

MEMORANDUM OF UNDERSTANDING
FOR A
STUDENT EXCHANGE PROGRAM
BETWEEN
INSTITUTO TECNOLÓGICO DE COSTA (Costa Rica)
AND
THE UNIVERSITY OF WINNIPEG (Canada)

Instituto Tecnológico de Costa Rica and The University of Winnipeg will participate in the exchange of students under the following terms. These details will serve to provide the working framework for the academic exchange program.

1. The duration of the exchange is to be for one or two terms/semesters according the each university calendar.
2. Each institution shall exchange a maximum of three (3) students per academic year on a one-for-one basis. The actual number of students to be exchanged shall be determined each year by mutual consultation in advance. Any imbalance in the number of students exchanged in one year shall be rectified by adjusting the numbers in the following year to bring the exchange into balance. If for any reason there remains an imbalance in the numbers exchanged, each additional incoming student to The University of Winnipeg will pay a \$300 administration fee.
3. Notification of the number of students to be exchanged should be given in writing to the other institution a minimum of six months in advance of the semester in which the exchange is to occur. This shall occur no later than March 1 for Fall and/ or Winter Term/Semester admission, and November 1 for the Spring Term/Semester.
4. Exchange students are subject to the rules and regulations of the host institution and the laws of the country where they will reside.
5. The students who participate in the exchange program will be initially selected by the home institution, and the host institution will make the final decision of admission in each case.
6. The students will determine the detailed study plan at the host institution, in consultation with academic advisors of both home and host institutions.
7. The students must possess the level of language proficiency that is required by the host institution in order to be accepted, and complete the appropriate course of study, should it be necessary to meet the standard.

8. The host institution will evaluate the academic performance of each student according to its rules. An academic record/transcript will be provided when requested by the exchange student. This will be done in accordance with the procedures/policies of the host institution. The home institution may give academic credits to each student according to its regulations.
9. The host institution will waive academic tuition fees for the incoming exchange students. Each exchange student is responsible for payment of transportation, housing and meal expenses, International Student Health Insurance, books, and incidental expenses. All incoming students to The University of Winnipeg are responsible for paying non-tuition student fees (such as, Fitness Centre Fee, Facility Fee, UWSA Non-Refundable Student Levy, RecPlex Fee, UPass).
10. Assistance will be provided by the host institution to locate suitable living accommodations.
11. This agreement will enter into and be effective as of the date of its signing by the representatives of both institutions, and shall be in force for a period of three (3) years.
12. Variation from the above terms may be possible by mutual consent.

The designated liaison officers for this *Student Exchange Agreement* are:

For:

Instituto Tecnológico de Costa Rica

Floria Roa Gutierrez
Director, International Office
Dirección de Cooperación – VIE
Edificio A1 – Campus Cartago
159-7050
+506 2550 2216
internacionaltec@itcr.ac.cr
www.tec.ac.cr

For:

The University of Winnipeg

Jennifer Michaluk
Coordinator, International Admissions
The University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba, Canada R3B 2E9
PH: 1-204-258-2949
je.michaluk@uwinnipeg.ca
www.uwinnipeg.ca

Notification of any change in liaison officers may be made by letter without amending this *Memorandum of Understanding*.

In witness whereof, the parties hereto have offered their signatures:

For:

Instituto Tecnológico de Costa Rica

Firmado digitalmente por LUIS
PAULINO MENDEZ BADILLA
(FIRMA)
Ubicación: TEC Cartago
Fecha: 2021.08.12 14:09:58 -06'00'

Ing. Luis Paulino Mendez
Rector

For:

The University of Winnipeg



Dr. James Currie
Interim President and Vice-Chancellor

October 6, 2021

Date

MARCO
ANTONIO
ROJAS VALLE
(FIRMA)

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digitalmente por
MARCO ANTONIO
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V.B. Asesoría Legal - ITCR



Dr. Jan Stewart
Interim Provost and Vice-President,
Academic

October 6, 2021

Date