



**SPECIFIC AGREEMENT FOR STUDENT AND FACULTY EXCHANGE, DRAWN UP IN PART BY THE INSTITUTO TECNOLÓGICO AUTÓNOMO DE MÉXICO, WHICH WILL BE REFERRED TO AS "ITAM", REPRESENTED IN THIS ACT BY ITS RECTOR, DR. ARTURO M. FERNÁNDEZ PÉREZ AND BY THE REGENTS OF THE UNIVERSITY OF NEW MEXICO, ON BEHALF OF ITS LATIN AMERICAN AND IBERIAN INSTITUTE (HEREINAFTER "UNM"), REPRESENTED BY ITS INTERIM PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS, DR. CHAOUKI T. ABDALLAH, IN ACCORDANCE WITH THE FOLLOWING ANTECEDENTS AND CLAUSES:**

#### **A N T E C E D E N T S**

- A. That in accordance with the terms of the Agreement of Cultural and Academic Cooperation between the Instituto Tecnológico Autónomo de México and the Regents of the University of New Mexico signed on September 27<sup>th</sup> of 2005; both parties wish to define the basis of the present Specific Agreement for Student and Faculty Exchange.
- B. That both parties recognize the importance of developing intercultural relationships and the benefits that result from the academic opportunities for their students.

Therefore, both parties wish to execute the present Specific Agreement for Student and Faculty Exchange, in accordance to the following terms and conditions:

#### **C L A U S E S**

##### **Exchange of Undergraduate and Graduate Students**

- 1.1 ITAM and UNM will exchange a maximum of five (5) students from each university per semester. Students may attend the host university at the undergraduate level for either one or two academic semesters and at the graduate level for one or two trimesters at ITAM and one semester at UNM.
- 1.2 Over the duration of the exchange, both institutions agree to annually review the number of students sent and received and will try to achieve a numerical balance, without having to be equal in any one given year. Students participating in the exchange for one semester will count as one half of a full-time academic year student (.5 FTE) towards the balance of the exchange.
- 1.3 Students participating in the exchange will continue as candidates for degrees at their home university and will not be candidates for degrees at the host university.

The program of study of each participating student will require the approval of the home university.

- 1.4 The host university will provide an official transcript of course work completed by participating students to the home university. Any academic credit earned at the host institution shall be transferred back to the home institution in accordance with procedures determined by the home institution.
- 1.5 Students participating in the exchange will pay tuition and fees to their home university. The host university will collect no tuition. Any special course, recreation or lab fees at the host university will be the responsibility of the participating students.
- 1.6 UNM's Office of International Programs and Studies (OIPS) is now implementing a one-time fee of \$120 USD to all international students. This fee will be charged to the student's UNM account only during their first semester. It will only be charged once in order to refund the services that the OIPS offers to each international student during its residence in UNM.
- 1.7 Exchange students shall be responsible for arranging their own accommodation with assistance from the appropriate office of the host university. All living, travel, and personal expenses shall be the responsibility of the participating students.
- 1.8 Exchange applications for the Fall Semester must be received by the host university no later than April 1 of the same year. Exchange applications for the Spring Semester must be received by October 1 of the preceding year.
- 1.9 The home university will select and nominate their students to participate in the exchange. However, the final decision on admission will rest with the host university.
- 1.10 Each request for admission shall be submitted in writing to the appropriate office at the host university and shall include the following information on each candidate:

Name  
Primary area of interest  
Graduate or Undergraduate status  
Citizenship/Copy of Passport  
Current Academic Record (transcript)  
List of courses they wish to study at the host university

Students applying to UNM will provide the additional information:

UNM International Student Exchange Application  
Copy of Passport  
TOEFL scores or equivalent proof of English Proficiency  
Documentation verifying adequate funding to meet study and living expenses while in the United States (currently at US \$5200 per semester)

Students applying to ITAM will provide the additional information:

Exchange Student Application (if applicable)

Spanish Language Proficiency Evaluation

Letter of intention written in Spanish (why the student wishes to study at ITAM)

Two letters of recommendation submitted by professors

- 1.11 Graduate students applying to UNM must show an English language proficiency of 550 on the TOEFL written test, 213 on the TOEFL computerized test, or 79-80 on the internet-based test. Undergraduate students must show an English language proficiency of 520 on the TOEFL written test, 190 on the TOEFL computerized test, or 68 on the internet-based test. Institutional TOEFL scores can also be accepted with the scores of 520 for undergraduate students and 550 for graduate students. Students applying to ITAM must meet the Spanish language requirement and submit a Spanish Language Proficiency Evaluation or specify that they will only study subjects offered in English and confirm the availability of these subjects with ITAM.
- 1.12 The host institution will provide each selected applicant with a letter indicating acceptance into the exchange program and admission to the host institution.
- 1.13 Students participating in the exchange shall be responsible for necessary health insurance and medical costs. The host university will inform incoming students of health insurance requirements and availability prior to their departure.
- 1.14 Students participating in the exchange shall abide by the immigration regulations of the country of the host university. Both parties agree that the administrative and educational requirements of both universities shall be respected and that all applicable rules, regulations, and policies will be followed. Any student not adhering to these rules shall be subject to disciplinary action resulting from the student's behavior while on the exchange, in which case the sending university shall be informed.

### **Exchange of Faculty**

- 2.1 Members of the faculty of one institution may be invited to serve as visiting faculty at the other university. Visiting faculty will engage in lecturing, teaching, and/or research related to the interests of the host institution. The normal length of such visits will be not more than one (1) academic year.
- 2.2 All expenses of the visiting faculty shall be the responsibility of the persons involved and their home institution. If possible, the host university shall assist in locating suitable lodging.

- 2.3 Both institutions agree to make available to visiting individuals the same academic resources and support services as those enjoyed by their counterparts at the host institution.

### **Terms of Agreement**

- 3.1 This agreement will become effective upon signing by both parties and shall automatically renew for successive terms of five (5) years each, unless terminated in writing as provided for in this agreement.
- 3.2 Any one of the parties may terminate this agreement, advising the other institution in writing six (6) months prior to the agreement's cancellation. In this case, the students who have already been accepted will not be affected and shall be permitted to finish their studies and the terms and clauses of this agreement will still apply.
- 3.3 Administration of this Specific Agreement shall be the responsibility of the Office of Academic Exchange (Oficina de Intercambio Académico) at ITAM and the Director of the Latin American and Iberian Institute at The University of New Mexico.

All notices shall be in writing and shall be directed to these individuals as follows:

#### **FOR ITAM:**

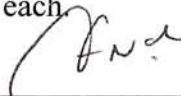
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#### **FOR THE REGENTS OF THE UNIVERSITY OF NEW MEXICO**

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In accordance we sign four (4) copies of this Specific Agreement, two (2) in English and two (2) in Spanish, all contents being identical and equally valid. Both parties shall retain one copy of each.



Dr. Arturo M. Fernández Pérez  
Rector



Dr. Chaouki T. Abdallah  
Interim Provost and Executive  
Vice President for Academic Affairs

Instituto Tecnológico Autónomo  
De México

The University of New Mexico

Date Agosto 15, 2011.

Date Oct 26 / 2011