**GENERAL AGREEMENT ON COOPERATION FOR ACADEMIC MOBILITY**

Between

**FUNDACIÓN UNIVERSIDAD DE BOGOTÁ JORGE TADEO LOZANO**

**Bogotá Colombia**

And

**INSTITUTION XXXXXXX**

**Location**

FUNDACIÓN UNIVERSIDAD DE BOGOTA JORGE LOZANO TADEO, (hereinafter referred to as UTADEO), Higher Education Institution, non-profit organization, legally recognized by the Resolution 2613, 14th August 1959, Ministry of Justice, recognized as university by the Decree 1297, 30th May 1964, headquartered in Carrera 4 # 22-61, Bogotá, Colombia, legally represented by its President Carlos Sánchez Gaitán, national identification number 11,426,680.

**And**

INSTITUTION XXXXXX, (hereinafter referred to as INTERNATIONAL INSTITUTION), Higher Education Institution, non-profit organization, legally recognized by the (Resolution, law, decree), recognized as University by the (Law, Resolution, Decree, Act), headquartered in (Location), legally represented by (president or legal representative), Identified with .

Both universities hereinafter called **"THE PARTIES”**

**WITNESSETH THAT**

**WHEREAS**, UTADEO and (international institution) desire to strengthen and expand the mutual contacts between the two universities; and

**WHEREAS**, UTADEO and (international institution) desire to promote the enrichment of their teaching and learning and research and discovery missions; and

**WHEREAS** they have objectives and interests in the field of international cooperation to strengthen university training. It is aware that to contribute to the economic and social improvement of people and the rapprochement between them, it is of fundamental importance that exchange relations be established in the fields of science, technology, and culture.

That, for all the above, they consider it appropriate to increase their linkage by establishing the appropriate instruments for this purpose.

**NOW, THEREFORE**, it is mutually agreed as follows**:**

1. **OBJECT OF THE AGREEMENT**

The purpose of this agreement is to establish the cooperation scope and activities between the parties and to determine the respective obligations for its implementation.

1. **SCOPE OF COOPERATION**

Under the principle of reciprocity, the parties establish the following areas of cooperation of common interest:

* 1. Undergraduate and graduate student mobility programs, as appropriate.
  2. Bilateral visits of faculties and researchers for courses, seminars, or workshops.
  3. Collaboration between faculties and researchers in research projects.
  4. Promotion and development of scientific events, conferences, and presentations.
  5. Advising and Co-Advising in master's and doctoral dissertations; participation in councils and commissions; or any other academic and research activities.
  6. Promotion for participation in scholarship programs, research stays, and language immersion stays.
  7. Search and joint application to external funding for internationalization projects in the academic and research fields.
  8. Organize any type of collaboration that may be useful to the realization of the objectives of this agreement.

1. **RECIPROCAL OBLIGATIONS**
2. The parties undertake to carry out the activities provided for in this agreement according to the financial and human resources available.
3. Any cooperation activity carried out under this agreement may be subject of a specific agreement, which shall specify, inter Alia, the nature of the activity, the timetable for implementation, and the managers and collaborators who integrate it, as well as the applicable financial provisions.
4. Students, faculties, researchers, and officials participating in an exchange must comply with the administrative regulations of the two partner institutions.
5. The parties undertake to disseminate the agreement within their institutions and inform its academic community about the content of this agreement.
6. **PARTICULAR OBLIGATIONS FOR STUDENT MOBILITY**a. Exchanges are made in compliance with the following admission conditions:

* Students wishing to enroll in courses must be admitted by the host institution according to their admission criteria.
* Approval for admission as an Exchange Student under this Agreement, determination of course loads, and selection of courses will be determined by mutual consent of the exchange coordinators and is subject to the approval of the associated academic units at the Host Institution.
* Students wishing to do research internships at the host university must count with an official letter of invitation from an academic unit or research group from the host institution. Research internships shall be the subject of an internship agreement between the parties and the student.

