**Exchange Agreement Between**

**European School of Political and Social Sciences Université Catholique de Lille**

**And**

**National University of General San Martín**

**The European School of Political and Social Sciences (ESPOL) of the Catholic University of Lille** and **National University of General San Martín** hereinafter UNSAM, recognizing the educational and cultural exchanges that can be achieved between our two institutions, conclude this agreement to facilitate the exchange of students and academics in the field of Political and Social Sciences, International Studies.

# Definitions

* 1. For the purposes of this agreement, "home" institution shall mean the institution where a student intends to graduate, and "host" institution shall mean the institution that has agreed to accept the student from the home institution.
  2. Semester/quarter or academic year will normally refer to the period corresponding to the host institution.
  3. "Faculty" shall represent the academic body concerned in the respective institutions.

# Object of the Agreement

* 1. The general objective of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic links and enrich the understanding of the culture of the two countries involved.
  2. The aim of faculty exchanges is to promote collaborative research, further educational developments and foster mutual understanding.
  3. The purpose of each student exchange is to allow students to enroll in subjects at the host institution for credit that will be applied to their degree at their home institution.

# Responsibilities of participating institutions and students

Each institution shall take all reasonable steps to give maximum effect to this exchange programme.

* 1. Each institution undertakes 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 tuition fees of the host institution.
  2. Each exchange student will have access to the same academic resources and support services available to all students at the host institution.
  3. It is the responsibility of each exchange student to obtain official approval from his/her home institution for the subjects taken at the host institution.
  4. It is the responsibility of each exchange student to ensure that he/she obtains a copy of his/her official statement of results covering the subjects taken during the exchange period.

exchange period. In addition, each host institution shall send a copy of the statement of results to the International Office of the sending institution.

* 1. Exchange students shall be subject to the rules and procedures specified by the host institution for the academic period in which the student is enrolled. The home institution will be responsible for all matters relating to the credits of the subjects taken.

# Number of participants

* 1. Depending on the availability of suitable candidates, each institution shall send to the other a maximum number of four (4) semester or four-month places each academic year, two (2) per semester or four-month period, for the duration of the agreement. The study period of an exchange shall be one semester and may be extended for a further semester, depending on the availability of semester places.

# Student selection and enrolment

It is expected that only highly motivated students of good academic quality will be selected to participate in an exchange programme. The sending institution will select its students' applications for exchange. Undergraduate or Master's students who meet the following requirements are eligible to participate

* 1. have completed at least one year of studies at their home institution;
  2. are enrolled in their home and host institution for the entire period of the exchange;
  3. have an enrolment proposal, approved by their home faculty and the host institution, and be academically qualified to successfully complete the proposed subjects at the host institution. Each institution shall inform the relevant International Office of the availability of subjects, including limitations and conditions of enrolment.
  4. have obtained the agreement of their home faculty that, upon successful completion of the courses at the host institution, they will be awarded full credits towards the degree at their home institution. In some circumstances, a student may undertake practical work as part of an exchange programme; and
  5. have fulfilled the language proficiency requirements of the host institution.

Each institution shall send the completed applications of its students to the other institutions before the beginning of the incoming semester. The host institution reserves the right of final approval on the admission of a student and will establish, if necessary, language proficiency standards.

# Financial responsibilities of the institutions

The host institution will provide exchange students, at no cost to them, with the following

* Tuition
* reports and statement of findings (virtual transcript)

# Financial responsibilities of exchange students

Exchange students will be financially responsible for

* journeys to and from the host institution
* orientation programme
* books, stationery, etc.
* travel documents, visas, etc.
* accommodation and subsistence costs
* health coverage relevant to the exchange institution and country
* personal travel within the host country

The sending institution must satisfy itself that the exchange applicant has the capacity to meet all its financial responsibilities, as detailed above.

# Accommodation

The exchange students will be responsible for all the expenses detailed in point 7, including lodging. Notwithstanding the above, the host institution agrees to provide information on possible places to stay during the exchange.

