

**EXCHANGE AGREEMENT
BETWEEN**

UNIVERSIDAD DE MONTERREY (UEM)

(México)

AND

Ural Federal University

(Russia)

Ural Federal University (Russia) and Universidad de Monterrey, (UEM) recognizing the educational and cultural exchanges which can be achieved between our two institutions, enter into this agreement to facilitate the exchange of students and scholars.

1. Definitions

- i) 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.
- ii) Semester or academic year shall normally refer to the period relevant to the host institution.
- iii) "Faculty" shall represent the appropriate academic entity at the respective institutions.

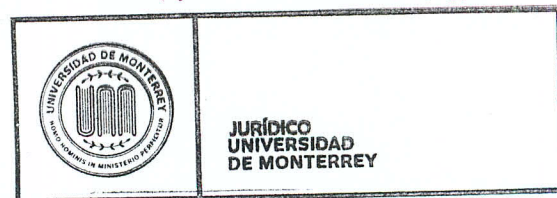
2. Purpose of the Agreement

- i) The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.
- ii) The purpose of exchanges between faculty members is to promote collaborative research, other educational developments, and to further mutual understanding.
- iii) The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied towards their degree at their home institution.

3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.

- i) Each institution agrees to accept and enrol exchange students as full-time, "non-degree" students for the duration of their exchange. Exchange students will be exempt from the host institution's tuition fees, although they might be liable for some ancillary fees, according to the regulations of the host institution.
- ii) Each exchange student will be provided with the same academic resources and support services that are available to all students at the host institution.
- iii) It is the responsibility of each exchange student to obtain official approval from his or her home institution for subjects taken at the host institution.
- iv) It is the responsibility of each exchange student to ensure that he or she obtains a copy of his or her official statement of results covering the subjects taken during the period of exchange. In addition, each host institution will forward a copy of the statement of results to the home institution's International Office.



- v) Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which the student enrolls. The home institution will have responsibility for all matters concerning credit for subjects taken.

4. Numbers of Participants

- i) Subject to the availability of suitable candidates, each institution will send to the other up to six (6) students each academic year, during the period of the agreement. The period of study for an exchange will be for one or two semesters.
- ii) In principle, the exchange of students will occur on a one-for-one basis. This number may vary in any given year, but over a fixed period of five years, the total number of students participating shall be balanced.

5. Selection and Enrolment of Students

It is expected that only highly motivated students of above-average academic quality will be selected to participate in an exchange program. The home institution will screen applications from its student body for exchange. Students, both undergraduate and post-graduate, are eligible to participate if they:

- i) have completed at least one year of study at their home institution;
- ii) are enrolled at their home and host institution for the full period of the exchange;
- iii) have an enrolment proposal, approved by their home faculty and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will inform the relevant International Office of subject availability, including enrolment limitations and conditions.
- iv) have obtained agreement from their home faculty that, upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution. In some circumstances, a student may undertake a clinical or practical assignment as part of an exchange program; and
- v) have satisfied any language proficiency requirements of the host institution.

Each institution will send the other completed applications for their students at least ten (10) weeks before the beginning of the entry semester. The host institution reserves the right of final approval on the admission of a student and will, where appropriate, establish language proficiency standards.

6. Financial Responsibilities of Institutions

Exchange students will be provided with the following by the host institution, at no cost to the student:

- tuition and related costs (but see “3.i)” above).
- orientation program
- reports and statement of results (transcript)

7. Financial Responsibilities of Exchange Students

Exchange students will be financially responsible for:

- travel to and from the host institution
- books, stationery, etc
- travel documentation, visas, etc



- accommodation and living expenses
- health coverage relevant to the exchange institution and country
- personal travel within the host country

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.

All students will be responsible for arranging the necessary immigration procedures and for covering the cost of hospitalization, health insurance, and other incidental expenses arising out of the exchange.

8. **Accommodation**

The host institution does not guarantee accommodation on campus for incoming students. However, every effort will be made to assist students to obtain on-campus or off-campus accommodation within a reasonable distance from the campus. It is recognised that on-campus accommodation may not always be possible and students should be made aware of this possibility as soon as possible. Students will also be made aware that they are responsible for all costs associated with accommodation, including utility accounts and rental deposit.

9. **Exchange Students' Families**

It is not anticipated that spouses and dependents will accompany an exchange student. Where such an arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses and workload are the responsibility of the exchange student.

10. **Faculty and Staff Exchanges**

The two institutions agree in principle to the possibility of exchanges by general staff (administrative and technical) and faculty 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.

11. **Exchange Program Review**

Both institutions will be responsible for a regular review of the exchange program on a yearly basis. The review is essential in order to make appropriate and mutually agreed modifications as may be required, and to identify new opportunities for cooperation in scholarship and research.

12. **Period of Agreement**

This agreement will come into effect from the date of signature by both parties, and will remain in force for an initial period of five (5) years. Thereafter, it shall be automatically renewed from year to year; notwithstanding the aforementioned, the agreement may be terminated by either party without penalties prior written notice given to the other party with six months in advance.

Such termination must not affect current students until completion of their academic program, unless agreed otherwise between the parties.



13. Notices

- i) Any notice of termination under this agreement shall be given in writing and delivered by hand, sent by pre-paid post or facsimiled transmission.
- ii) The address for any such notices is as follows:

Ural Federal University

Name: Viktor Koksharov
Position Title: Rector
Address: Ural Federal University
620002, Yekaterinburg, Mira street 19.
Russia
Telephone: 8-800-100-50-44
Facsimile:
e-mail:

Universidad de Monterrey

Name: Thomas M. Buntru
Position Title: Director of International Programs
Address: Universidad de Monterrey
Av. Ignacio Morones Prieto 4500 Pte.
Col. Jesús M. Garza
66238 San Pedro Garza García, N.L.
México
Telephone: + 52-81-8124-1303
Facsimile: + 52-81-8124-1447
e-mail: thomas.buntru@udem.edu.mx

14. Signatures

This agreement constitutes the entire agreement between the parties. No amendments consent or waiver of terms of this agreement shall bind either party unless in writing and signed by both parties.

15. Protection of personal information

The Owner of the personal information herein provided (hereinafter the Owner), accepts that said information will be used in a file containing his/her personal profile and in different departments of Universidad de Monterrey, to fulfill the educative and administrative goals of the Institution. The Owner accepts that his/her personal information may be used to statistics, marketing and other activities directly related with the main activity of UDEM which is education. The Owner may exercise at any time his/her right to access, rectify, cancel and oppose his/her personal information (ARCO procedure for its initials) by sending an e-mail to juridiconormatividad@udem.edu.mx, as established in article 29 of LFPDPPP.

Signed on behalf of
Ural Federal University

By



Viktor Koksharov
Rector

Signed on behalf of
Universidad de Monterrey

By



Thomas Martin Buntru Wenzler
Director of International Programs

Date: _____

Date: August 2014

