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**SPECIFIC AGREEMENT FOR STUDENT and**

**teacher EXCHANGE**

**BETWEEN THE**

**universiDADE FEDERAL DA PARAÍBA**

**AND THE**

XXXXXXXXXXXXXXXXXXXX

**FEDERAL UNIVERSITY OF PARAÍBA**, hereinafter referred to as “UFPB”, a recognized Higher-Education Institution by means of the Federal Law 3.835, of 13 December 1960, CNPJ nº 24.098.477/0001-10, ([www.ufpb.br](http://www.ufpb.br/)), whose central offices are located in Cidade Universitária – Campus I – Prédio da Reitoria – Castelo Branco – 58.051-900 – João Pessoa – Paraíba – Brazil, hereby represented by its Rector, **Professor Doctor Margareth de Fátima Formiga de Melo Diniz,** as published in the Diário Oficial da União (Official Federal Gazette), section 02, issue 217, p.01, of November 11, 2016.

And the **XXXXXXXXXXXX**, hereinafter referred to as “XXX”, a recognized Higher-Education Institution located on XXXXXXXXXXXXXXXXX, hereby represented by its XXXXXXXXXX, **Professor Doctor XXXXXXXXXXX**

With the purpose of strengthening the cooperation between the Institutions and contribute for the objectives of internationalization of their courses, the Parties agree to assign this student and teacher exchange program provided for in the General Cooperation Agreement signed between the UFPB and the XXX, which shall take place according to the following:

**CLAUSES**

**FIRST – THE CONTRACT INTENT**

The object of this agreement is to establish the terms and conditions that will be applied for the students exchange and visiting teacher program between UFPB and XXX.

**SECOND – GENERAL RULES**

1. The student exchange will have a minimum period of stay of one semester and will last one academic year (two semesters), maximum. Any change must be agreed upon by the parties.
2. All participants of the exchange program must meet the academic and linguistic requirements set by the host institution.
3. All applications must be presented through the international relations office of each institution. Under no circumstances will direct applications be accepted.
4. The students taking part in the program shall pay all academic fees concerning their home institution and shall be exempted from paying the enrolment fees at the host institution.
5. All travel, insurance, accommodation, living, and other mobility-related expenses shall be covered by the exchange participants.
6. All participant in the exchange program, under the terms of this agreement, must follow the immigration requirements of the country of the host institution, and be sure that they have, before the trip starts, an international life insurance, and an adequate health and accident insurance coverage, valid for the whole period spent abroad.

**THIRD – UNDERGRADUATE STUDENTS EXCHANGE**

**1. Number of students**

(a) The number of vacancies offered by each institution will be limited to two (2) full academic year students (equivalent to four semester/students). A greater number could be accepted by common agreement.

(b) The parties shall endeavor to maintain an equivalent number of exchange students during the period in which this agreement is active.

**2. Selection of participants and admission**

(a) Can take part in the exchange program, the students that are regularly enrolled in the undergraduate courses offered by the institutions during the exchange period.

(b) The home institution will selected their students that will take part in the program, according its own academic criteria, the performance and level of studies achieved by each candidate.

(c) The host institution has the right to decide upon the eventual admission of each student nominated for the exchange program, after receipt of the requested documentation, considering the balance between sent and received students over time and the availability of places.

(d) Once accepted by the host Institution, exchange students shall have the same rights and duties as any other student enrolled at the host institution.

**3. Coordination**

(a) The activities developed in accordance with this Agreement will be coordinated by the persons responsible for the international relations office in each institution, or those officially acting on behalf of the said people.

(b) Each year, the coordinators shall decide, sufficiently in advance, on the application dates for the exchange program in each institution, the number and the conditions of the exchange vacancies to be offered.

**4. Academic Commitments**

(a) All students taking part in the exchange program when admitted by the host institution have the right to be enrolled as student without right to academic degree for up a maximum period of one year (2 semesters) and for the maximum number of credits allowed in each institution, being subject to the same academic regimen as the others. All the students participating in the exchange program will have to comply with the applicable laws of the destination country.

