

**EXCHANGE AND COOPERATION AGREEMENT  
BETWEEN**

**UNIVERSITY OF ANTWERP  
DEPARTMENT OF APPLIED LANGUAGE STUDIES, TRANSLATION AND  
INTERPRETING,  
FACULTY OF ARTS**

**AND**

**UNIVERSITY VERACRUZANA  
FACULTY OF FOREIGN LANGUAGES  
INSTITUTE FOR RESEARCH IN EDUCATION**

**1. Preamble.**

Recognizing the mutual benefits to be gained through a cooperative program promoting scholarly activities and international understanding, University of Antwerp, situated in Antwerp (Belgium), Prinsstraat 13, 2000 Antwerp and represented by the rector Dr. Alain Verschoren, and University Veracruzana, situated in Xalapa, Veracruz (México) Lomas del Estadio S/N, edificio A de Rectoría tercer piso, Faculty of Foreign Languages, with address Fco. Moreno y Alatríste S/N, phone number (52) 228 8152412 and the Institute for Research in Education, located in Campus Sur, Paseo 112, Lote 2, Sección 2ª, Edificio B, 2º piso, Col. Nuevo Xalapa, in Xalapa, Veracruz, phone number (52) 228 8122097, both represented by the rector Dra. Sara D. Ladrón de Guevara González, enter into this agreement and agree to the following.

**2. Definitions.**

2.1. In this agreement:

- a) 'Home institution' means:
  - the institution from which a student intends to graduate
  - the institution which is the regular employer of teaching staff participants and researchers
  
- b) 'Host institution' means:
  - the institution, which has agreed to host exchange participants

### 3. Student Exchange.

3.1. The exchange shall be open to undergraduate, graduate, and postgraduate students from the Department of Translation and Interpreting of the University of Antwerp and of undergraduate, graduate and postgraduate students of the Faculty of Foreign Languages and Institute for Research in Education of the University Veracruzana.

3.2. Each party shall appoint a coordinator who shall be responsible for the development and conduct of the exchange.

3.3. Exchange candidates shall be nominated by the home institution and shall be approved by the host institution.

- a) Students shall remain registered at the home Institution throughout the period of the exchange.
- b) The proposed programme of studies at the host institution must be approved by the home institution prior to the exchange. The approved learning agreement will be added to the student's entry agreement.
- c) Students shall be free to choose courses from the full range of courses available at the Faculty of Arts of the University of Antwerp and at the Universidad Veracruzana, provided that:
  - students satisfy the individual course prerequisites,
  - students are proficient in the language of instruction,
  - and space is available.

3.4. Students shall be assessed fees according to the following terms:

- a) A fundamental principle of the exchange shall be that students shall not pay tuition at the host institution. Students shall meet the tuition requirements for their respective programme at the home institution.
- b) The host institution shall waive institutional application/enrolment fees for incoming exchange students. Students shall be advised at the time of registration of any mandatory supplemental fees assessed as a condition of enrolment.

3.5. Financial responsibility for students shall be based on the following:

- a) The host institution shall not bear any financial responsibility for students
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except as may be arranged and explicitly documented for specific cases.

- b) Students shall be expected to pay for all personal expenses, including but not limited to transportation, accommodation, meals, books, health insurance, visa, residence permit, and entertainment.
  - c) Students shall be responsible to obtain and pay an adequate medical/health insurance coverage to the satisfaction of the host institution.
- 3.6. At the end of the exchange period, the host institution shall send to the home institution an official transcript of the academic achievement of each student.
- 3.7. Exchange participants shall be bound by the rules and regulations of the host institution and the laws of the host country during the exchange.

#### **4. Teaching Staff and Researchers Mobility.**

4.1. The internationalisation of research and education is a crucial quality asset of a modern higher education institution and an important means of enhancing scientific knowledge and professional development at any stage of a researcher's or teacher's career. Consequently, both parties agree to promote the mobility of teaching staff and researchers under the terms of the present agreement.

4.2. Applicants wishing to participate in the programme must have established contact with the host institution in advance and created a concrete research and/or teaching plan. The exchange coordinators of both partner institutions are supposed to agree on the date, duration, form and content of the visit.

4.3. The host institution shall not bear any financial responsibility for the staff members and researchers participating in the exchange programme, except as may be arranged and explicitly documented for specific cases. Participants in exchange activities shall be expected to pay for all personal expenses, including but not limited to transportation, accommodation, meals, books, health insurance, visa, residence permit, and entertainment.

#### **5. Duration of the Agreement.**

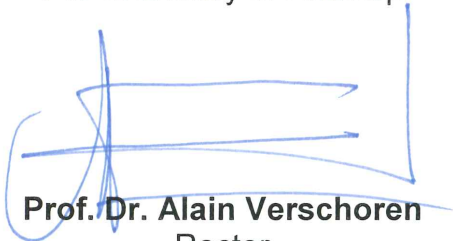
This agreement shall become effective on the date that it is signed by both parties, and will continue in effect during a period of five years.

IN WITNESS OF FAITH AND ACCEPTANCE OF ALL TERMS OF THIS DOCUMENT, THE PARTIES HAVE SIGNED IN 4 ORIGINAL COPIES OF THE SAME CONTENT IN SPANISH AND ENGLISH. IN CASE OF MISUNDERSTANDING ON THE INTERPRETATION OF THIS AGREEMENT, THE ENGLISH TEXT SHALL PREVAIL.

Executed in Antwerp, Bélgica Executed in Xalapa, Veracruz, México

23-05-2014

For University of Antwerp



**Prof. Dr. Alain Verschoren**  
Rector

9 April 2014

For University Veracruzana



**Dra. Sara D. Ladrón de Guevara**  
**González**  
Rector