

**COOPERATION AGREEMENT
FOR STUDENT MOBILITY
Ref. ISAE : 2022-CIF-M-108**

BETWEEN

L'INSTITUT SUPERIEUR DE L'AERONAUTIQUE ET DE L'ESPACE

A Public Institution serving scientific, cultural and professional purposes and under the supervision of the Direction Générale de l'Armement du Ministère des Armées (the Directorate General of Armaments of the Ministry of Armed Forces) 10, avenue Edouard Belin – BP 54032 - 31055 Toulouse Cedex 04, France.

Represented by Mr. Olivier LESBRE, in his capacity as President.

Hereinafter referred to as « ISAE-SUPAERO »

AND THE INSTITUTO TECNOLÓGICO DE COSTA RICA

Street 15, Avenue 14, CARTAGO, Postal code 30101, Costa Rica.

Represented by Jorge Alfredo Chaves Arce, in his capacity as Rector.

Hereinafter referred to as « ITCR/Instituto Tecnológico de Costa Rica »

ISAE-SUPAERO, and **ITCR/Instituto Tecnológico de Costa Rica** are hereinafter referred to as the "Parties"

1. Scope of the Agreement

In accordance with the Framework Agreement for Academic Cooperation n° 2022-CIF-M-107 signed between, the Instituto Tecnológico de Costa Rica and the Institut Supérieur de l'Aéronautique et de l'Espace, the Parties have agreed to establish a formal cooperation agreement for student mobility which will include:

- the exchange of students for non-degree academic programmes;
- the enrolment of students for 1-year degree academic programme at ISAE;
- the exchange of students for research projects.

Article 1 – Exchange Students from ITCR/Instituto Tecnológico de Costa Rica to ISAE-SUPAERO

1. Non-degree academic programmes

Full-time students from **ITCR/Instituto Tecnológico de Costa Rica** who have been co-selected by both institutions, will spend one or two semesters, as exchange students. The level of enrolment will depend on number of years of higher education validated by the exchange students at **ITCR/Instituto Tecnológico de Costa Rica**.

Full-time students registered in the 5-Year Engineering programme (ITCR) who have successfully completed at least five (5) semesters of their Engineering course and who have been co-selected by both institutions will spend:

- one (1) semester of study at ISAE-SUPAERO in **semester 3, 4 or 5** of the “Ingénieur ISAE-SUPAERO” programme, taught in French.

2. Research Projects

Full-time students from the 5-Year Engineering programme at **ITCR/Instituto Tecnológico de Costa Rica**, who have successfully completed at least nine (9) semesters of their Engineering programme and who have been co-selected by both institutions may spend one semester, as non-degree exchange students in a research laboratory at ISAE-SUPAERO to undertake a research project, providing the supervision of the research project is approved by one professor of ISAE-SUPAERO.

Article 2 – Exchange students from ISAE-SUPAERO to ITCR/Instituto Tecnológico de Costa Rica

1. Non-degree academic programmes

Students registered at ISAE-SUPAERO who have successfully completed three (3) semesters (S1, S2 and S3) of their ‘Ingénieur ISAE-SUPAERO’ programme, and who have been co-selected by both institutions will spend:

- one (1) semester at **ITCR/Instituto Tecnológico de Costa Rica**, to attend courses taught in Spanish in undergraduate & graduate programmes offered as follows:
 - ✓ for undergraduate studies:
 - Mechanical engineering
 - Electronics Engineering
 - Environmental Engineering
 - Mechatronics Engineering
 - ✓ for graduate studies:
 - Master degree in Electromechanical Engineering with emphasis on energy management

2. Research Projects

Students registered at ISAE-SUPAERO who have successfully completed three (3) semesters (S1, S2 and S3) of their ‘Ingénieur ISAE-SUPAERO’ programme, and who have been co-selected by both institutions

will spend:

- one (1) semester at **ITCR/Instituto Tecnológico de Costa Rica**, to undertake a research project.

Article 3 – Enrolment in the “DES” (Diplôme d’Enseignement Supérieur) Higher Education Diploma

For the “DES” (Diplôme d’Enseignement Supérieur) Higher Education Diploma, ITCR is committed to communicate the calls for enrollment to the student’s community. The participation in the DES programme will be at student’s initiative and the funds required will be completely covered by each student.

Full-time Master students from ITCR/Instituto Tecnológico de Costa Rica who have successfully completed at least 2 semesters of their 2-Year Master Degree and/or full-time undergraduate students from ITCR/Instituto Tecnológico de Costa Rica who have successfully completed at least nine (9) semesters of their 5-Year Engineering undergraduate courses and who have been co-selected by both institutions may enroll in the fee-paying 1-year “DES” degree programme (Diplôme d’Enseignement Supérieur), corresponding to the full 3rd year of the 3-year “Ingénieur ISAE-SUPAERO” programme (semesters 5 and 6).

The ITCR students who decide to enroll the DES programme will be responsible for processing any course equivalency from the DES Programme according to ITCR internal regulation.

Article 4 – Responsibilities of the participating institutions

1. Learning Agreements

The academic coordinators from both signatory institutions must approve a learning agreement to formalize the study programme for each exchange student including courses and/or research subjects (for research projects) and associated credits. The study programme will be signed by the Parties and by the exchange student.

2. Validation of the exchange programme and students’ transcripts

At the end of each exchange period the host institution shall send to the home institution a copy of the exchange students’ transcripts. The parties agree that exams/courses shall be graded and awarded credits according to the rules of the institution where the exam/course is carried out.

