

**MEMORANDUM OF UNDERSTANDING (MoU)
ON STUDENT AND STAFF EXCHANGE**

BETWEEN THE

**GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN
Georg-August-Universität Göttingen Stiftung Öffentlichen Rechts,
each represented by the President Prof. Dr. Ulrike Beisiegel
Göttingen, GERMANY**

Faculty of Forest Sciences and Forest Ecology

– hereinafter: “UGOE”

AND THE

**TECNOLÓGICO DE COSTA RICA
Cartago, COSTA RICA**

– hereinafter: “TEC”



This agreement is made and entered into by and between the Tecnológico de Costa Rica (hereinafter referred to as “TEC”), and the Georg-August-Universität Göttingen (hereinafter referred to as “UGOE”), a public institution in Göttingen, Germany, at Wilhelmsplatz 1, 37073 Göttingen, Germany, establishing the basis for their further cooperation in accordance with the following:

1. Partnership Coordinators

- 1.1 Each of the parties will appoint a partnership coordinator to facilitate the communication between the respective Faculties.

For the UGOE:

Prof. Dr. Christoph Kleinn

For the TEC:

Prof. Dr. Dagoberto Arias Aguilar

- 1.2. When a new partnership coordinator is appointed, all personnel involved must be informed as soon as possible. The validity of the contract is unaffected by any change in coordinator.

2. Staff Exchange

The partners will notify each other of the proposed staff to be exchanged during the calendar year. The sending institution will arrange all matters concerning travel and accommodation costs as well as living expenses for their staff. The host university will assist them in finding suitable accommodation.

an appropriate visa, but as far as legally possible the host university will provide incoming exchange students with such valid certification as may be required to obtain a student visa for the full period of their exchange.

- 4.2. The universities acknowledge and agree that each exchange student will be required to carry an adequate policy for travel and health insurance as well as for a personal/ third party liability insurance for the full period of the exchange such that it meets with the host university's requirements. All exchange students from TEC are strongly recommended to take out third party liability insurance.³ The students will be required to provide proof of this to the host university upon request. The partners agree that the students to be exchanged under this MoU are solely liable for their respective insurance coverage and that the partners will not assume any liability in that respect.
- 4.3. For the avoidance of doubt, the partners' liability under this MoU does not extend to liability for their respective students.

5. Funding

All activities detailed in this MoU are subject to the availability of adequate funding. Neither partner shall be held in breach of the agreement if unforeseen circumstances prevent them from participating in any activity previously agreed upon.

6. Compliance with Laws

Both parties will mutually assist each other and cooperate in order to ensure that the activities to be carried out under this MoU comply with all applicable laws under which the partners are operating.

7. Duration and Termination

This MoU will be effective for a duration of five years starting from the date of the last signature. It may be renewed for an additional 5-year-term provided one of the parties does not notify the other to the contrary in writing six months before the end of this MoU. As far as possible, ongoing projects and exchanges shall remain unaffected by this termination.

8. Amendment of the MoU

No amendment to this MoU shall be valid unless the same is made jointly in writing by both parties and signed by their authorized representatives, specifically stating this to be an amendment to this MoU.



Handwritten signature and circular stamp of the University of Göttingen.

3 See <http://www.uni-goettingen.de/en/63838.html>

3. Student Exchange

- 3.1. The partners will exchange up to two (2) undergraduate (Bachelor) and/or graduate (Master) students per semester¹. Prior to any exchange and prior to the selection process, the partners shall agree upon the exact number of students to be exchanged in accordance with all capacity regulations (see 3.2).
- 3.2. The partners shall ensure a balanced exchange which meets the requirements of reciprocity and capacity regulations under which each partner is operating. Annual/semesteral imbalances in the exchange shall be monitored and addressed collectively by the partner faculties and any other relevant offices of the parties concerned.
- 3.3. No tuition fee shall be charged by either partner to students admitted as exchange students. The obligation to pay other public dues or duties remains unaffected.
- 3.4. Undergraduate students must complete at least 3 semesters at their home university before they are deemed eligible for an exchange semester; graduate students must complete at least 1 semester. The exchange of a student is limited to a period not exceeding two semesters; the period of exchange must be approved by both institutions.
- 3.5. The parties agree in principle to recognize the credits earned at the host university as a substitute for the credits required at the home university; the details of this reciprocal credit recognition shall be defined in a "learning agreement".
- 3.6. All travel and accommodation costs, as well as all living expenses and any incidental costs, are to be borne by the students themselves. The host university will provide help in finding accommodation, and will provide advice concerning the subjects to be studied.
- 3.7. The academic year at TEC is composed of 2 semesters:
Semester 1 from February until June
Semester 2 from July until November.

The academic year at the UGOE is composed of two semesters:

Winter semester (semester 1): October until March of which the lecture period is from mid-October to mid-February

Summer semester (semester 2): April until September of which the lecture period is from mid-April to mid-July.

For exchange students seeking admission to the TEC, the following language requirements apply:

For exchange students seeking admission to the UGOE, the following language requirements apply:

Language of instruction English: Proof of English language proficiency equivalent to level B2 of the Common European Framework of Reference for Languages (CEFR²) is required; additionally, a level of B1 in German is recommended.

Language of instruction German: Proof of German language proficiency equivalent to level B2 of the Common European Framework of Reference for Languages (CEFR) is required.

4. Student Visa and Insurance Requirements

- 4.1. The universities acknowledge and agree that each exchange student will be responsible for obtaining a visa and other related documents required for study at the host university. The host university does not assume liability for any student being entitled to

1 The acceptance of students is subject to the capacity of the respective faculty and the selected program. The partner should contact the partnership coordinator of the host university in good time well in advance.

2 https://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages



In witness of the terms of this agreement, and intending to be legally bound, signatures of the following authorized representatives of the parties are affixed:

**Tecnológico de Costa Rica
Cartago, Costa Rica**

Prof. Dr. Julio César Calvo Alvarado
25-3-2019 Rector

Prof. Alejandro Meza Montoya, M.Sc.
Dean

Prof. Dr. Dagoberto Arias Aguilar
Project Head

Date:

**Georg-August-Universität Göttingen
Göttingen, Germany**

Prof. Dr. Hiltraud Casper-Hehne
Vice President

Prof. Dr. Bernhard Möhring
Dean

Prof. Dr. Christoph Kleinn
Project Head

Date: