

**Agreement for a Bridge, Exchange, and Study Abroad Program between
The University of New Mexico, Albuquerque, NM, USA and
Universidad Popular Autónoma del Estado de Puebla, Asociación Civil**

The Regents of the University of New Mexico (UNM) and the Universidad Popular Autónoma del Estado de Puebla, Asociación Civil (“UPAEP, A.C.”) recognizing the value of international education, enter into this Agreement to establish a program which incorporates Bridge, Exchange, and Study Abroad Student (“BESA Program”) options as described below.

1. Definitions.

- a. Academic Session means, for each Host Institution:
 - ◆ UNM: Fall semester from August to December, spring semester from January to May, and summer term from June to July (summer programs vary in duration)
 - ◆ UPAEP: Fall semester from August to December, spring semester from January to May, and summer term from June to the third week of July (summer programs vary in duration. Short term programs are available through the entire academic year).
- b. *Bridge Student* means an Exchange Student who enrolls in intensive English classes at UNM’s Center for English Language and American Culture (CELAC) and in up to two academic courses.
- c. *Exchange Student* means a student who pays tuition and fees at the Home Institution.
- d. Home Institution means the institution at which the student intends to graduate or the faculty or staff member is employed.
- e. Host Institution means the institution that receives students, faculty, or staff from the Home Institution.
- f. *Study Abroad Student* means a direct enrollment (non-degree) student who pays non-resident tuition and fees at the Host Institution.

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

- a. Bridge program allows students who do not meet Host Institution’s language requirement to take part in the exchange through English language study. Students with at least a 61 TOEFL iBT (500 ITP) may take two CELAC English classes and up to two academic classes.
- b. Exchanges allow students to enroll in Host Institution courses for academic credit that is transferred and applied to the students’ Home Institution degree (student must meet Host Institution’s language requirement).
- c. Study abroad allows students to enroll in Host Institution courses for academic credit that is transferred and applied to the students’ Home Institution degree (student must meet Host Institution’s language requirement).
- d. Faculty and staff exchanges promote collaboration.

3. Financial Responsibilities of Students.

- a. Bridge Students: Home Institution tuition and fees, plus Host Institution’s language program tuition and fees.
- b. Exchange Students: Home Institution tuition and fees
- c. Study Abroad Students: Host Institution tuition and fees at non-resident rates
- d. Round-trip travel costs including passport, visa, etc.
- e. Books, class materials, supplies, etc.
- f. Any host-institution special course fees, laboratory fees, or recreation fees
- g. Living expenses (accommodation, food, transportation, personal expenses, tourism, etc.)
- h. Administrative fees applicable to all incoming international students.



- i. Health and accident insurance that meets host-institution requirements.
- j. Exchange students in "UPAEP, A.C." must pay the student services fee equivalent of 2 credits.

4. Other Responsibilities of Students. Students must:

- a. Get the Home Institution's prior approval for Host Institution courses.
- b. Meet the Host Institution's applicable language-proficiency requirement.
- c. Comply with the Host Institution's applicable rules and procedures, including providing a copy of their Home Institution transcript to the Host Institution.
- d. Meet all applicable host-country immigration and visa requirements on a timely basis.
- e. Comply with all applicable host-country laws.

5. Financial Responsibilities of Host Institutions. The Host Institution will provide the following:

- a. Waiver of tuition and mandatory fees for academic courses taken by Bridge Students and Exchange Students.
- b. Orientation Program
- c. Student services normally available to other host-institution students

6. Responsibilities of the Parties. The parties agree:

- a. To take all reasonable measures to implement this Agreement as permitted by available funding and personnel.
- b. To accept and enroll students as full time, "non-award," or "non-degree-status" students for the duration of their exchange.
- c. To communicate with each other on a timely basis about, e.g., course availability, enrollment limitations and restrictions, any applicable fees, etc.
- d. To send completed program applications to the Host Institution by published deadlines. The Host Institution will determine whether to admit applicants.
- e. To verify that incoming students have sufficient funds for their Program.
- f. To provide students the same academic resources and support services available to all students at the Host Institution.
- g. To provide each student's transcript to the Home Institution with the student's consent.
- h. To make reasonable efforts to involve equal numbers of students from each institution over the period of this Agreement.
- i. That the Home Institution will determine how much academic credit to grant a student for host-institution courses.

