

**ADDENDUM TO THE INTER-INSTITUTIONAL AGREEMENT OF COOPERATION  
BETWEEN  
THE UNIVERSITY OF NEW MEXICO  
AND  
INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE MONTERREY  
(CIUDAD CHIHUAHUA, CHIHUAHUA, MÉXICO)**

The University of New Mexico and the Instituto Tecnológico y de Estudios Superiores de Monterrey – Chihuahua Campus (hereafter referred as ITESM-Chihuahua Campus), Chihuahua, Chihuahua, México, are willing to enter into and formally establish this Addendum to the Memorandum of Understanding signed by the University of New Mexico and Instituto Tecnológico y de Estudios Superiores de Monterrey in December, 2008.

This Addendum will be managed by ITESM – Chihuahua Campus and unless other specific conditions were agreed through this document, this Addendum is subject to all terms and conditions of the Inter-Institutional Agreement of Cooperation signed by the University of New Mexico and Instituto Tecnológico y de Estudios Superiores de Monterrey in December, 2008. However, the ITESM – Chihuahua Campus students and professors participating as well as any other activity conducted through this Addendum will not be taken into account for the exchange balance between ITESM – Estado de Mexico Campus and the University of New Mexico has. ITESM – Chihuahua Campus and the University of New Mexico will have their own student exchange balance, a separate one from any other agreement or addendum that or may have with other ITESM Campuses.

The purpose of this Addendum is to promote and expand international understanding, development, and friendship by stimulating and supporting educational, professional and intercultural activities and projects among students and staff of the University of New Mexico and ITESM – Chihuahua Campus, and the respective communities which support these institutions.

Identified general activity areas of mutual interest and concern may include but are not limited to the following: a) Student exchange program, b) Faculty exchange programs, c) Staff exchange programs, d) Cultural exchange programs, e) "Visiting scholars", f) Cooperative/collaborative research projects, g) Short term training programs/projects, h) Cooperative and exchange of lectures by videoconference and, i) conferences and seminars.

The University of New Mexico and ITESM – Chihuahua Campus agree on the following definitions involved in these programs: "Sending Institution" (home institution): the institution from which the student intends to graduate or in which the professor is regularly working. "Receiving Institution" (host institution): institution that has agreed to host the student or the professor from the sending institution. "Semester", "Trimester" or "Session": the academic term at the receiving institution. The semester, trimester or session starts on the first day of class and ends on the last day of the examination period.

Both institutions realize that in general the language of instruction at ITESM – Chihuahua Campus is Spanish and English, and at the University of New Mexico the language of instruction is English.

Because of the desirability of implementing the Addendum activities in a systematic manner, the University of New Mexico and ITESM – Chihuahua Campus will coordinate the Addendum activities in general terms through their offices of international programs. Faculty and staff members of each institution are expected to participate in the different projects supported by the Addendum.

While a wide range of involvement may be identified within the Addendum, the student exchange program, faculty exchange program and cooperative and exchange of lectures by videoconferences between the two institutions are likely to comprise most of them. Therefore, these items are addressed in the following specific procedures:

## 1. STUDENT EXCHANGE PROGRAM

1. Each year the institutions will accept up to four undergraduate or graduate full time students per one semester or trimester each or its equivalent according to the following table of equivalencies, in a one for one basis from the other institution.

### TABLE OF EQUIVALENCIES

ITESM – Chihuahua Campus students at the University of New Mexico have the equivalent lengths of semesters as University of New Mexico students at ITESM – Chihuahua Campus

1 semester	=	1 semester
1 semester	=	1 trimester <sup>1</sup>
1 semester	=	students for one summer session each

\* Ph.D. Students may participate in the exchange but the terms and specifications will be determined on a one to one basis by mutual agreement of both institutions.

2. The exchange students may apply to any academic program<sup>2</sup> offered at the host institution as full time non-degree students. The number of credits the exchange students may earn at each institution and the relevant academic calendar information are as follow:

ITESM dates:

Semesters (undergraduate and graduate programs in other areas than business) of ITESM run from beginning of January to mid May (exam period included) and from beginning of August to beginning of December (exam period included) each year.

Trimesters (graduate programs in business) of ITESM run from January – mid-April, from beginning of April – to beginning of July and from beginning of September – to beginning of December.

ITESM – Chihuahua Campus full load:

Semester (undergraduate): 18 US credits (or 48 ITESM undergraduate units)

Semester (graduate programs in other areas than business): 12 US credits (or 48 ITESM undergraduate units)

Trimester (graduate programs in business): 12 US graduate credits (or 48 ITESM graduate units)

Summer (undergraduate): 6 US credits (or 16 ITESM undergraduate units or 24 Tec graduate units)

<sup>1</sup> All academic programs at ITESM are offered in semester sessions except by the Graduate School of Business (EGADE) which follows a calendar based on trimesters.