(b) The Parties have the right to restrict, in coordination with the concerned Schools or Colleges, the courses that can be offered to exchange student(s), if appropriate, in order to facilitate the mutual recognition of academic studies.

(c) The exchange students may attend any academic course offered by the host institution, except when the program has the enrollments limited. Any academic credit obtained in the host institution can be transferred to the home institution, according to its own procedures and the Plan of Studies. The host institution will give the necessary orientation and information according the Plan of Studies.

(d) If the exchange student has filled out an Academic Learning Agreement or Plan of Studies, previously signed and stamped by both institutions, the host institution must allow the student to enroll in all courses previously selected, except if a course in particular is not available for the specific academic semester. In such case, the host university must inform the home institution and/or amend the Academic Plan of Studies in accordance with the courses offered.

**5. Evaluation**

(a) At the end of the study period, the host institution shall issue a Certificate of Studies (*Transcript of Records*) to each student, specifying the number of credits taken, the course duration and the grades.

(b) Each party will accept the studies undertaken in the other as equivalent, within the limits set by the established laws in each country and its own regulation. Any academic credit obtained in the host institution can be transferred to the home institution; however the recognition will depend on the latter.

c) The host institution is given the right to exclude the student whose academic performance or conduct violate the rules of the host institution or country; in such case, the host institution must inform the student’s home institution of the circumstances before taking action. Both institutions agree that students that do not reach the end of their mobility as planned will not be substituted by other students.

**6. Accommodation and Support Services**

(a) The host institution shall give support to the exchange students during their stay, including informational help to find appropriate accommodation, orientation and academic support.

(b) The exchange students will have the right to access and use in the same conditions the services that are offered by the host institutions to its own students. The host institution must inform to the exchange students about the availability of those services.

**FOURTH – GRADUATE STUDENTS EXCHANGE**

The quantitative of graduate students and their participation in research activities and specific academic projects will be defined by common agreement between the Parties, case by case, through the required documents.

**FIFITH – TEACHERS AND RESEARCHERS EXCHANGE**

(a) Academic staff may be exchanged for the development of joint projects, training programs or qualification courses according to Working Plans that will be commonly defined and agreed upon by the parties.

(b) Teachers and researchers will be responsible for the expenses with transport, accommodation, meals and health insurance, including the additional expenses of their family and dependents.

(c) The visiting professors and researchers must enjoy the same advantages offered to their colleagues by the home institution.

(d) Both institutions will facilitate and support the applications for grants to national or international agencies that can work together funding this exchange.

**SIXTH – DISPUTE SETTLEMENT**

The cooperating institutions agree to settle amicably any dispute arising from the interpretation of this Specific Agreement. If the issue cannot be resolved, the dispute shall be submitted to arbitration. Each institution shall designate a member of the arbitration committee and one member shall be chosen by mutual consent.

**SEVENTH - VALIDITH**

This document shall come into effect on the date of the last signature and will remain so for the period of the General Agreement. It may be revised or modified at any time, through the mutual consent of the parties. Furthermore, either party can terminate this exchange agreement by informing the other part expressly in writing three (3) months prior to the date proposed for expiration. In the event of such termination, all activities already started shall be allowed to proceed to their natural conclusion.

**EIGHTH – CIVIL LIABILITY**

It is expressly understood and agreed that neither party will have any responsibility for damages or losses that could be caused reciprocally by force majeure or unforeseeable events that could to prevent the continuity of the existing activities under this specific agreement. These can be resumed, in the same conditions, as soon as the reasons for that suspension were removed.

The institutions herein sign this Agreement for Student and Teacher Exchange prepared in 4 (four) original sets of documents, 2 (two) in Portuguese and 2 (two) in English, of identical layout and content.

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| **UNIVERSIDADE FEDERAL OF PARAÍBA**  **Dr. Margareth de Fátima Formiga Melo Diniz**  **Rector**  Date, | **XXXXXXXXXXXXXXXXXXXXXXXXXXX**  ***XXXXXXXXXXXXXXXXXXXXXXXXX***  ***XXXXXXXXXX***  Date, |