

**EXCHANGE AGREEMENT BETWEEN  
THE REGENTS OF THE UNIVERSITY OF NEW MEXICO - USA  
AND UNIVERSIDAD DE LOS ANDES - COLOMBIA**

The University of New Mexico (UNM) and Universidad de los Andes, recognizing the educational and cultural exchanges which can be achieved between our two institutions, enter into this agreement to facilitate the exchange of students and faculty.

Within the framework of this agreement, "home institution" means the institution in which a student is formally enrolled as a degree candidate, and "host institution" means the institution that has agreed to receive students from the home institution for a period of study on a non-degree basis.

**I. Purpose of the Agreement**

1. The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.
2. The purpose of each student exchange is to enable undergraduate and graduate students to enroll in subjects at the host institution for credits which will be applied towards their degree at their home institution.
3. The purpose of faculty exchange is to enable cooperation in teaching and/or common research.

**II. Responsibilities of Participating Institutions and Students**

1. Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this agreement.
2. Each institution agrees to accept and enroll up to 5 exchange student(s) per calendar year as full-time "non-degree" students. Institutions may send students for one semester rather than for two semesters. Two students for one semester shall be equivalent to one student for two semesters. The academic year at Uniandes begins in January and ends in November, and has two main semesters: from January through May and from August through November.
3. Every effort will be made to maintain an evenly balanced exchange from year to year. It is recognized, however, that circumstances may occasionally preclude an even exchange of students in a particular year. By mutual consent of the two institutions, imbalances may therefore be carried forward from one year to the next, as long as there is reasonable expectation that balance can be restored by adjusting the number of students in subsequent years. Every effort will then be made to restore balance to the exchange by making the appropriate enrolment adjustments.
4. This academic exchange collaboration is open to all academic departments from each institution.

5. Each exchange student will be provided with the same academic resources and support services that are available to all students at the host institution.
6. It is the responsibility of each exchange student to obtain official approval from his or her home institution for subjects taken at the host institution.
7. Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which the student enrolls, and by the same regulations and performance standards as pertain to students at the host University.
8. Students must abide by the laws and customs of the host country, including the laws and regulations governing immigration and by the policies and regulations of the host institution. The host institution will assist its guest students, to the fullest extent possible, in obtaining visas and other documents required by the authorities of the host country.
9. Credits towards the student's degree are to be awarded by the home institution, when courses have prior approval from the student's academic advisor.
10. Official transcripts for each student will be sent directly to the home institution. An interpretation of grades, including a grade distribution, will be provided by the host institution. The establishment of grade equivalencies will be done by each institution for its own students.
11. The home university will provide academic counselling to ensure that the academic courses taken at the host institution are acceptable to the home institution. The host institution will provide course descriptions and syllabus to aid in course equivalency evaluations.
12. If the exchange student voluntarily withdraws or is dismissed for disciplinary reasons before the end of the course, the host institution will consider this to be a completed exchange. In addition, the host institution reserves the right to require the withdrawal of any student whose academic standing or conduct warrants such action. The host institution will consult with the home institution before finalizing such action.
13. As between the parties, each party acknowledges that it will be responsible for claims or damages to the extent they result from negligence of its respective employees or agents. The relationship of Universidad de los Andes and University of New Mexico under this agreement will be that of independent contractors, and one party will not be deemed, nor hold itself out as being, a partner or agent of the other party. Neither Universidad de los Andes nor University of New Mexico will be liable for acts of the other, nor will they be liable for the acts of students participating in the exchange.



14. The obligations of the two institutions under this agreement are limited to exchange students only and do not extend to spouses and dependents.

### **III. Selection and Enrolment of Students**

1. It is expected that only highly motivated students of above-average academic quality will be selected to participate in an exchange program. The home institution will screen applications from its student body for exchange. Students, both undergraduate and graduate, are eligible to participate if they:
  - have completed at least one year of study at their home institution
  - are enrolled at their home institution for the full period of the exchange
  - have obtained agreement from their home faculty, that upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution.
  - The language of instruction at University of New Mexico is English (except for foreign language courses) and at Uniandes is Spanish, and some courses are offered in English. Students must satisfy any language proficiency requirements of the host institution. For Uniandes the student is required to certify a Spanish B2 level according to CEFER (a certificate from your home institution, a teacher or a Spanish Institute). See the Appendix for University of New Mexico requirements.
  - Other requirements established by each institution.
2. Each institution will send the other completed applications for their students in accordance with each institution's application deadlines.
3. The host institution reserves the right of final approval of the admission of a student.
4. Participants will be subject to the standard rules, regulations, and enrolment constraints of the host university in the selection of courses. While every effort will be made to register students in their preferred courses, such registration is not guaranteed.
5. Each University will respect the admission requirement and enrolment constraints of the host institution.