<sup>2</sup> Except by those offered by the School of Health Sciences and the Graduate School of Public Administration at ITESM.



Summer (graduate): 6 US credits (or 24 ITESM undergraduate units or 24 Tec graduate units)

University of New Mexico dates:

Semesters (undergraduate and graduate programs in other areas than professional schools) of UNM run from mid January to mid May (exam period included) and from mid August to mid December (exam period included) each year.

University of New Mexico full load:

Semester (undergraduate): 12-18 US credits

Semester (graduate): 9-18 US credits

Summer (undergraduate): 6-9 US credits

Summer (graduate): 6-9 US credits

3. The selection procedure by which reciprocal exchange students are nominated is the responsibility of the sending institution. The candidates may be either undergraduate or graduate students. The number of students to be sent by each institution each year could be adjusted upon by mutual agreement between the two institutions.

4. Each institution reserves the right to require candidates to complete the admission documents required by each institution.

5. Each institution reserves the right to accept or reject for admission to the institution each candidate on the basis of regular academic selection criteria. For the purpose of this Addendum the following requirements have been established:

ITESM candidates:

- International Exchange Student Application
- Official transcript
- Copy of passport
- Proof of financial responsibility (\$5200 US)
- Proof of English proficiency (TOEFL paper: 520 for undergraduates, 550 for graduates; TOEFL IDB: 68 undergraduates, 79-80 graduates; Cambridge C- for undergraduates, C for graduates)

University of New Mexico candidates:

- ITESM International Student Application Form
- Official transcript
- Four passport-size photographs
- Take the Spanish Placement Test and register courses according to the results of the test.

6. The acceptance of exchange is conditional on obtaining the necessary immigration and travel clearance. The receiving institution will endeavor to assist in obtaining the proper documents.

7. Participating students are subject to the admissions regulations, class performance standards and other policies of the host institution.

8. Students are expected to meet the minimal academic "good standing" requirements of the host institutions.

9. Selected students will within reasonable limits, attempt to represent their home institution and country to organizations, service clubs, schools, churches and other host community organizations by making appropriate presentations to them.

10. Participating exchange students remit their current tuition charges to their respective home institution. They pay room and board at the host institution.

11. Participating exchange students will be housed in the host institution's residence halls. If available, other options as families, guest houses or apartment could be offered to the students.

12. The exchange students will be responsible for all transportation, living expenses and costs involved in travel to and from the host institution for the educational experience. This includes travel and living expenses (including vacation periods and between terms), passport expenses, telephone calls, books, excess of luggage, luggage storage and independent travel.

13. Each participant must have a health insurance valid in the host country. For all cases the health insurance must include at least medical attention, air medical evacuation and repatriation of remains.

14. The host institution will provide the home institution with an adequate record of the participant's academic performance (a transcript). Courses completed by students at either university will be treated as equivalencies by the home institution according to each institution policies. The grading systems to be used by each institution are as follows:

Tecnológico de Monterrey

100	Exceptional
99-90	Excellent
89-85	Very good
84-80	Good
79-75	Average
75-70	Sufficient
Below 70	Fail

The University of New Mexico

A 90-100	Excellent
B 80-89	Good
C 70-79	Average
D 60-69	Below Average
F below 60	Fail

ITESM and UNM will be able to send the transcript (one copy) to the host institution within two months after the termination date of the last academic term attended. Additional copies will be charged.

15. Violation of host country law by the participant will subject the participant to withdrawal of the immigration and academic sponsorship and expulsion from the host country.

16. If a significant imbalance in numbers of exchange students occurs in a given year, a deficit will be acknowledged with the understanding that the institution with the deficit will compensate for it within the next calendar year. Imbalances may be settled by using data from the equivalency chart. However, the balance of the exchange is to be flexible within reasonable limits and will not involve any financial transactions between the institutions.

#### **OTHER POSSIBLE CONTRACTUAL AGREEMENTS FOR INTERNATIONAL STUDY**

This type of international educational experience may be utilized when one of the institutions (because of anticipated large numbers of participants or highly specialized type of program)



contracts with the other institution for specific kinds of education experiences outside of the regular and scheduled curricular offerings.

In general, the total cost per student as well as the total cost of the program are identified. These costs will minimally include: cost of instruction, other course materials and course costs, food and lodging. Transportation may or may not be included. Since this study abroad arrangement is handled through a contract method, and since one cannot anticipate the many kinds of program variations that may be developed, further details are not presented in this document.