# Families of exchange students

Spouses and dependants are not expected to accompany an exchange student. Where such an arrangement is proposed, it is subject to the approval of the host institution, with the understanding that all additional costs and workload will be borne by the exchange student.

# Teacher and staff exchanges

# The two institutions agree in principle to the possibility of exchanges of general staff (administrative and technical) and faculty members. The details of such arrangements will be negotiated in due course and will be governed by the relevant institutional personnel rules and approval processes. Participating institutions shall not be responsible for private arrangements made by participating staff members in relation to the exchange of accommodation, vehicles, etc.

# Review of the exchange programme

Both institutions will undertake a regular annual review of the exchange programme. The review is essential to make appropriate and mutually agreed modifications as necessary, as well as to identify new opportunities for scholarship and research cooperation.

# Agreement period

This agreement shall enter into force from the date of signature by both parties, and shall remain in force for five (5) years or until one or both institutions decide to terminate this agreement by giving six months' written notice.

# Memorandum of Understanding (MoU)

By signing this Exchange Agreement, both parties also accept and agree to the conditions set out in the MoU, especially the terms set out in Section B on the number of semester places to be exchanged and Section K on the privacy of student records. The MoU is attached to this Exchange Agreement (see Appendix A).

# Notices

* 1. Any notice or other communication under this Agreement shall be in writing and shall be delivered by hand, sent by prepaid mail or transmitted by facsimile.
  2. The address for such notifications is as follows:

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| **Catholic University of Lille - ESPOL**  Dr. Andrew GLENCROSS Director  European School of Politics and Social Sciences Catholic University of Lille 60 bd Vauban - CS 40109  F-59016 Lille Cedex  Phone: +33 (0)3 61 76 75 75 35 +33 (0)3 61 76 75  35  E-mail : andrew.glencross@univ- catholille.fr | **National University Of General San Martin – UNSAM**  Ms Valeria Pattacini  Secretariat for Internationalisation and International Cooperation  Av 25 de Mayo 1405, San Martin, Buenos Aires  Phone number : +549 114006-1500  Email : internacionales@unsam.edu.ar |

# Signatures

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

In witness whereof, the parties hereto have signed this document:

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| **Catholic University of Lille** | **National University of General San Martín** |
| Date :  \_  Patrick Scauflaire Rector  **Catholic University of Lille** | Date :  \_  Carlos Greco Rector  **National University of General San Martín** |
| Date :  Andrew Glencross Director  **ESPOL** |  |

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**Appendix A**

**MEMORANDUM OF UNDERSTANDING BETWEEN**

**NATIONAL UNIVERSITY OF GENERAL SAN MARTIN**

**(ARGENTINA)**

**AND**

**ESPOL - UNIVERSITE CATHOLIQUE DE LILLE**

**(LILLE, FRANCE)**

**National University of General San Martín** hereinafter UNSAM, represented by Cdor Carlos Greco, Rector, located at Av 25 de Mayo 1405, San Martin, Buenos Aires; and the **ESPOL - UNIVERSITE CATHOLIQUE DE LILLE**, hereinafter "ESPOL", located at 60, Boulevard Vauban, Lille, represented by Patrick SCAUFLAIRE, President-Rector, in recognition of their common interest in the development of bilateral relations and convinced that cooperation between universities contributes to cultural enrichment, scientific progress and the consolidation of friendship between the countries, agree to establish the following Memorandum of Understanding ("MOU").

# GENERAL STATEMENT

* 1. This MOU will promote activities in the following main areas:
     1. Undergraduate and postgraduate student exchanges
     2. Teacher exchange
     3. Collaboration in research, educational and cultural programmes, including the implementation of activities of mutual interest.
  2. All activities carried out under the auspices of this MOU shall respect and conform to the relevant rules, traditions and regulations of each University. This MOU is intended to express the intentions of the Parties and is not intended to be legally binding. This MOU does not impose any financial obligations on either Party. Both Parties understand that all financial arrangements will have to be negotiated and will be subject to the availability of funds.
  3. The terms of cooperation for each specific activity covered by this MoU shall be mutually discussed and agreed in writing by both Parties prior to the commencement of such activity. Such agreed activities shall be recorded and governed by a separate agreement signed by both Parties and may be attached to this MoU in the form of an appendix.

