



**ACADEMIC EXCHANGE AGREEMENT BETWEEN
XXXXXXXXXXXXXXXXXXXX AND
UNIVERSIDAD CATOLICA ANDRES BELLO**

On one side, the **full name, type of institution and legal documents that support its legitimacy**, represented herein by its President, **name, nationality, occupation, domicile, ID number, data that demonstrate its legal capacity to commit the institution**. The **XXXXXXXXXXXXXXXXXXXX** hereinafter will be referred as THE UNIVERSITY. And on the other, THE UNIVERSIDAD CATÓLICA ANDRÉS BELLO, a nonprofit institution of higher education, authorized by the Venezuelan State through Decree number 42 published on October 19, 1953; and which Organic Statute was formalized at the Subordinate Office of the Registration First Circuit from Libertador Department of the Federal District on December 12, 1973, under number 27, page 204 of the First Protocol, Volume 30; taking as the last reform, that which was registered at the Subordinate Office from the Registration First Circuit of the Libertador Municipality at the Capital District, on March 30, 2011, under number 50, Folio 269, Volume 13 from the Transcripts Protocol; with Tax Information Registration (RIF) Number J-00012255-5; represented herein by its President, FRANCISCO JOSÉ VIRTUOSO ARRIETA sj, Venezuelan, adult, priest of the Society of Jesus, domiciled in the City of Caracas (Venezuela), carrier of the Identity Card Number V-5542096, as evidenced on folio 85 of the Book of Nomination and Inauguration of Academic Authorities Number II, dated on September 23, 2010, leading the Universidad Católica Andrés Bello and empowered to hold this act under Article 25 paragraph 15 and Article 26 of the Organic Statute identified supra. The Universidad Católica Andrés Bello hereinafter will be referred as UCAB.

Their respective representatives in mutual recognition of their sufficient capacity to formalize the present agreement,

EXPOSE

That UCAB and THE UNIVERSITY signed a Framework Collaboration Agreement on the **day of month of year**.

That the objective of this agreement is to strengthen the relationship between these institutions by promoting the joint execution of research and academic activities as well as the exchange of academic and research staff and students.

That based on that purpose, both universities will seek to cooperate on the exchange of information concerning the activities of teaching and research in the fields of mutual interest and to develop and implement a program of student and faculty exchange.

Thus is the will of both parties to establish a specific agreement of cooperation between universities for the development of the activities described, which shall be governed based on the following

PROVISIONS

1. OBJECT

To establish the general principles and conditions under which the promotion and development of the exchange of undergraduate and graduate students and faculty members will take place.

2. STUDENT EXCHANGE

- a) **Number of students.** The number of students shall not exceed four students a year or two students per semester from each University.
- b) **Period of exchange.** The exchange period will not exceed one academic year per student. Participating students must return to their home university for the semester immediately subsequent to the exchange.
- c) **Requirements.** Exchange students must have successfully completed a minimum of one year of study or two full-time semesters at their home university in order to enrol subjects who meet the requirements of the host institution.
- d) **Selection of candidates.** Students wishing to participate in the exchange program must submit to the selection procedure established by each university and in any case, must be proposed by the International Office at the University of origin to its counterpart office in the host university. Proposals for student exchanges must be made within the period set by each institution for this purpose. Each institution agrees to submit those documents that are relevant to the student's acceptance at the host university. The host institution may reject any applicant whose academic requirements to participate in the program are not considered appropriate or desirable.
- e) **Exemption from tuition.** Students participating in the exchange shall be exempt from tuition at the host university and will only pay tuition at their home university.
- f) **Other financial commitments.** Participating students shall bear all costs and expenses arising from the exchange, including legal proceedings, traveling costs, accommodation and food. Each student must purchase an international insurance to cover medical contingencies in the host country.
- g) **System of the receiving institution.** Students participating in this exchange program shall commit to the internal regulations of the host university in the same conditions as regular students. Also, exchange students will be granted with the same rights and privileges of regular students at the host university.
- h) **Recognition of credits.** At the end of the students' final evaluations and, within a short period, the host university will send each student's academic record to the home university. Recognition of academic work done by the

student during the exchange period will be at the discretion of the home institution.

3. FACULTY EXCHANGE

- a) **Number of faculty members and exchange period.** Teachers and researchers may apply to the exchange program for periods not exceeding one academic year. Each institution may submit up to 2 teachers each year during the term of this agreement, unless this number is changed by mutual consent.
- b) **Requirements.** The exchange of academics and research staff is subject to the consent of the relevant department or laboratory of the host institution and the consent of the home institution.
- c) **Working conditions.** The host institution agrees to assist the incoming faculty members with immigration formalities, location of suitable accommodation and to provide an appropriate workplace, library and technical facilities, as agreed by the institutions. The conditions concerning the activity to be performed at the host university will be established in a prior written agreement.
- d) **Economic commitments.** The home institution is committed to maintaining the participant's salary while all other expenses related to traveling, accommodation, meals, and mandatory health insurance, are the responsibility of the teacher or a visiting researcher.
- e) **Duties and responsibilities.** The professional and academic obligations of the academic staff participating in the exchange will be similar, quantitatively and qualitatively, to those assigned to their colleagues from the host university.

4. TERM, MODIFICATION, RENEWAL AND TERMINATION OF AGREEMENT

- a) **Term.** This agreement shall take effect from the date of its signature by the representatives of both universities and will have a term of three years.
- b) **Modifications.** The parties will be able to make modifications to this agreement at any time, by correspondence, and only when agreed by both parties. Any changes will be added to the terms or conditions as appendices and should be signed by the legal representatives of each institution.
- c) **Renewal.** After its period of validity, renewal will occur automatically for equal periods of three years, unless any of the universities indicated otherwise.
- d) **Termination.** The parties reserve the right to terminate this agreement at any time by written notice sent at least six months before the date given

for termination of the agreement. In this case, the parties ensure the completion of ongoing activities.

5. RESPONSABLES

The coordinators appointed by each university will be responsible for developing, monitoring and evaluating this agreement. All communications relating to this agreement and the subscription of the Annexes shall be addressed to the coordinators appointed by the universities, whose contact information is:

Coordinator for THE UNIVERSITY

Name:

Position:

Address:

Phone:

E-mail:

Coordinator for the Universidad Catolica Andres Bello

Name: Lizbeth Sanchez

Position: Director of International Relations

Mailing address: Universidad Catolica Andres Bello (Secretariat of International Relations, Ed. Cincuentenario, P.B.), Av Teheran, Urb. Montalban, Caracas 1020, Venezuela

Phone: +58 212 4076061

E-mail: lsanchez@ucab.edu.ve

In witness whereof, having read the foregoing contract, the parties signed in duplicate this Agreement, being one of them held by each of the parties, the **day** of **month** of two thousand **year**.

By THE UNIVERSITY

By UCAB

Name
Position

Francisco J. Virtuoso, s.j.
Rector