@deusto.es</p> <p>Ms. Elena Linares Incoming Student Coordinator Email: elena.linares@deusto.es</p>

8. SIGNATURES

The following signatures are affixed as acknowledgement and notification of the terms of this agreement.

<p>Date: FLORIANÓPOLIS, 16/06/2013</p> <p>Signature: <i>C. Sielski</i></p> <p>Profa. Dra. Consuelo Aparecida Sielski Santos</p> <p>Federal Institute of Education, Science and Technology in Santa Catarina</p>	<p>Date: Bilbao 21/05/2010</p> <p>Signature: <i>Jaime Oraá</i></p> <p>Prof. Dr. Jaime Oraá Oraá</p> <p>University of Deusto</p> 
---	--