1. Exchanges are made under the following financial conditions:

* All Exchange Students will register at their Home Institution, and pay those tuition and other fees required by the Home Institution. Tuition, application, student ancillary fees (except medical insurance fees) are waived at the Host Institution for each Exchange Student.
* Unless otherwise agreed in writing between the institutions, Exchange Students are responsible for all other arrangements and costs, including but not limited to those associated with travel, accommodations, meals, immigration/visa requirements, medical insurance, mandatory fees, and incidental costs.

1. Exchange students must comply with all the legal immigration requirements and other administrative formalities before arrival in the destination country.
2. The host institution will make available to exchange students services to facilitate the accommodation search.
3. Exchange students must subscribe to international health insurance coverage during their stay, following the requirements of the host institution.
4. The host institution will provide, upon completion, official transcripts for the courses taken. It is the responsibility from exchange student to provide an original copy to his/her home institution.
5. The number of exchange students per academic semester:

* Maximum XXX undergraduate or graduate students will be received per academic semester by UTADEO.
* A student may perform up to a maximum of two (2) academic semesters or one academic year as an exchange.
* Maximum XXX undergraduate or graduate students will be received per academic semester by XXXXXXXXX.
* A student may perform up to a maximum of two (2) academic semesters or one academic year as an exchange.

1. **PARTICULAR OBLIGATIONS FOR THE MOBILITY OF TEACHERS AND RESEARCHERS**
2. The exchange of faculties will promote the internationalization of universities subscribing to this following conditions:

* Bilateral visits to offer academic courses, seminars, or workshops, such as visiting teachers.
* Collaboration between teachers and researchers in the development of research projects
* Promotion of scientific events, conferences, and presentations
* Advising or Co-Advising masters and doctoral dissertations and participation in councils and commissions; or any other academic activity.

1. Academic and research staff may participate in the teacher exchange program according to the availability of the home institution, the period of time will be agreed among parties.
2. Exchanges shall be made by:

* A particular invitation to be made in writing by the host institution to a faculty at the home institution provided that it is approved by the latter.
* Agreement between the two institutions for the specific research of certain topics.
* The interest of the faculty to offer a course, workshop, or seminar for which he will present a proposal to the host university which will respond by giving him an invitation.

1. The host university is committed to provide the visiting faculty information about the full agenda of activities, as well as providing a workplace, access to library resources, and appropriate technical facilities to carry out his work.
2. The professor must have full-coverage international health insurance during his stay at the host institution.
3. The costs of food, accommodation, visas, among other should be paid by the faculty and researchers involved in exchanges.
4. The ownership of the copyright aspect shall be the responsibility of the institution whose staff has carried out the research results that are published or patented, giving due recognition to those who have intervened in the realization of the same.
5. Faculties and research staff commissioned by each of the parties for the implementation of cooperation activities under this agreement shall continue under the direction and dependence of their home institution so that no employment relationships will be established with the host institution, which shall in no case be considered a substitute pattern.
6. **FUNDING OF ACTIVITIES**

This Convention does not imply any budgetary commitment by the parties. Any financial procedure shall be agreed through the subscription of specific agreements concerning each particular activity and shall be subject to the availability of funds by both institutions. Each institution reserves the right to seek external funding with financial aid agencies for activities within the framework of this agreement.

1. **ENTRY INTO FORCE AND DURATION OF THE AGREEMENT**

This Agreement shall enter into force on the date on which the last signature is stamped by the authorized representatives of the parties.

This Agreement shall last for five (5) years, and will be automatically renewed for successive periods of equal duration, unless either party expressly states otherwise with a notice of three (3) months in advance.

1. **MODIFICATION AND TERMINATION**

The parties agree that no modification to this agreement shall be valid without a prior written agreement, signed by the authorized representatives of both parties.

Either party may terminate this Agreement at any time by written notice of six (6) months to the other party.

In the event of ending or non-renewal of the agreement, the parties should allow participating students, teachers, and researchers to complete the agreed activities, in which they participate.