Each Party shall designate the following liaison officers to develop and coordinate specific agreed activities:

For ESPOL - Dr. Andrew GLENCROSS For USNAM - Ms. Valeria Pattacini

Officials of the parties will correspond or meet whenever necessary to ensure effective implementation of the specific programmes.

* 1. This MOU shall remain in force for five (5) years from the date of signature. It may be renewed by the Parties for a further five (5) years if mutually agreed in writing.

Either Party may terminate this Memorandum of Understanding by giving six (6) months' written notice to the other Party, unless both Parties agree in writing to terminate earlier.

Any amendment or variation to this MoU shall be made by obtaining the consent of both Parties, incorporated in a written instrument, signed and dated by both Parties.

* 1. Neither Party shall use the name, trademarks or logos of the other Party or its affiliates, either expressly or by implication, or make any public announcement or statement or publish or disseminate any information in connection with this Memorandum or any proposed activity or proposed collaboration hereunder without prior communication between the Parties. Such communication by one Party for the use of its name, mark or logo does not confer upon the other Party any rights, goodwill or other proprietary interest in the name, mark or logo of the first named Party and the use of such name, mark or logo must comply with the rules and policies of the first named Party. The publication of joint scientific papers in conferences and journals shall be agreed by both Parties upon prior communication, when requested by either Party.

Each Party shall keep confidential any information it receives from the other Party that is marked confidential or that a Party notifies the other Party is confidential. This confidentiality obligation shall survive the termination of this MOU and shall remain binding on the Parties.

Each Party shall be responsible for its own costs and expenses incurred in connection with or incidental to the preparation and execution of this MoU and any agreement executed hereunder.

Each Party shall also bear its own costs, expenses, risks and liabilities incurred as a result of any action taken or obligation assumed directly under this MoU. Neither Party shall be entitled to reimbursement, payment or compensation of any kind from the other Party for any costs or expenses which it may incur or which arise directly out of this MoU.

Both Parties agree to work cooperatively and will keep each other informed of all activities undertaken by either Party under this Agreement and will comply with all laws and regulations in connection with activities undertaken under this Agreement. The Parties agree that any intellectual property developed under this Agreement or services provided for remuneration shall form part of a separate Agreement executed by the Parties.

Each institution acts as an independent contractor and neither of them, nor their respective employees, shall be considered agents, employees or representatives of the other.

Each Party shall, at its own expense, comply with the provisions of all laws, ordinances, rules, regulations and orders governing the provisions of its duties under this Agreement as dictated by its country or locality. Each Party shall take all necessary measures to remedy promptly any violation of such laws, ordinances, rules, regulations or orders.

This Agreement is not intended to be exclusive and each Party reserves the right to enter into similar Agreements with other institutions for similar programmes.

# STUDENT EXCHANGE

* 1. **DURATION OF EXCHANGES**

The Exchange for individual students will last for one semester and may be extended for a further semester, depending on the availability of semester places. Exchange students from UNSAM will come to ESPOL during the spring or fall semester, which runs from September to mid-December (including the exam session) or the spring semester (early January to early-July- including the exam session and the re-sit session for both semesters). The exchange students from ESPOL will come to UNSAM either term or quarter, which runs from early August to mid-December (including the exam session) or from mid-January to mid-May (including the exam session).

* 1. **NUMBER OF SIX-MONTHLY PLACES TO BE EXCHANGED**

The number of semester places to be exchanged shall be fixed by mutual agreement between the two institutions. Both institutions undertake to guarantee a maximum number of semester places to be exchanged each year with the other institution. ESPOL guarantees a maximum of four (4) semester or four-month places, two (2) per semester or four-month period, for exchange students coming from UNSAM, while UNSAM guarantees a maximum of four (4) semester or four-month places, two (2) per semester or four-month period, for exchange students coming from ESPOL each academic year. However, in the perspective of a renewal of the agreement after five (5) years, both parties are open to consider the possibility of respecting parity in the number of semester places in the future. Any imbalance should be reviewed by the Exchange Coordinators of each institution and resolved at the end of the agreement period.

