



**SPECIFIC AGREEMENT FOR STUDENT AND FACULTY EXCHANGE, DRAWN UP IN PART BY THE UNIVERSIDADE FEDERAL DE MINAS GERAIS, WHICH WILL BE REFERRED TO AS “UFMG”, LOCATED AT AVENIDA ANTÔNIO CARLOS, 6627, BELO HORIZONTE, MINAS GERAIS, BRAZIL CNPJ NUMBER 17.217.985/0001-04, REPRESENTED IN THIS ACT BY ITS REITOR, DR. CLÉLIO CAMPOLINA DINIZ, RG NUMBER M-5.224.845 – SSP/MG, CPF NUMBER 006.416.186-20, BRAZILIAN, NOMINATED BY THE DECREE OF 07/03/2010 AND BY THE REGENTS OF THE UNIVERSITY OF NEW MEXICO, ON BEHALF OF ITS LATIN AMERICAN AND IBERIAN INSTITUTE (HEREINAFTER “UNM”), REPRESENTED BY ITS PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS, DR. SUZANNE TRAGER ORTEGA, 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 Universidade Federal de Minas Gerais and the Regents of the University of New Mexico, both parties wish to define the basis of the present Specific Agreement for Student and Faculty Exchange, according to the principle of the reciprocity (object).
- 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 and with the Work Plan attached:

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

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

1. The UFMG and UNM will exchange a maximum of five (5) students from each university per semester. Students may attend the host university for either one or two academic semesters.
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.

3. Students participating in the exchange will continue as regular candidates in their courses 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.

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.

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.

6. UNM's Office of International Programs and Studies (OIPS) is now implementing a one-time fee of \$100 USD to all international students. This fee will be charged to the student's UNM account only during their first semester, as a reimbursement for the services offered by the OIPS to every international student at UNM.

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 maintenance shall be the responsibility of the participating students.

8. At UNM, exchange applications for the Fall Semester must be received 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. At UFMG, exchange applications for classes starting in August must be received no later than April 1. Exchange applications for classes starting in February/March must be received no later than October 1 of the preceding year.

9. The home university will select and nominate their students to participate in the exchange noting the requirements of the host university.

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

UFMG students applying for exchange at UNM should 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) or a letter of scholarship from CAPES or from UFMG.

UNM students applying for exchange at UFMG should provide the additional information:

UFMG International Exchange Student Application

Current Academic Record (transcript) in Portuguese, English or Spanish

Letter of intention written in Portuguese (why the student wishes to study at the Universidad Federal de Minas Gerais)

Copy of Passport

02 ID-Photos (size 3x4)

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 UFMG must meet the intermediary level of the Portuguese language requirement.
12. The host institution will provide each selected applicant with a letter indicating acceptance into the exchange program and admission to the host institution.
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.
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.
15. The host institution will take no civil, judicial, or extrajudicial responsibilities for any event that may harm students taking part in the exchange program, be they delicts, violations, accidents, or illnesses of any kind. This excludes civil responsibility resulting from damaging or guilty acts or from delicts committed by staff members of the host institution.

16. At UFMG, the executive and administrative coordination of the undergraduate student exchange will be the responsibility of the Department of International Relations and the academic coordination will be the responsibility of a professor of the UFMG designated for that purpose. The coordination of the exchange among graduate students will be the responsibility of a professor of the University designated for that purpose.

### **Exchange of Faculty**

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. All expenses of the visiting faculty shall be the responsibility of the visiting faculty or of its his home institution, in case there are enough funds available for that purpose. If possible, the host university shall assist in locating suitable lodging.
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.
4. Faculty members must have full coverage health insurance for the entire period of their stay in the host country. They are responsible for purchasing such insurance.
5. Faculty members must have the appropriate visa for the entire period of their stay in the host country.
6. The host institution will take no civil, judicial, or extrajudicial responsibilities for any event that may harm faculty taking part in the exchange program, be they delicts, violations, accidents, or illnesses of any kind. This clause excludes civil responsibility resulting from damaging or guilty acts or from delicts committed by staff members of the host institution.

### **Terms of Agreement**

1. This legal instrument shall be valid for five (5) years and will become effective upon signing by both parties.
2. The agreement may be renewed for a similar period when it is communicated in writing by both parties six (6) months prior to its conclusion. For the renewal, a legal instrument must be signed by both parties.
3. Any one of the parties may terminate this legal instrument, advising the other institution in writing six (6) months prior to the legal instrument'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 legal instrument will still apply.

4. The present legal instrument may be changed, except for its object, by means of a specific legal instrument agreed upon by the parties.
5. It is UFMG responsibility to publish the extract of the present legal instrument in the Official Press.
6. An arbitration committee made up of signatories or others appointed by them will be responsible for settling eventual disputes related to the interpretation and the execution of this document.
7. The Administration of this Specific Agreement shall be the responsibility of the Diretoria de Relações Internacionais - DRI at Universidad Federal de Minas Gerais and the Director of the Latin American and Iberian Institute at The University of New Mexico.
8. All notices shall be writing and shall be directed to these individuals as follows:

**FOR UNIVERSIDADE FEDERAL DE MINAS GERAIS**

Prof. Eduardo Viana Vargas  
Diretor  
Diretoria de Relações Internacionais – DRI  
Av. Antônio Carlos, 6627 - 31270-901  
Caixa Postal 1621  
Belo Horizonte/MG  
BRASIL  
Telefone: +55 (31) 3409.4025 Fax: +55 (31) 3409.4586  
E-mail: [info@cointer.ufmg.br](mailto:info@cointer.ufmg.br)  
<http://www.ufmg.br/dri>

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

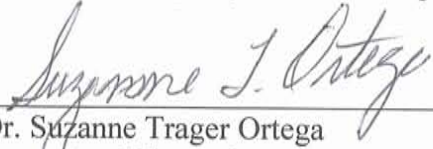
Dr. Susan B. Tiano  
Director  
Latin American and Iberian Institute  
MSC02 1690  
1 University of New Mexico  
Albuquerque, NM 87131-0001 USA  
Tel: 505-277-2961 Fax: 505-277-5989 E-mail: [stiano@unm.edu](mailto:stiano@unm.edu)  
<http://laii.unm.edu>

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

  
\_\_\_\_\_  
Dr. Clélio Campolina Diniz  
Reitor

Universidade Federal de Minas Gerais

Date 10/5/11

  
\_\_\_\_\_  
Dr. Suzanne Trager Ortega  
Provost and Executive  
Vice President for Academic Affairs  
The University of New Mexico

Date 3/9/11