7. Numbers. The parties shall make reasonable efforts to involve equal numbers of students from each institution over the term of this Agreement.

- a. Exchange: Typically, up to four semester exchange slots from each institution will participate in the exchange program, *allowing for four students at one-semester each or two students for the full-academic year*. The parties will adjust this number as needed to reach an overall balance of incoming and outgoing students. In assessing balance, one student registering for two academic sessions is equivalent to two students registering for one academic session. Any imbalance in a given semester ideally should be corrected in the subsequent year. If an imbalance continues for more than three consecutive academic terms (including summers), the party that has received the larger number of incoming students has the option to operate the exchange on a one-way basis until the imbalance is corrected, whereupon it will resume operating on a reciprocal basis as described above

Bridge Students: 1 Bridge Student is the equivalent of a 0.5 semester Exchange Student. The number of Bridge Students is unlimited as long as the exchange is balanced.



- c. Study Abroad Students: Study Abroad Students do not count towards exchange balances, as these are fee paying direct enrollment students. There is no limit on the number of direct enrollment students the home institution can send.

8. Selection and Enrollment of Students. The Home Institution will nominate applicants who meet the admission requirements of the host institution and do not have any academic holds or pending discipline issues on their student record. Subject to the approval of the Host Institution, undergraduate, graduate and post-graduate students may participate if:

- a. they have completed at least one year of study at their Home Institution (exceptions are possible);
- b. they will be enrolled at their home and Host Institution for the full period of the BESA Program; and
- c. both institutions deem them academically qualified to succeed and have approved their enrollment proposal.

9. Accommodation. Incoming students may apply to live in the Host Institution's on-campus or off campus housing, but room availability is not guaranteed. Therefore, the Host Institution will make good faith efforts as needed to help students obtain off-campus accommodation within reasonable proximity, if needed. The Host Institution will provide information about housing options and application procedures with each student's notice of admission.

10. Families. A student's proposal to bring his or her spouse and/or dependents is subject to the Host Institution's approval. The student will pay all additional costs.

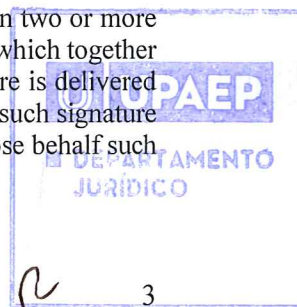
11. Faculty and Staff Exchanges. The parties agree in principle to exchanges of faculty and administrative staff. The details will be negotiated in advance and will be governed by both parties' rules and policies. The parties are not responsible for any arrangements made by participants for exchange of accommodations, cars, etc.

12. BESA Program Review. The parties will evaluate this Program at least every two years to make any needed changes and to explore new opportunities for collaboration.

13. Term, Renewal, Amendment, Termination, and Dispute Resolution.

- a. 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 and shall automatically renew for successive five-year terms unless terminated as provided below.
- b. This Agreement may be amended by an instrument in writing signed by the duly authorized representatives of each party.
- c. Either party may terminate this Agreement by giving the other party at least 180 days' 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. Termination shall be without penalty.
- d. 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.

14. Counterparts by Facsimile or Email. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such



signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

15. Notices. 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.

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This document memorializes the parties' entire agreement.

Regents of the University of New Mexico

Universidad Popular Autónoma del Estado de Puebla, Asociación Civil



Richard L. Wood, Interim Provost and
Executive Vice President for Academic
Affairs

20-06-11-2019

Date



Dr. Mariano Sánchez Cuevas
Academic Provost

08/05/2019

Date

BESA Agreement UPAEP-UNM