## **2. FACULTY EXCHANGE PROGRAM**

The faculty of an institution under the terms of this Addendum may participate in a variety of activities at the other institution.

Such activities may include: faculty exchange for instructional and/or research activities for short terms or extended periods of time; conducting conferences, seminars and/or lecture series; providing professional expertise as consultant on special projects within the institutions; exchange short term visits for observation purposes including exploration of further developing activities between the two institutions; developing activities in the community in which the institutions are located, and other activities as may be identified during the term of the Addendum.

In general, faculty exchange activities are also implemented through a request/review/approval process involving the two institutions. The financial support to exchange faculty is to be defined on a one to one basis.

## **3. COOPERATIVE AND EXCHANGE OF LECTURES BY VIDEOCONFERENCES**

1. The University of New Mexico and ITESM – Chihuahua Campus will send to each other the list of courses offered that could incorporate videoconferencing, the level of the courses (undergraduate or graduate), the schedule of classes and the names of the professors that will be able to receive and send videoconferences. The exchange of this material shall be done one semester prior to the intended term of activity.
2. The University of New Mexico and ITESM – Chihuahua Campus will promote participation among its faculty members.
3. In general, it is understood that the professor will lecture on topics that require no further work than the preparation of the topic that he has done before for previous lectures or a new one for his/her own courses.
4. It is agreed that both the University of New Mexico and ITESM – Chihuahua Campus will provide for the infrastructure required for the videoconference, the schedule for lectures will be determined by the availability of the resources needed.
5. Each institution will appoint a person responsible for the infrastructure required.
6. The content of each particular session will be determined by the participant professors prior to transmission.
7. There is no pre-set number of videoconferences established, nor is reciprocity in number required.

8. The general structure of a videoconference should be as follows:

- a. Presentation of the topic (it may include a lecture, a case study, lab activities, etc). It is expected to last at least 20 minutes and no more than 40 minutes.
- b. Questions and Answers session with the students
- c. Closing remarks by the lecturer

9. It is possible to share a videoconference between two classrooms, but it is not mandatory.

10. The connection for videoconferencing will be done through the internet2 network or any other available technology at both institutions.

11. The equipment that each institution will provide should allow for a two-way, real-time transmission. The specific sites and IP addresses may vary from lecture to lecture.

12. The lecturing professor should be assisted with technical support from the home university prior to and throughout the videoconference.

13. Technical tests will be conducted as required. It is expected that one test should take place before each link.

14. Each university will be responsible for any cost related to the project, such as salaries for technicians, use of facilities, any kind of technical expenses and others.

#### **DURATION, TERMINATION AND DISPUTE RESOLUTION OF THE ADDENDUM**

This Addendum will be in effect from the date of its last signature for a period of five years. It shall be extended automatically for an additional period of five years at each expiration date. Either institution may however terminate the Addendum at anytime by giving six months written notice of such intent to the other institution. The terms of this Addendum may be revised and modified after mutual discussion and consent between the two institutions. It is suggested that the Addendum and activities conducted under the Addendum arrangements will be reviewed and evaluated by each institution annually to determine status for the ensuing year.

The parties agree that any controversies, disputes, or claims arising out of this Addendum, as between the parties, shall be first submitted to mediation. Mediation shall be conducted in English and Spanish. A mediated settlement, if any, shall be reduced to writing. If necessary, both parties will agree on a neutral arbitrary mediator and will be subject to its resolution.

#### **INTELLECTUAL PROPERTY**

The parties authorize the home institution to mention the name of the host institution in the transcript of the student who has participated in the exchange program. Beside this, the parties convene that this Addendum does not give the University of New Mexico or ITESM - Chihuahua Campus any license of use or rights over the intellectual property of the other party. The use of any other trademark and/or denomination representative of either party is strictly prohibited without the owner's permission.



In the witness whereof, the parties hereto have hereunto set their hands the day and year indicated.

Instituto Tecnológico y de Estudios Superiores  
de Monterrey (ITESM)

The University of New Mexico



Ing. Paulino Bernot Silis  
Campus Director  
ITESM - Chihuahua Campus  
DATE \_\_\_\_\_



Suzanne Trager Ortega  
Provost  
The University of New Mexico  
DATE 1/28/09



Ing. José Alberto Araujo Saavedra  
Rector of the Northern Zone  
ITESM - Chihuahua Campus  
DATE \_\_\_\_\_



Dr. Enrique Zepeda  
Vice-President of International Affairs  
ITESM System  
DATE 02/09/09



Dirección de  
Cooperación  
Internacional



Dr. Roberto Rueda  
Rector of the Central Zone  
ITESM  
DATE \_\_\_\_\_