

**Mitteilungen der
Justus-Liebig-Universität Gießen**Ausgabe vom
15.05.2019**5.43.05 Nr. 1**Austauschabkommen – Universidade Federal de Minas Gerais,
Brasilien**ACADEMIC EXCHANGE AGREEMENT
between the
Federal University of Minas Gerais (UFMG)
and the
Justus Liebig University Giessen (JLU)
Faculty of Language, Literature, Culture***Version information:*

	President	Promulgation
Exchange Agreement	11.03.2010	15.05.2019

The Federal University of Minas Gerais is located at 6627, Antonio Carlos Avenue, in Belo Horizonte, Minas Gerais, Brazil, CNPJ number 17.217.985/0001-04, and represented by its Rector, Professor Dr. Jaime Arturo Ramírez, RG number M-2.954.941 – SSP/MG, CPF number 554.155.556-68, Brazilian, nominated by the Decree of 01/31/2014;

Justus Liebig University Giessen is a corporation under public law with legal capacity and at the same time a state institution which was founded in 1607 and is dedicated to research and education. According to the "Hochschulgesetz" (§ 38 Section 1, clause 1, HHG) its representative is the University President, Prof. Dr. Joybrato Mukherjee. Its seat is Ludwigstrasse 23, 35390 Giessen, Germany.

In accordance with the request for the establishment of cooperation between the two universities, Justus Liebig University Giessen and its faculty of Language, Literature, Culture, hereafter referred to as "JLU", and the Federal University of Minas Gerais, hereafter referred to as "UFMG", agree to the following academic exchange agreement.

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First Clause – Object

The objective of this Agreement is to foster institution-wide student exchange both in the undergraduate and in the graduate levels, as well as the exchange among faculty members, researchers and technical staff.

Second Clause – Goals

The cooperation between the partner institutions is planned in the following fields:

1. Exchange of teaching staff, researchers, students and/or technical staff for the planning or implementation of research and teaching projects.
2. Exchange of information about courses of study and study projects, as well as corresponding research activities and/or intentions to expand the teaching or research fields of the respective Institutions.
3. Exchange of scientific publications.
4. Deepening of scientific relations through joint symposia, summer-schools, conferences or workshops.

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First Paragraph: All the aspects that conduct this exchange program will obey the principle of reciprocity.

Second Paragraph: To achieve the object hereby agreed upon, the Parties must follow the Work Plan attached and established in accordance with the current legislation.

Third Clause – Exchange of Students

(1) Exchange students will be given full registered status at the host institution, and accorded all rights and privileges commensurate with this status. It is understood that exchange students will continue as candidates for degrees at their home institution, and will not be candidates for degrees at the host institution.

(2) Both institutions agree to promote academic exchanges for the duration of 01 (one) or 02 (two) semesters, during which the exchange student will attend classes in regular programs of the host institution.

(3) Initially, the exchange will be on the maximum of 04 (four) students per institution, per year. It will be carried through any academic period.

(4) Annually, the Parties will define aspects of the exchange for the following year, in matters such as areas, courses, academic period when the exchange will take place, etc.

(5) Both universities agree to admit qualified students from the partner university to a course of studies. Exchange students from both institutions will be selected by the home institution and recommended to the host institution. The host institution retains the right to approve or reject the recommendation based on the students' qualifications in meeting the admission requirements at the host institution.

(6) The students will pay all tuition fees at their original institution. No tuition fee will be charged at the host institution.

(7) The payment for extension courses, extra classes and any other activity that is not a regular course given at the host institution shall be responsibility of each exchange student.

(8) The students must submit to the regulations and other academic procedures of the host institution.

(9) The host institution, through its respective Department of International Relations, will provide support for the exchange students, including providing information to help finding lodging, in orientation and academic support, and in other services normally available for international students.

(10) Students themselves shall be responsible for all rents and charges for their accommodation and they will be responsible for their own travel expenses and subsistence costs.

(11) UFMG has a student residence to host local and foreign students. Annually, when negotiating the number of places and the courses that will participate in the exchange program, the institutions may verify the possibility and interest in offering students from the other institution places in a student residence, with or without the payment of fees. This offer shall depend on the availability of places and on the observance of the principle of reciprocity. JLU will make every reasonable effort to ensure that university-approved housing accommodations are made available to the other's students.

(12) As proof of language competence, UFMG's exchange candidates to JLU must have taken and passed the German or the English exam offered by the Extension Center at the College of Letters at UFMG. Exchange candidates from JLU studying at UFMG are recommended to have intermediate level knowledge of the Portuguese Language.

