

**Specific Agreement for Exchanges Between
The University of New Mexico, Albuquerque, NM, USA and
The University of Costa Rica**

The University of Costa Rica, hereinafter referred to as "UCR", register number 4-000-0-42149, herein represented by Henning Jensen Pennington, Ph.D. in Psychology, with identity card number eight - zero forty-one - three hundred thirty-four, resident of Betania, Montes de Oca, married, in his capacity as Rector, appointed by the Plebiscite Assembly on April 13, 2012, for the period from May 19, 2012 to May 18, 2016, and **The Regents of the University of New Mexico**, hereinafter referred to as "UNM," herein represented by Dr. Chaouki Abdallah, in his capacity as Provost and Executive Vice President for Academic Affairs, recognizing the value of educational exchanges, enter into this Specific Agreement pursuant to their General Cooperation Agreement, considering that academic cooperation will promote research and other activities at both institutions.

Article 1. Purpose.

The purpose of this Agreement is to establish educational relations and cooperation between the parties that will promote academic linkages and mutual understanding.

Article 2. Scope of Activities.

Both parties agree to encourage the following activities, in particular to promote international academic cooperation:

1. Exchange of students;
2. Exchange of faculty and research scholars;

Article 3. Student Visiting Program.

A. Definitions.

1. "Home institution" means the institution at which the student intends to graduate or the faculty or staff member is employed.
2. "Visiting/Exchange students" shall mean students participating in the exchange implemented herein;
3. "Host institution" means the institution that receives visiting students, faculty, or staff from the home institution.
4. "Semester, session or academic cycle" means the period relevant to the host institution's academic calendar. The visitation period shall be of one academic cycle (semester). For UCR, the first semester is from March to July and the second semester from August to December. For UNM, the first semester is from August to December and the second semester from January to May.

B. Responsibilities of the Parties. The parties agree:

1. To take all reasonable measures to implement this Agreement as permitted by available funding and personnel.
2. To nominate a maximum of two (2) UCR undergraduate students or two (2) UNM undergraduate students per year to take regular courses at the host university as full time, "non-award," or "non-degree-status" students for the duration of their exchange.
3. To communicate with each other on a timely basis about, e.g., course availability, enrollment limitations and restrictions, any applicable fees, etc. It is understood that certain courses at the host university may have admission requirements or limited enrollment.
4. To send completed exchange applications to UNM at least twelve (12) weeks before the beginning of the entry semester and to UCR the second week of October for admission for the first cycle (March-July) and the second week of March for the second cycle (August to December), respectively.
5. The host institution will determine whether to admit exchange applicants. The Host University shall inform the Home University about its final admissions decision within two months after receiving applications.
6. To provide visiting students the same academic resources and support services available to all students at the host institution.
7. To provide each student's transcript to the home institution with the student's consent.
8. To make reasonable efforts to involve equal numbers of students from each institution over the period of this Agreement.
9. To review during the term of this Agreement the number of students sent and received every two years, to determine if a numerical balance as to mobility has been reached. In the event that there is an imbalance or deficit in the number of mobile students from UCR to UNM or from UNM to UCR, the university unable to comply with the annual quota of visiting students originally agreed will not accept more visiting students until the balance has been achieved.
10. To determine how much academic credit to grant a student for host-institution courses following the rules and procedures for the recognition of credits set by the Home University.

C. Responsibilities of Students. Students must:

1. Get the home institution's prior approval for host-institution courses.
2. Comply with the host institution's applicable rules and procedures.
3. Meet all applicable host-country immigration and visa requirements on a timely basis. Violations may result in cancellation of the student's visiting condition at the host university.
4. Comply with all applicable host-country laws.
5. Comply with the immigration regulations of the country of the host university and be responsible for obtaining the appropriate visa, if necessary.
6. Comply with the norms and regulations of the host institution. Violations of the rules may result in termination of student's visiting status at the host university.

D. Numbers.

1. Student exchange will be in a two-to-two ratio (2-2) for one or two semesters. Students will enroll in their undergraduate and graduate programs to take regular courses at the host university. Prior to acceptance, the graduate student applications submitted to UCR require a case-by-case analysis and the approval of the respective Graduate Program.
2. The parties will adjust this number as needed to reach an overall balance of incoming and outgoing students.

3. In assessing balance, one student registering for two semesters is equivalent to two students registering for one academic session.

E. Selection and Enrollment of Students. The home institution will nominate students in good academic standing, according to the regulations of each university. At UCR, good academic standing refers to a minimum GPA of 8 (Scale: from 1 to 10). At UNM good academic standing refers to a minimum GPA of 2.5 (Scale: from 0 to 4). Subject to the approval of the host institution, undergraduate, graduate and post-graduate students may participate if:

1. Undergraduate students have completed at least two years of study at their home institution, and one year for graduate and post-graduate students;
2. Both institutions deem them academically qualified to succeed and have approved their enrollment proposal.
3. All students must also meet each University's language requirements for entry. At UCR, visiting students must complete the Spanish Proficiency Form of the Students' Mobility Section at the Office of International Affairs and External Cooperation. At UNM the minimum language requirement for undergraduate students is TOEFL 520 paper/190 computer or IBT 68, and for graduate students it generally is TOEFL 550 paper/213 computer or IBT 79, but the minimum can vary for some graduate programs.

