



## **STUDENT EXCHANGE AGREEMENT**

between

### **BRANDENBURG UNIVERSITY OF TECHNOLOGY (BTU) COTTBUS - SENFTENBERG,**

Platz der Deutschen Einheit 1, 03046 Cottbus, Germany,  
represented by its President, Prof. Dr.-Ing. Dr. h.c. (NUWM, UA) DSc. h.c. Jörg Steinbach,  
Hon.-Prof. (ECUST, CN),

and

### **UNIVERSIDAD NACIONAL DE COLOMBIA,**

Carrera 45 No. 26-85, Edificio Uriel Gutiérrez, Bogotá – Colombia.  
represented by its President, Prof. Ignacio Mantilla Prada

BTU and UNIVERSIDAD NACIONAL DE COLOMBIA agree to cooperate in regard to international programmes based on the principle of reciprocity. This Agreement permits the exchange of scholars, students, and academic information and materials between the signatories. By the establishment of such exchanges, the instructional and research activities at both universities will be enhanced and mutual understanding between scholars and students will be increased.

#### **ARTICLE I - STUDENT EXCHANGES**

1. Each contracting institution selects its possible candidates for participation in the exchange programme and nominates them to the host university. While students nominated by the home university will generally be accepted by the host university, the latter reserves itself the right to the final decision concerning the admission of applicants. Students may be exchanged subject to the approval of the relevant course/programme coordinator.
2. The nominated students shall be:
  - 2.1 in good academic standing, as determined by the student's home institution
  - 2.2 able to follow the classes in the language of instruction
  - 2.3 required to enrol in subjects that constitute full time standing at the host institution.
3. The applicants shall submit the documents required by the host institution for admission. All application documents must be presented in English.
4. Students will be officially enrolled in their home institutions while they are on exchange.



5. All graduate and undergraduate exchange students will be special non-degree students. BTU students apply to UNIVERSIDAD NACIONAL DE COLOMBIA through the National Office of External Affairs and UNIVERSIDAD NACIONAL DE COLOMBIA students apply to BTU through the International Relations Office.
6. Students on exchange will be required to abide by the rules and regulations of the host institution.
7. Exchange students will have the same privileges provided to full-time students of the host institution while they are on the exchange.
8. Participating universities may attach specific points of implementation to this Agreement in order to facilitate the exchanges.
9. The contracting institutions will exchange English information material and course information in the language of instruction on a regular basis in order to facilitate the organisation of the exchange programme.

## **ARTICLE II – MAGNITUDE, TIMING AND DURATION OF EXCHANGES**

1. UNIVERSIDAD NACIONAL DE COLOMBIA will send up to 2 students (undergraduate / graduate) nominated by the National Office of External Affairs for up to one academic year (or 4 students for one semester). At UNIVERSIDAD NACIONAL DE COLOMBIA the academic year will cover the period from February to December (First Semester: first week of February to first week of June; Second Semester: first week of August to first week of December)
2. BTU will send up to 2 students (undergraduate / graduate) nominated by the International Relations Office of BTU for up to one academic year (or 4 students for one semester). At BTU the academic year will cover the period from October to September (Winter Semester: beginning of October to end of March; Summer Semester: beginning of April to end of September)
3. Reciprocity of the number of students exchanged must be achieved between UNIVERSIDAD NACIONAL DE COLOMBIA and BTU within five calendar years. However, each university may choose more incoming students than it can provide outgoing students.

## **ARTICLE III – STUDENT CHARGES AND TUITION FEES**

1. Students will pay tuition at their home institutions unless exempted.
2. The host institution will provide waivers of tuition for the exchanged students. The studies at the host university are free of any charge for the participant except for a possible administration fee charged other tuition remitting students.
3. Students will be responsible for the cost of travel between UNIVERSIDAD NACIONAL DE COLOMBIA and BTU whether it is at completion of the exchange, or earlier due to dismissal, illness or other reason. Students will also be responsible for the cost of immigration documents.
4. Exchange students shall provide individually for their living expenses, housing and meal costs, visa fees, transportation, books and other personal expenses. Each contracting university may, however, give financial aid to its outgoing and incoming students according to its aid policies.



5. Exchange students will be required to provide proof of adequate health insurance coverage during their stay at host institutions. They will be required to purchase a health insurance policy as all international students at each university.

#### **ARTICLE IV – LIVING COSTS AND ACCOMODATION**

The host institution will assist in the arrangement of accommodation for the exchange student by providing information on housing alternatives. Each host university guarantees maximum assistance in terms of finding safe, clean and conveniently located accommodations. The host institution is not obligated, financially or otherwise, to provide housing. All living and accommodation costs are to be paid by the students.

