

**Agreement on Student Exchange Programs**  
**between**  
**IMT Mines Albi**  
**and**  
**INSTITUTO TECNOLÓGICO DE COSTA RICA**  
**Costa Rica**

**1- Objectives**

The goal of this MOU is to specify the undergraduate and postgraduate student exchange between **IMT Mines Albi** and **Instituto Tecnológico de Costa Rica**. The agreement covers details about pre-requisites, programs and fees.

In the rest of this document, the term **IMT Mines Albi** refers to **IMT Ecole Nationale Supérieure des Mines d'Albi-Carmaux**, while the term **TEC COSTA RICA** refers to Instituto Tecnológico de Costa Rica, Cartago, Costa Rica.

**2- Semester Periods at both Institutions**

Main semesters of study in the two institutions are as follows:

**At TEC COSTA RICA**

- First semester: from february to June
- Second semester from mid-July to November

**At IMT Mines Albi**

- Fall Semester: from September to February
- Spring Semester: from March to July

**3- TEC COSTA RICA and IMT Mines Albi academic exchange programs**

This agreement allows TEC COSTA RICA students from the following programs to go and study higher degree programs in the Engineering School **IMT Mines Albi**, and to transfer the credit hours from the French system to the Costa Rican one.

**TEC COSTA RICA programs allowed for this exchange, all programs are taught in Spanish:**

1. Environmental Engineering
2. Civil Engineering
3. Business administration
4. Industrial Engineering
5. Systems Engineering and Computing
6. Mechanical Engineering
7. Mechatronics Engineering
8. Biomedical Engineering
9. Physics

**IMT Mines Albi programs allowed for this exchange:**

- All levels of PGE (Programme Grandes Ecoles) program (engineering program), taught in French

Additionally, IMT Mines Albi students will have the opportunity to go and study at TEC COSTA RICA and transfer the credit hours from the Costa Rican system to the French one.

Exchanges can concern a one semester/one year academic study abroad program or a one semester/one year internship in a research laboratory.

**4- Credit Transfer Rules**

Each 15 credits at TEC COSTA RICA will be considered equivalent to 30 credits at IMT Mines Albi

Note: According to Costa Rican regulations, one credit is equal to 48 hours.

Performing an equivalent calculation among the credit system in Costa Rica and the definition of European Credit Transfer and Accumulation System, ECTS, where one ECTS credit is equal to 25-30 hours:

One credit in the Costa Rican system is equal to 1.6-1.9 ECTS credits.

**TEC COSTA RICA – IMT Mines Albi Coordination Committee**

A Coordination Committee composed from one staff member of each Institution shall supervise the cooperation program.

**5- TEC COSTA RICA STUDENTS AT IMT Mines Albi: Enrolment Requirements**

IMT Mines Albi Enrolment Requirements

TEC COSTA RICA students who are interested in applying to IMT Mines Albi for an exchange program shall have completed at least 4 semesters at TEC

COSTA RICA as per the TEC COSTA RICA Student International Mobility Agreement.

#### Language of Course Delivery

Courses and internships at IMT Mines Albi are available mainly in French, a specific offer of Master programs is available in English. Applicants should check they meet the specified language requirements before traveling to IMT Mines Albi and obtain as minimum a B2 level according to the Common European Framework of Reference for Languages.

#### IMT Mines Albi Selection System

The deadline for submitting the completed application package to IMT Mines Albi is 1<sup>st</sup> of May for the first term and 1<sup>st</sup> of November for the second term. The choice of the candidates will be carried out by the TEC COSTA RICA – IMT Mines Albi Coordination Committee. IMT Mines Albi shall inform TEC COSTA RICA of the final admission decisions within one month of the date of application.

TEC COSTA RICA students shall be permitted to study at IMT Mines Albi provided they meet the following requirements:

- Students shall meet the admission requirements set by IMT Mines Albi
- Students shall demonstrate the ability to manage travel, housing and accommodation costs while in France.

### **6- IMT Mines Albi Students at TEC COSTA RICA**

#### TEC COSTA RICA Enrolment Requirements

IMT Mines Albi students who are interested in applying to the TEC COSTA RICA for an exchange program shall have completed at least 2 semesters at IMT Mines Albi, what means 6 semesters of higher education program.

#### Language of Course Delivery

Courses and internships at TEC COSTA RICA are available mainly in Spanish. Applicants should check they meet the specified language requirements before traveling to TEC COSTA RICA and show as a minimum a B2 level in Spanish, according to the Common European Framework of Reference for Languages, if they wish to take classes taught in Spanish.

#### TEC COSTA RICA Selection System

The deadline for submitting the completed application package to TEC COSTA RICA is 30<sup>th</sup> of September for the first term and 30<sup>th</sup> of April for the second term. The choice of the candidates will be carried out by the TEC COSTA RICA – IMT Mines Albi Coordination

Committee. TEC COSTA RICA shall inform IMT Mines Albi of the final admission decisions within one month of the date of application.

IMT Mines Albi students shall be permitted to study at TEC COSTA RICA provided they meet the following requirements:

- Students shall meet the admission requirements set by TEC COSTA RICA.
- Students shall demonstrate the ability to manage travel, housing and accommodation costs while in Costa Rica.

**7- Fees, Grants and Other Administrative Procedures**

Exchange students shall pay normal tuition and fees to their Home Institution in accordance with the policies of that Institution. IMT Mines Albi students must pay an administrative fee at TEC of 25 USD. Neither Institution shall make charges on the other or on the exchange students for tuition or application fees at the Host Institution.

Exchange students shall be responsible for making their own international and domestic travel arrangements and paying associated costs. They shall also be responsible for handling expenses involving meals, study materials, local transportation, personal expenses, passport, visa applications and all other general living expenses.

Exchange students shall be subject to the rules, regulations and discipline of the Host University and all relevant local laws.

The Host University will provide the Home University with an official transcript on each exchange student at the completion of the exchange period.

**IMT Mines Albi**

**Instituto Tecnológico de Costa Rica**

Lionel Lustin, President

Jorge Chaves Arce, President



**IMT Mines Albi-Carmaux**  
École Mines-Télécom  
Campus Jarlard - 81013 ALBI Cedex 09  
Tél : 05 63 49 30 00

Date: 10/01/2023

MARCO ANTONIO ROJAS VALLE (FIRMA)  
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**TEC** | Tecnológico  
de Costa Rica

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V.B. Asesoría Legal - ITCR