**Exchange Agreement**

**between**

**The FHNW University of Applied Sciences and Arts Northwestern Switzerland, School of Life Sciences, Switzerland and**

**Universidad Nacional de General San Martín, Argentina**

The Regents of the **FHNW School of Life Sciences** andthe **Universidad Nacional de General San Martin**, recognizing the value of educational exchanges, enter into this Exchange Agreement.

**1. Definitions.**

1. “Home institution” means the institution at which the student intends to graduate or the faculty or staff member is employed.
2. “Host institution” means the institution that receives exchange students, faculty, or staff from the home institution.
3. “Semester, session, or academic year” means the period relevant to the host institution’s academic calendar.

**2.** **Purpose.** The purpose of this Agreement is to establish educational and cooperative relations between the parties that will promote academic linkages of mutual understanding. Student exchanges are intended to allow enrollment in host-institution courses for academic credit that will be transferred and applied to the student’s home institution degree. Faculty and staff exchanges are intended to promote institutional collaboration.

**3. Responsibilities of the Parties.** The parties agree:

1. To take all reasonable measures to implement this Agreement as permitted by available funding and personnel.
2. To accept and enroll exchange students as full time, "non-award," or “non-degree–status” students for the duration of their exchange.
3. To communicate with each other on a timely basis about, e.g., course availability, enrollment limitations and restrictions, any applicable fees, etc.
4. To send completed exchange applications to the host institution by published deadlines. The host institution will determine whether to admit exchange applicants.
5. To inform the incoming students about the necessary funds for their exchange.
6. To provide exchange students the same academic resources and support services available to all students at the host institution.
7. To provide each student’s transcript to the home institution with the student’s consent.
8. To make reasonable efforts to involve equal numbers of students from each institution over the period of this Agreement.
9. The sending institution will determine the number of academic credits in the framework of international mobility that it will award to its students according to its current regulations for courses at the receiving institution.

**4. Responsibilities of Students.** Students must:

1. Get the home institution’s prior approval for host-institution courses.
2. Meet the host institution’s applicable language-proficiency requirement.
3. Obtain a copy of their host-institution transcript and submit it to their home institution on a timely basis.
4. Comply with the host institution’s applicable rules and procedures.
5. Meet all applicable host-country immigration and visa requirements on a timely basis.
6. Comply with all applicable host-country laws.
7. Possess sufficient health and accident insurance with coverage for the host-country.

**5. Numbers.** The parties shall make reasonable efforts to involve an equal number of students from each institution during the term of this Agreement. For purposes of assessing balance, one student enrolling in two academic sessions is equivalent to two students enrolling in one academic session. Ideally, any imbalance in a given semester or term should be corrected in the following year. If the imbalance persists for more than three consecutive academic terms (including summers), the party that has received the most incoming students has the option to operate the exchange on a one-way basis until the imbalance is corrected, after which operation will resume on a reciprocal basis as described above.

**6. Selection and Enrollment of Students.** The home institution will nominate high-achieving students as exchange applicants. Subject to the approval of the host institution, undergraduate, graduate and post-graduate students may participate if:

1. they have completed at least one year of study at their home institution;
2. they will be enrolled at their home and host institution for the full period of the exchange; and
3. both institutions deem them academically qualified to succeed and have approved their enrollment proposal.

**7. Responsibilities of Host Institutions.** The host institution will provide the following at no cost to exchange students:

1. Tuition
2. Orientation Program
3. Student services normally available to other host-institution students

**8. Financial Responsibilities of Students.**

1. Home institution tuition and fees
2. Round-trip travel costs including passport, visa, etc.
3. Books, class materials, supplies, etc.
4. Any host-institution special course fees, laboratory fees, or recreation fees
5. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
6. Administrative fees applicable to all incoming international students.
7. Health and accident insurance that meets host-institution requirements.

**9. Accommodation.** The host institution will provide all necessary information about housing options and application procedures with each student’s notice of admission.

**10. Families.** A student’s proposal to bring his or her spouse and/or dependents is subject to the host institution’s approval. The exchange student will pay all additional costs and is responsible for obtaining the appropriate immigration permits.

**11. Faculty and Staff Exchanges.** The parties agree in principle to exchanges of faculty and administrative staff. The details will be negotiated in advance and will be governed by both parties’ rules and policies. The parties are not responsible for any arrangements made by participants for exchange of accommodations, cars, etc.

**12. Program Review.** The parties will evaluate the exchange program at least every two years to make any needed changes and to explore new opportunities for collaboration.

**13. Direct Enrollment.** Students may apply for direct enrollment at the host institution through the regular admission process and must pay all required tuition, fees, and other applicable costs. This Agreement does not apply to direct-enrollment students.

**14. Term, Renewal, Amendment, Termination, and Dispute Resolution.**

1. This Agreement shall become effective for an initial term of five (5) years from the date of the last signature by the parties’ duly authorized representatives and shall be automatically renewed for successive five-year terms unless terminated as provided below.
2. This Agreement may not be amended except by an instrument in writing signed by the duly authorized representatives of each party.
3. Either party may terminate this Agreement by giving the other party at least 180 days’ written notice, but any students who have been accepted at either institution at the date of termination may complete their courses of study in accordance with this Agreement. Termination shall be without penalty.
4. This Agreement is signed in good faith and in accordance with the administrative rules and procedures governing each party. Therefore, any dispute that may arise concerning its interpretation and implementation will be resolved amicably through negotiations by the heads of university administration at both Institutions.

**15. Notices.** All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email to the following addresses. Either Party may change its email address for notice purposes by providing prior written notice to the other party. Any notice sent by email shall be deemed to have been delivered at the time of confirmation of receipt.

Secretariat for Internationalisation and International Cooperation

Universidad Nacional de General San Martín

Edificio de Gobierno: 25 de Mayo 1405

CP 1650 San Martín. Province of Buenos Aires,

Argentina

e-mail: [internacionales@unsam.edu.ar](mailto:internacionales@unsam.edu.ar)

<http://unsam.edu.ar>

International Office

FHNW School of Life Sciences

Hofackerstrasse 30, 4132 Muttenz

Switzerland

e-mail: [international.lifesciences@fhnw.ch](mailto:international.lifesciences@fhnw.ch)

<https://www.fhnw.ch/en/degree-programmes/lifesciences/international>

This document memorializes the parties’ entire agreement. The parties shall sign four (4) originals of this Agreement, two (2) in English and two (2) in Spanish. Each party shall retain one original in each language. Any conflict between the English and Spanish versions will be resolved in favor of the English version.

|  |  |
| --- | --- |
| FHNW School of Life Sciences  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prof. Dr. Falko Schlottig  Director, FHNW School of Life Sciences  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | Universidad Nacional de General San Martin  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cdor. Carlos Greco  Rector  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prof. Dr. Erik Schkommodau  Head of Institute for Medical Engineering  and Medical Informatics  FHNW School of Life Sciences  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |  |