#### **ARTICLE V – RECEPTION AND ORIENTATION**

Each institution will ensure that adequate arrangements are made for the reception and orientation of exchange students.

#### **ARTICLE VI – TRANSMISSION AND RECOGNITION OF RESULTS**

Before exchange students leave the home university, the participant, the home university and the host university should sign a Preliminary Learning Agreement containing the modules the exchange students would like to study at the host university. After arrival at the host university a Final Learning Agreement with the registered modules should be signed by the participant, the home university and the host university.

Exchange students should choose courses at the host institution which correspond on type and level to modules that they are required to take in their home university, thus they will be eligible to transfer and recognize the academic achievements at the home university.

Credit for all academic work completed at the host university will reflect the requirements, policies, and procedures in effect at the host university at the time of the students' arrival. Participants will be able to receive transcripts and other academic records upon request.

#### **ARTICLE VII - MISCELLANEOUS**

1. The benefit of this Agreement shall not be dealt with in any way by either party (whether by assignment, sub-licensing or otherwise) without the other party's written consent.
2. In all actions under both this Agreement and the subsequent Specific Agreements, the parties agree that the employees or contractors of each institution will operate under the sole direction of the institution which has established their employment or contractual relationship.
3. There is no a solidarity regime between the parties in this Agreement, due to the reason that each is responsible for the obligations that they have contracted.
4. The parties will attempt to ensure, according to their budgets, the necessary means to put this Agreement into action. No financial obligations derive from this Agreement.
5. All actions between the parties shall consider the clauses necessary to regulate regarding the ownership of copyright materials and products obtained as a result of the joint activity of the parties, and regarding the ownership of the rights of an industrial nature which could result



from reaching actions in the framework of this Agreement. Both institutions will facilitate the joint publication of academic material, according to each institution regulations and subject to intellectual property rules legally in place in each country.

### ARTICLE VIII - COORDINATION

In order to facilitate the agreement's development and to ensure its correct implementation, the offices of international relations (or appropriate personnel) of each institution will facilitate communication between the involved academic units and advise them on the activities to be carried out.

By BTU:

Name: Michael Mannel

Position: Manager for International Cooperations / Deputy Director International Relations Office

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Phone: +49 355 692338

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By UNIVERSIDAD NACIONAL DE COLOMBIA:

Name: Catalina Arévalo Ferro

Position: Director of the National Office of External Affairs

Address: Carrera 45 No. 26-85, Uriel Gutiérrez Building, Office 514

City: Bogotá D.C., Colombia

Phone: +57 1 3165000 Ext 18291

email: [dirori@unal.edu.co](mailto:dirori@unal.edu.co)

### ARTICLE IX – TERM AND TERMINATION

1. This Student Exchange Agreement shall be valid for a period of five (5) years. At the end of that term, it will be renewed automatically for a further five (5) year period unless either party terminates the Agreement during the final six months of its validity. Changes of this Agreement require corresponding written declarations by the legal representatives of the partner universities.
2. This Student Exchange Agreement may be terminated by either party by giving the other institution at least ninety (90) days advance written notice of its intention to terminate. The termination will be effective 90 days from the date of the notice, or upon the completion of any courses that exchange students are enrolled on the date of the notice of intent to terminate, whichever occurs last.
3. Termination shall be without penalty. If this Agreement is terminated, neither UNIVERSIDAD NACIONAL DE COLOMBIA nor BTU shall be liable to the other for any monetary or other losses which may result.



ARTICLE X – SETTLEMENT OF DISPUTES

The parties shall use good faith efforts to resolve any Cooperation dispute, claim or proceeding arising out of or related to this Agreement. Any differences in interpretation and / or application of this Agreement shall be settled by means of a direct negotiation between the universities.

ARTICLE XI – LANGUAGE OF THE AGREEMENT

This Agreement was composed in two original copies in English.

UNIVERSIDAD NACIONAL DE COLOMBIA

*Mantilla*

Prof. Ignacio Mantilla Prada

*Cal*

President

Place, Date 30 ABR 2018

BRANDENBURG UNIVERSITY OF TECHNOLOGY COTTBUS-SENFTENBERG

Brandenburgische Technische Universität Cottbus – Senftenberg  
Der Präsident  
Platz der Deutschen Einheit 1  
03046 Cottbus

*Steinbach*

Prof. Dr.-Ing. Dr. h.c. (NUWM, UA) DSc. h.c. Jörg Steinbach  
Hon.-Prof. (ECUST, CN)

President

*Cottbus*  
Place, Date 29. MRZ. 2018