Each signatory institution is responsible for validating the exchange programme of its own students according to its regulations, in order to grant its own degree.

Article 5 – Language requirements

Each institution is free to define the level of linguistic knowledge required to non-degree exchange students.

- Language requirements in Spanish at **ITCR/Instituto Tecnológico de Costa Rica**

For admission at **ITCR/Instituto Tecnológico de Costa Rica**, ISAE-SUPAERO exchange students must have sufficient language skills in Spanish such as the B2 level minimum, in accordance with the CEFR*.

- Language requirements at **ISAE-SUPAERO**

For admission to the “Ingénieur ISAE-SUPAERO” programme, **ITCR/Instituto Tecnológico de Costa Rica** exchange students must have sufficient language skills in French, such as the B1 level minimum in accordance with the CEFR*.

*Common European Framework of Reference for Languages

Article 6 – Number of students

The number of exchange students nominated for non-degree exchange programmes and research projects is commonly decided each academic year, according to the number of available places in each semester of each programme, but it cannot exceed four (4) students for one semester each per institution per year.

The partner institutions should aim for balance of the exchange over the duration of this agreement. To determine balance the institutions will use a student-per-semester formula.

Article 7 – Admission requirements

Full-time undergraduate and graduate students from both partner institutions may participate in the exchange programme under this bilateral agreement if they meet academic prerequisites required by the host institution. Student exchanges will take place as part of a non-degree exchange programme.

Both **ITCR/Instituto Tecnológico de Costa Rica** and ISAE-SUPAERO will select students with a very good academic background and a strong motivation. Students are selected and admitted on a case-by-case basis, according to their academic results, course requirements, motivation and language skills.

Admission of exchange students nominated by the home institution is always at the discretion of the host institution, subject to approval by the receiving department or the competent academic committee. The host institution must send to the home institution an official letter stating that the student has been accepted or refused.

Article 8 – General terms and conditions

All costs related to travel, accommodation, living expenses, normal non-tuition course related fees including but not limited to: books & academic supplies, study materials, student union fees (if applicable) and other expenses arising out of the exchange will be met by the students.

Each institution undertakes to facilitate the arrival of exchange students. Each institution will provide the normal assistance it provides to all its students to exchange students for finding appropriate accommodation.

Exchange students will have access to the library, laboratories, computer facilities and other student services. They shall be granted the same rights and privileges as regular students at the host institution in accordance with their status.

Students participating in this exchange program must be enrolled at the home institution as full-time regular students and will only pay tuition or other mandatory student fees to their home institution if required.

They will not pay any application nor registration fees to the host institution for the whole of their exchange period.

During the period of the exchange programme, all exchange students will abide by the regulations and policies in force at the host institution (rules of procedure and school regulation) and all legal and social obligations of the host country. In case of non-compliance with these obligations, the host institution reserves the right to terminate the stay of the exchange student after having informed his/her home institution.

Article 9 – Academic coordinators and Staff in charge of implementing the agreement

An academic advisor, responsible for supervising the studies of exchange students, will be appointed by each signatory institution.

When necessary, the contracting parties will consult each other through representatives designated by each institution. Regular contact will be maintained through the respective coordinators.

For ISAE-SUPAERO:

- ❖ The Academic Advisor for student exchanges is Professor Pierre de Saqui-Sannes (in charge of North & South America)
- ❖ The person in charge of the administrative management of the agreement of cooperation is Corinne Garcia-Mac Cionnaith, Head of International Partnerships.

For ITCR/Instituto Tecnológico de Costa Rica:

- ❖ The person in charge of implementing the agreement of cooperation is Raúl Ramírez Brenes (Cooperation Officer responsible for Student Exchange Programmes)

Article 10 – Affectio Societatis

This agreement shall not be construed as constituting any form of legal entity between the Parties, with *affectio societatis* being formally excluded.

Article 11 – Settlement of disputes

According to the international law principles, this agreement is governed by the law of the country where the implementation of this agreement takes place.

Any disputes arising as to the application or interpretation of the agreement and which have not been resolved amicably by the Parties, shall be brought before the competent court.

In the event of contradiction and/or incompatibility between the provisions of the various contractual documents, the order of prevalence of these provisions is as follows:

- 1/ the provisions of the Framework agreement
- 2/ the provisions of this agreement,
- 3/ the provisions of (a) specific agreement(s), if there are any.

Let it be stated that termination of the Framework agreement shall not interrupt nor affect the activities undertaken and still in process. The provisions of the Framework Agreement continue to apply for the period applicable as set in article 12.

Article 12 – Duration of the agreement

This agreement shall remain in force for a period of five (5) years from the date of the last signature. It may be renewed by mutual written consent for both parties for the same duration.

Amendments or changes to this agreement shall be made in writing and signed by the duly authorised representatives of the institutions.

It may be terminated by either institution providing a 6-month written notice to the other. No applications shall be considered after this notice.

However, any termination of the agreement will in no way interrupt the activities undertaken and still in process. Students participating in this exchange at the time of the intended termination will be permitted to complete the agreed upon exchange period at the host institution.

Article 13 – Number of copies

This agreement has been drawn up in two (2) original copies written in English, one (1) for each signatory institution.

For ITCR/Instituto Tecnológico de Costa Rica

The Rector
Jorge Alfredo Chaves Arce

For the Institut Supérieur de l'Aéronautique
et de l'Espace

The President
Olivier Lesbre

Date:

Date:

ITCR Legal advisor approval