F. Financial Responsibilities of Host Institutions. The host institution will provide the following at no cost to visiting students:

1. Waiver of tuition and examinations costs corresponding to regular courses enrolled
2. Orientation Program
3. Student services normally available to other host-institution students

G. Financial Responsibilities of Visiting Students.

1. Home institution tuition and fees
2. Round-trip travel costs including passport, visa, etc.
3. Books, class materials, supplies, etc.
4. Any host-institution special course fees, laboratory fees, or recreation fees
5. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
6. Administrative fees applicable to all incoming international students
7. Health and accident insurance that meets host-institution requirements which includes medical evacuation or repatriation

H. Accommodation.

1. The host institution will provide all necessary information about housing options and application procedures with each student's notice of admission.
2. Visiting students to UNM may apply to live in the host institution's on-campus housing, but room availability is not guaranteed. Therefore, UNM will make good faith efforts as needed to help students obtain off-campus accommodation within reasonable proximity.

Article 4. Faculty and Staff Exchanges.

1. Each year, during the term of this Agreement, either party may send faculty members to the other institution. The duration of each visit will be determined case by case by mutual agreement.

2. The host university shall provide working space, and access to library and other facilities; it shall also assist the professor in the process of finding accommodation.
3. Visiting professors shall teach lessons, give lectures, conduct research and/or advise students in the host institution, as determined by mutual agreement between the institutions and on a case-by-case basis. If invited to give courses, the visiting professors must have a sufficient command of the language of instruction.
4. Visiting professors shall meet immigration regulations of the country of the host university and shall be responsible for obtaining the appropriate visa, if necessary. They shall be subject to the norms and regulations of the host institution. Violations of the rules may result in termination of professors' visiting status at the host university.
5. Each visiting professor shall be responsible for obtaining a health insurance policy meeting the requirements of the host institution, including medical evacuation and repatriation.
6. Any other detail regarding the visit of professors shall be mutually agreed between the institutions on a case-by-case basis.

Article 5. Administration.

1. The administration of this Specific Agreement shall be the responsibility of the Global Education Office at UNM and the Directorate of the Office of International Affairs and External Cooperation at UCR.
2. All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email transmission to the following addresses. Either Party may change its email address for notice purposes by providing prior written notice to the other party. Any notice sent by email transmission shall be deemed to have been delivered at the time of confirmation of receipt by the addressee.
3. All notices must be submitted in writing and sent to the following addresses:

At University of New Mexico:
Director, Global Education Office
MSC06 3850
Albuquerque, NM 87131-0001 USA
505-277-4032; e-mail: geo@unm.edu
<http://geo.unm.edu/>

At University of Costa Rica:
Dirección, Oficina de Asuntos Internacionales y Cooperación Externa
Universidad de Costa Rica
Ciudad Universitaria Rodrigo Facio
San Pedro de Montes de Oca, San José, Costa Rica
Tel: + (506) 2511-5080
Fax: + (506) 2225-5822
E-mail: oaice@ucr.ac.cr


Article 6. Term, Renewal, Amendment, Termination, and Dispute Resolution.

1. This Agreement shall become effective for an initial term of five (5) years from the date of the last signature by the parties' duly authorized representatives.

2. Visiting students participating in activities under this Agreement or those that have been accepted before it expires or is terminated may complete the academic cycle they are currently enrolled in or the cycle they were admitted to at the host institution, under the terms and conditions of this Agreement. This does not apply to visiting students requesting an extension of the academic cycle.
3. This Agreement may be renewed for additional terms of five (5) years, and shall be subject to the same terms and conditions set forth herein, upon written notice of such renewal by either party to the other party at least 6 months prior to the expiration of the Initial Term.
4. This Agreement may not be amended except by an instrument in writing signed by the duly authorized representatives of each party.
5. Either party may terminate this Agreement by giving the other party at least 1 month written notice, but any students who have been accepted at either institution at the date of termination may complete their courses of study in accordance with this Agreement except for those activities for which the agreement has been terminated. Termination shall be without penalty.
6. This Agreement is signed in good faith and in accordance with the administrative rules and procedures governing each party. Therefore, any dispute that may arise concerning its interpretation and implementation will be resolved amicably through negotiations.
7. This Specific Agreement has been written in Spanish and English in duplicate; all authentic. In witness of their agreement to the foregoing, the respective authorities sign below.

This document memorializes the parties' entire agreement.

For the Regents of the University of New Mexico


_____ *oct 9/2014*
Chaouki Abdallah, Provost and Executive Vice President for Academic Affairs *Date*

For the University of Costa Rica

Dr. Henning Jensen Pennington , Rector *Date*