#### **IV. Financial Responsibilities of Exchange Students**

1. Both institutions will require participating students to pay all academic fees and tuition to their home institution. Participants will be exempted from paying such fees and tuition at the host institution. No monetary consideration will be exchanged between the two institutions, nor will there be any reimbursements for expenses, or sharing of fees or profits arising from the exchange.
2. Incidental fees, payable to the home institution, defined as those fees associated with student activities, services and associations. Examples include student association fees, insurance fees and institution student services fees such as health services, sports services.
3. Administrative fees, payable to the host institution, defined as those fees charged on a per service basis for specific administration-related services. Examples include admission-related fees (file evaluation, entrance examinations), documentation fees (additional transcripts, certificates, student card replacement) and registration-related fees (late registration, late payment fees and continuing education courses).
4. Ancillary fees, payable to the host institution, defined as fees which students pay for specific courses in addition to tuition. Examples include field trips, learning materials, and special clothing and material students use to create items during class, both of which they keep.
5. All costs, expenses associated with the student's travel, living and personal expenses, housing, health insurance, transportation, other educational expenses such as educational resources.

#### **V. Accommodation**

It is understood that student housing is not guaranteed by either institution; however, the host institution will assist exchange students in locating suitable housing for the duration of the exchange period. The host institution will inform students of housing cost estimates during the application process.

#### **VI. Faculty Exchange**

Every academic year, each institution will consider the participation of faculty members of the other school in a research seminar or other similar academic activity. The exchange conditions such as the specific activities, the duration of the visit, among others, will be determined case by case.

#### **VII. Other exchange programs**

If warranted, both institutions may formulate other mutually beneficial academic exchange programs upon written request.



**VIII. Designated spokespersons**

The Coordinator of the Study Abroad Office at Universidad de los Andes and the Director of the Global Education Office at University of New Mexico are the designated spokespersons for the agreement; they may, according to the area of activity involved, select additional spokespersons where deemed appropriate.

Official notices and correspondence shall be 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.

**Universidad de los Andes:**

Yadira Mogollón, Coordinator  
Study Abroad Center  
Decanatura de Estudiantes  
Calle 19 No. 1 - 67, Bloque ÑL - Ofc. 101  
110321 Bogotá, Colombia  
Tel: + (57-1) 3394949 ext. 2232  
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**University of New Mexico:**

Director, Global Education Office  
University of New Mexico  
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505-277-4032; e-mail: [geo@unm.edu](mailto:geo@unm.edu)  
<http://geo.unm.edu/>


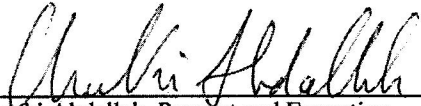
**IX. Commencement and duration**

This agreement shall take effect from the date of signature by both parties, and will remain in force for a period of five (5) years. It may be extended with the written approval of both parties. One of the institutions may terminate this agreement by notifying the other with at least six months written notice. It is understood that 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.

**X. Signatures**

**For Regents of the University of New Mexico**

**For Universidad de los Andes**

Chaouki Abdallah, Provost and Executive  
Vice President for Academic Affairs

Pablo Navas Sanz de Santamaría, Rector

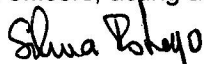
Date: June 16/2015

Date: Agosto 19 de 2015



DIRECCION GENERAL

Signed for and on behalf of Universidad de los Andes, SILVIA RESTREPO RESTREPO by its duly authorized officers, acting as a substitute legal representative.



SILVIA RESTREPO RESTREPO.-



## APPENDIX

### UNM Language-Proficiency Requirements for International Students

To demonstrate English proficiency, students can take: the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL), or Cambridge CPE or CAE.

Minimum score requirements are listed in the table below. Official test results must be sent directly to the University of New Mexico. The TOEFL code for UNM is 4845.

	Paper Test	Computer Test	IBT
Undergraduate TOEFL	520	190	68
Undergraduate IELTS	6.0	6.0	6.0

The Cambridge test may also be accepted with a satisfactory score of C.<sup>1</sup>

	Paper Test	Computer Test	IBT
Graduate TOEFL	550	213	79-80
Graduate IELTS	6.5	6.5	6.5

The CPE or CAE test may also be accepted with a satisfactory score of C.<sup>2</sup>

#### Exceptions to the English Proficiency Test Requirements (only one exception required):

- Completion of four years of US high school with a 2.5 GPA or better
- Bachelor's or graduate degree from an accredited institution in the United States, English-speaking Canada, the United Kingdom, South Africa, Australia, or New Zealand.
- SAT Verbal score of 480 or better (test not REQUIRED for admission)
- 1 year of full-time study (minimum 24 credit hours) at a regionally-accredited US college or university with a 3.0 GPA or higher completed within the last two years
- Completion of two semesters of freshman English composition (English 101 and 102 equivalent) with a GPA of 2.0 or higher at a regionally- accredited U.S. college or university.
- Bachelor's degree from a regionally-accredited US college or university
- Attendance in the Center for English Language and American Culture (CELAC) program at UNM with a passing Institutional TOEFL score and a recommendation from the CELAC program Director

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<sup>1</sup> [http://geo.unm.edu/admission\\_undergrad\\_requirements.htm](http://geo.unm.edu/admission_undergrad_requirements.htm)

<sup>2</sup> [http://geo.unm.edu/admission\\_grad\\_requirements.html](http://geo.unm.edu/admission_grad_requirements.html)