Regarding the procedure for managing the exchange of semester places, each institution will be notified of the names of the recommended students at least three months before the planned start of the exchange period. Each institution will determine which of its students will be eligible to participate in the exchange and which course credits will be awarded.

# COMPENSATION FOR POSSIBLE TRADE IMBALANCES

As mentioned above, during the first three years of the agreement, each party is willing to consider a disparity in the number of semester places to be exchanged in a given semester or academic year. There will be no financial compensation for imbalances in exchanges.

# STUDENT PROGRAMME FEES/BENEFITS AT THE HOST INSTITUTION

Each student will pay his or her regular tuition fees to the home institution and receive the usual benefits from the host institution. Additional fees for special programmes (such as summer schools or vocational training programmes), any incidental fees, travel expenses, accommodation and meals will be paid by the exchange student. The host institution undertakes to arrange accommodation in university halls of residence or to assist in finding suitable off-campus accommodation.

# DOCUMENTS

The host institution will provide all necessary documents for visa purposes upon receipt of all required documentation in a timely manner. Students will be responsible for obtaining visas once they are in possession of these documents.

# HOLIDAY PERIODS

Each student is responsible for his or her own accommodation and living expenses during holiday periods.

# INSURANCE

Each participant must take out the medical/health insurance required by the host or receiving institution. Each participant pays for his/her own medical and accident insurance. Any health/medical insurance costs not covered by the insurance must be paid by the student. The host university is not responsible for the voluntary participation of exchange students in extracurricular activities.

# DEPENDENTS

The obligations of each institution under this agreement are limited to the exchange of students and do not extend to spouses and dependents. The costs of accompanying spouses and dependents shall be borne by the exchange student.

# STUDENT REQUIREMENTS

It is understood that both institutions will endeavor to appoint only well-qualified students to the programme and that academic records as well as letters of recommendation may be provided to the host institution. Students must meet the language proficiency requirements set by the host institution.

# ACADEMIC STATUS OF STUDENTS

All students will remain enrolled as candidates for a regular degree at the home institution and will not be enrolled as candidates for a degree at the host institution. Degree credits will be awarded by the home institution according to its current regulations for courses at the host institution. Students are expected to maintain the equivalent of a full course load at the host institution. Students enrolled at the host institution will be subject to the same rules and regulations as local students.

# PRIVACY OF STUDENT RECORDS

The contracting parties declare to comply with the GDPR (General Data Protection Regulation) of 27 April 2016 on the protection of natural persons with regard to the processing of personal data, with the law "Informatique, Files et Libertés" (data processing, files and freedoms) n ° 78-17 of 6 January 1978 as amended and with the law 1581 of 2012 together with the corresponding regulatory decrees.

In doing so, the institutions undertake to protect personal data necessary for the implementation of their partnership agreement, in particular by using them only for the purpose of achieving the same objective.

In particular, we draw your attention to compliance with the following points, although this is not an exhaustive list:

1. Collection of data: The parties undertake to collect only such data as are useful and essential for the establishment of the cooperation agreement and not to re-use the data for other means or in an external sphere other than for the aforementioned purpose.
2. Refrain from collecting "sensitive" data: the parties undertake not to collect data concerning racial or ethnic origins, political, philosophical or religious opinions or trade union membership, or concerning the health or sex life of individuals, unless they have given their explicit consent to the processing of such personal data for one or more specific purposes and such processing is necessary for the purposes of preventive medicine or occupational health, employee job evaluation, medical diagnosis, health or social care.
3. Confidentiality and restriction of access: Access to the data will be secured and restricted to persons within the university in charge of the establishment of the partnership agreement. Each university shall ensure that persons having access to the data shall respect the full confidentiality of the data.
4. Retention and deletion: Each party shall ensure that personal data is retained only for as long as necessary to prepare the file and as long as the student is present, after that the data should be deleted or kept for as long as necessary to achieve the above purpose; based on the partnership agreement.
5. In the event of a data breach, the data subject shall notify the partner university within 48 hours of discovering the breach.
6. Rights of data subjects: Each party undertakes to allow data subjects affected by the data collection process to assert their right of access to stored information by informing them in advance.

