

**MEMORANDUM OF UNDERSTANDING ON STUDENT EXCHANGE  
BETWEEN  
INSTITUTO TECNOLÓGICO DE COSTA RICA (ITCR)  
AND  
HAMBURG UNIVERSITY OF TECHNOLOGY (TUHH)**

The exchange of students as promoted by the agreement for Educational and Research Cooperation between **Instituto Tecnológico de Costa Rica (ITCR)** and **Hamburg University of Technology (TUHH)**, will be implemented as follows:

1. The home institution will select the applicant students to participate in the exchange program and the host institution will make final decision on admission for each case based on the academic requirements for the proposed course work.
2. Each institution will have no more than 2 students from the other side enrolled at any time. The actual number of students to be exchanged at a year will be determined each year by mutual agreement.
3. The period of enrollment of the students at the host institution should not be superior to 12 months. Extension of the period may, in exceptional cases, be admitted by mutual accord.
4. The students will continue as candidates for degrees at their home institution and will not be candidates for degrees at the host institution.
5. The host institution will not be liable for travel, living, healthcare, insurance or other expenses incurred by the students. This does not preclude applications for scholarships or financial aid from independent institutions.
6. The field of study for each student will be subject to the host institution being able to provide appropriate courses of study and appoint qualified supervision when required.
7. The host institution will determine the required language skills for admission in each case, in order to assure that the student has the minimum requirements to carry out its studies successfully.

8. The students must be enrolled in the home institution as regular students and will be exempt of application and tuition fees in the host institution.
9. The host institution agrees to provide, prior to the exchange, the course plan and documentation of course work for the applicant students as well as appropriate documentation about their performance on completion. The home institution will determine, prior to the exchange, the appropriate number of credits to be transferred in each case.
10. The host institution will be responsible for assisting students to find adequate accommodation on or near the campus. The host institution will be exempt of this responsibility if the student refuses the recommended accommodation.
11. Exchange students are subjected to all rules and regulations of the host institution.
12. Each institution will appoint a liaison office and/or person to facilitate the implementation of the program. The appointed offices or persons will act as contacts for enquires about the program and will also be responsible for promoting, advertising and overseeing the smooth running of the program.
13. The duration of the memorandum will be determined by the General Agreement between both institutions.

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Instituto Tecnológico de Costa Rica

Ing. Luis Paulino Méndez B.

Rector

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