

Memorandum of Understanding

between

Instituto Tecnológico de Costa Rica (Costa Rica)

and

The University of Winnipeg (Canada)

TEC | Tecnológico
de Costa Rica
Documento Tramitado por la
Dirección de Cooperación

The University of Winnipeg and the Instituto Tecnológico de Costa Rica, wishing to establish relations between the two institutions, agree to cooperate with each other as follows:

Scope of the Cooperation

Subject to mutual consent, the areas of cooperation will include any program offered at either institution as thought desirable and feasible on either side and that both sides think will contribute to the fostering and development of the cooperative relationship between the two universities.

Cooperation shall be carried out through such activities as, but not limited to:

- a. Exchange of faculty and/or staff
- b. Exchange of students¹
- c. Joint research activities and publications
- d. Participation in seminars and academic meetings
- e. Exchange of academic materials and other information
- f. Special short-term academic programs
- g. Academic programs that may include arrangements such as dual degree, transfer agreements, 2 + 1, or 1 + 3.

¹ All incoming students to The University of Winnipeg are responsible to pay non-tuition student fees (such as, UWSA Athletic Levy, Facility Fee, UWSA Non-Refundable Fee, Wellness Centre Fee), and International student health insurance. The number of students participating in the exchange program is intended to be balanced and reciprocal for each year. A maximum of three (3) students per year incoming /outgoing may participate in the Exchange for one or two terms, on the condition of equal exchange of students. Each university will inform the other of the intended number of exchange students by March 1st (for Fall/ Winter Term) and November 1st (for Spring Term) of each year. Should participation levels be unequal in any given year, each additional incoming student to The University of Winnipeg will pay a \$300 administration fee once per academic year to The University of Winnipeg.

TEC
RECORDIA
LEGAL
Vo.Bo.
COSTA RICA

The terms of cooperation for each specific activity implemented under this *Memorandum of Understanding* shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity. Any such agreements entered into, as outlined above, will form appendices to this *Memorandum of Understanding*. Each institution shall designate a liaison officer to develop and coordinate the specific activities agree upon.

The designated liaison officers for this *Memorandum of Understanding* are:

For:

The Instituto Tecnológico de Costa Rica

Mr. Marco Anderson
Director de Cooperación, Vicerrectoría de Investigación y Extensión
Instituto Tecnológico de Costa Rica
400 sur 400 este de Tribunales de Justicia
Cartago, Costa Rica
p: 506.2550-9155
f: 506.2551-7424
manderson@tec.ac.cr
www.tec.ac.cr

For:

The University of Winnipeg

Ms. Nancy Hu
Executive Director, Student Recruitment and Institutional Relations
The University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba, Canada R3B 2E9
p: 204.786-9147
f: 204.779.3443
n.hu@uwinnipeg.ca
www.uwinnipeg.ca

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

TEC Tecnológico de Costa Rica
Documento Tramitado por la
Dirección de Cooperación



Vo.Bo.

Renewal, Termination and Amendment

This *Memorandum of Understanding* shall remain in force for a period of five (5) years from the date of the last signature, with the understanding that it may be terminated by the appropriate authorities of either party giving twelve months notice to the other party in writing, unless an earlier termination date is mutually agreed upon. The *Memorandum of Understanding* may be amended or extended by mutual written consent of the two parties.

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

For: Instituto Tecnológico de Costa Rica

For: The University of Winnipeg

TEC | Tecnológico de Costa Rica
Rectoría

Julio César Calvo Alvarado, Ph.D.
Rector

Dr. Annette Trimbee
President and Vice-Chancellor

8/4/2015

April 20, 2015

Date

Date

Dr. Neil Besner
Provost and Vice-President, Academic

April 20, 2015

Date

Date

TEC | Tecnológico de Costa Rica
Documento Tramitado por la
Dirección de Cooperación

APPENDIX
STUDENT EXCHANGE
BETWEEN
THE INSTITUTO TECNOLÓGICO DE COSTA RICA
AND
THE UNIVERSITY OF WINNIPEG

TEC Tecnológico de Costa Rica
Documento Tramitado por la
Dirección de Cooperación

The 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 (September-August).
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 will be determined every 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. Likewise, if for any reason there remains an imbalance in the numbers exchanged, each additional incoming student to The Instituto Tecnológico de Costa Rica 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 at least 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 county 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.

07

TEC
Vo.Bo.

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, health insurance, books, and incidental expenses. All incoming students to The University of Winnipeg are responsible to pay non-tuition student fees (such as, UWSA Athletic Levy, Facility Fee, UWSA Non-Refundable Fee, Wellness Centre Fee). Likewise, all incoming students to The Instituto Tecnológico de Costa Rica are responsible to pay non-tuition student fees. Assistance will be provided by the host institution to locate suitable living accommodation.
10. This Appendix will be effective as of the date of the signing of the General MoU, and shall remain in force for the same period as the General MoU.
11. Variation from the above terms may be possible by mutual consent.

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

For:

The Instituto Tecnológico de Costa Rica

Paula Ulloa
 Encargada, Movilidad Estudiantil
 Dirección de Cooperación, Vicerrectoría
 Investigación y Extensión
 Instituto Tecnológico de Costa Rica
 p: 506-2550-9196
pulloa@tec.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
 p: 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 *Appendix*.

TEC | Tecnológico de Costa Rica
 Documento Tramitado por la
 Dirección de Cooperación



V6.B6