# EXCHANGE COORDINATOR

Each party to the agreement will appoint a staff member who will be responsible for the coordination and administration of the exchange, including counselling of the exchange participants upon request. For ESPOL, the Academic Coordinator will be Dr. Michael Holmes, Co-Head of International Mobility of ESPOL (who will be in charge of all academic and pedagogical aspects of the exchange), and the Administrative Coordinator will be Mr. Robin CASTELEYN (who will be in charge of the logistical and administrative aspects of the exchange, such as student visas, accommodation, etc.).

For UNSAM the Academic Coordinator will be the Secretary of Internationalization and International Cooperation Ms Valeria Pattacini (who will be in charge of all academic and pedagogical aspects of the exchange), and the Administrative Coordinator will be Director Lovisa Ericson (who will be in charge of the logistical and administrative aspects of the exchange, such as student visas, accommodation, etc.).

# CLASS SELECTION

ESPOL students must attend at least 4 classes at the host institution (3 classes must be related to political science, international relations, sociology, economics or philosophy). The host institution will ensure that incoming students have access to these classes and to the appropriate number of classes, taught in English.

# EXCHANGE OF TEACHERS AND ACADEMIC STAFF

The parties agree that faculty members from partner institutions may be invited for short- term teaching and research assignments. Semester assignments are also possible. Remuneration for teaching shall be paid by the home institution. Faculty members teaching at the host institution shall receive accommodation from the host institution and, as far as reasonably practicable, the host institution will provide access to the resources generally offered to teachers at the host institution.

Faculty and academic staff and/or their home institution shall assume responsibility for any additional financial support of the exchange, such as grants for travel expenses and insurance, including those of their partner and/or dependents, unless the home institution expresses a different policy regarding financial support. The host university and the sending institution shall not be responsible for the voluntary participation of faculty or staff in extracurricular activities.

# ADDITIONAL ACTIVITIES

All additional co-operation activities - especially in research, administration and services - will be dealt with on a corresponding and individual basis. Situations not specified here can be negotiated separately.

# DURATION

* 1. This MOU is established for a period of five (5) years, effective on the date of signature. If one of the two parties is not prepared to send its students abroad in the framework of the exchange programme already in the academic year 2025- 2026, the other institution guarantees not to exceed the maximum number of four (4) semester or term places, two (2) per semester or term to be exchanged during the first academic year with the other institution. This will not imply any financial compensation from either institution.
  2. In order to enhance the effectiveness of their cooperative activities, UNSAM and ESPOL - Université Catholique de Lille agree that it should be possible to amend this Memorandum of Understanding by mutually agreed written addenda.
  3. At the end of the five-year period, the results of the cooperation shall be evaluated and the agreement may be renewed in writing for an additional period. Either Party may terminate this Memorandum of Understanding as provided for in paragraph I(D) above. Termination of this agreement shall not affect activities already in progress.

This MOU will be signed in two (2) versions in English and in two (2) versions in Spanish, both equally valid, and of which each university has taken one. Each university may accompany the signed Agreement with a translated version for internal reference purposes, always recognizing the English version for ESPOL and the Spanish version for UNSAM as having legal authority.

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| **Université Catholique de Lille** |  | **National University of General San Martín** |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Patrick Scauflaire  Rector  **Université Catholique de Lille** |  | **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Carlos Greco  Rector  **National University of General San Martín** |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Andrew Glencross  Director  **ESPOL** |  |  |