1. **CONFLICT RESOLUTION**

In the event of disputes arising out of the interpretation or application of this agreement, they will be resolved amicably through consultations between parties. If the parties do not reach an agreement, they shall be subject to the jurisdiction of a neutral arbitrator of common designation, submit any other jurisdiction that, because of their domicile, present or future, may correspond to them.

1. **DATA PROTECTION**

XXXXX and UTADEO agree that they will comply with the regulations established in Law 1581 of 2012 and complementary decrees of Colombian Law, as well as the Law, Law on the Protection of Personal Data "XX of the respective country" and other regulations on the subject matter of the Processing of Personal Data and during the term of the agreement, may process, to report, retain, or consult, for statistical, control or supervision purposes, any information of a financial, commercial, credit or services nature, taking into account the current rules on the matter: [protecciondatos@utadeo.edu.co](mailto:protecciondatos@utadeo.edu.co) and [email@Intstitution.edu](mailto:email@Intstitution.edu)

1. **MANAGEMENT OF THE RISK OF MONEY LAUNDERING AND FINANCING OF TERRORISM**

The parties confirm to each other that their resources do not come from or are intended for the exercise of any illegal activity or money laundering activities a seed or activities related to the financing of terrorism.

The parties undertake to carry out all activities aimed at ensuring that all their partners, administrators, customers, suppliers, employees, etc., and their resources, are not related to or come from, illegal activities, particularly money laundering or financing terrorism.

In any event, if during the term of the agreement the parties, some of their administrators, and partners become intruded in an investigation of any kind (criminal, administrative, etc.) related to illicit activities, money laundering or terrorist financing, or was included in UN, OFAC, list, the affected party has the right to unilaterally terminate the Agreement without any fact being obliged to indemnify any kind prejudice to the other party.

The parties declare that the resources they use for the development of the agreement come from completely lawful activities. Resources that are intended to be incorporated in an additional form that must be informed in advance and written certifying to the other party their origin, for their authorization and subsequent subscription of the other.

1. **USE OF NAME AND LOGO**

The Parties agree that the counterpart may use its logo or institutional brand only for the limited purpose of promoting and disseminating information established in this agreement.

1. **OFFICIAL MAIN PERSON OF CONTACT**

UTADEO and XXXXX delegates the following representatives as official min point of contact. Any notification or other administrative communication that will be signed under this agreement is given correctly if delivered to the recipient via email, courier, or certified mail to the following addresses:

For UTADEO:

Contact Phone Institution: UTADEO

Correspondence Address: Carrera 4 No.23-61 Module 29 office 107 Bogota-Colombia

Email: [ori@utadeo.edu.co](mailto:ori@utadeo.edu.co)

For XXXXXXXX:

Number: xxxxxxxxxxxxx

Correspondence Address: XXXXXXXXXXXXXXXXXXXXXXXXXX

Email: XXXXXXXXXXXX

In proof of conformity of the foregoing, they sign a duplicate of this document, at the place and date indicated:

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| --- | --- |
| Signed in XXXXXX, on | Signed in Bogotá, on |
| XXXXXXXXXXX  XXXXXXXXXXXXX  President | Fundación Universidad de Bogotá Jorge Tadeo Lozano (UTADEO)  Mr. Carlos Urbano Sánchez Gaitán  President |

Proposal for equivalent documents required for the processing of international Agreement:

1. Certificate of Existence and Legal Representation (in case of the legal person) with no more than one month - Equivalent document: Notary Certificate, official journal publication, a document of the respective Ministry of Education, a document of appointment of the legal representative, signing authority for contractual obligations.
2. A photocopy of the certificate of citizenship of the contractor or legal representative - In many countries, it is not customary to request/supply the identity document for data protection and privacy issues. For this reason, we propose the following equivalent document: Registration of appointment/position on the official website of the institution, description of functions of the person who signs
3. Endorsement of the Academic Vice-Chancellor