(13) Exchange students from JLU at UFMG may apply for the course "Portuguese as an Additional Language", offered at different levels, at no charge. The course takes 01 (one) academic semester, it is worth 04 (four) credits (i.e. 60 hours), and can be followed concurrently with the other disciplines chosen by the student. Additionally, students can enroll in intensive courses, which may be offered prior to the beginning of the academic semester and last up to 04 (four) weeks.

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(14) Students must have full coverage health insurance for the entire period of their stay in the host country. Students are responsible for purchasing such insurance.

(15) Students must have the appropriate visa for the entire period of their stay in the host country.

Fourth Clause – Exchange among Faculty Members, Researchers and Administrative Technical Staff

(1) The exchange among faculty members, researchers and technical staff from both institutions aims at strengthening theoretical and practical knowledge sharing in the areas of study agreed upon by both Parties. The exchange covers the following fields: Curriculum development, mutual counseling, mutual research projects.

(2) In case both institutions agree to carry on the exchange of one or more faculty member or researcher, such exchange shall take place according to a specific Plan of Work, which shall include activities, duration, financial support, coordination, etc., agreed upon by both institutions. The duration of such visits shall not exceed 01 (one) academic year.

(3) In any case, the exchange among faculty members and researchers shall not affect their legal or employment relationship with the original institution. At the host institution, they shall be considered merely as visitors, and the host institution shall not assume any legal responsibility related to their salaries, social security contributions or taxes.

(4) Candidates will be selected at their original institution, according to its own criteria, but also considering the requirements and recommendations made in writing and with reasonable antecedence by the host institution.

(5) Each institution shall make every effort to receive support from funding agencies in order to sponsor cooperation projects.

(6) Those who participate in the exchange program are expected to pay for housing fees and rent, and they are also responsible for their travel expenses and other living expenses, unless such expenses are covered by a grant.

(7) The host institution, represented by its International Relations Department, will offer help to visiting faculty members and researchers, including help in finding room and board.

(8) Those who participate in the exchange program must have full coverage health insurance for the entire period of their stay in the host country. They are responsible for purchasing such insurance.

(9) Faculty members and researchers must have the appropriate visa for the entire period of their stay in the host country.

Fifth Clause – Additional Activities

The partner institutions may negotiate, by means of a specific legal instrument, other activities in addition to the exchange.

Sixth Clause – Non-Discrimination

The host institution shall not deny participation to the program, or unlawfully discriminate against students, professors or researchers on the grounds of race, color, age, religion, national origin, sex, sexual orientation, creed, disability, or any other factor prohibited by the Law of the host institution's country.

Single paragraph: Both institutions declare to have infrastructures to host individuals with special needs (accommodation, classroom access, etc.). Nevertheless, depending on the nature of the disability, some infrastructures may not be adequate. Therefore, UFMG and JLU would advise applicants with special needs to provide as much information about their disability as possible, with reasonable antecedence, so that the Parties involved can evaluate the feasibility of the mobility.

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Seventh Clause – Civil Responsibility

The host institution will take no civil, judicial, or extrajudicial responsibilities for any event that may harm faculty, students, staff and/or scholarship students taking part in the exchange program, be they delicts, violations, accidents, or illnesses of any kind.

Single paragraph: This clause does not affect civil responsibility resulting from damaging or guilty acts or from delicts committed by staff members of the host institution.

Eighth Clause – Supervision

The Parties will nominate their International Relations Offices as responsible for the coordination of this legal instrument at their institutions. The results obtained through the activities developed in each program will be periodically submitted to the International Relations Office at each institution.

Ninth Clause – Coordination

At UFMG, the executive and administrative coordination of the undergraduate student exchange will be the responsibility of the Department of International Relations and the academic coordination will be the responsibility of a professor of the UFMG designated for that purpose. The coordination of the student exchange of the graduate level and the exchange among faculty members and researchers will be the responsibility of a professor of the institution designated for that purpose.

(10) To ensure and facilitate the implementation of the measures of this agreement, JLU shall appoint a faculty member from the department or college participating in the exchange program to serve as its Faculty Exchange Coordinator. The Faculty Exchange Coordinator or his/her representative shall work closely with students to ensure the implementation of their proposed program of study and shall also function as the first point of contact in any matters pertaining to student discipline or in the case of an emergency.

Tenth Clause – Duration and Extension

This legal instrument will become effective for a period of 5 (five) years from the date of its signature by both Parties. It is necessary to sign an additive term between the Parties to extend the duration period. The expiration of the agreement will not interrupt activities in course, nor will it affect the commitments already assumed by the Parties.

Eleventh Clause – Alterations

The present legal instrument may be changed, except for its object, by means of an additive term agreed upon by the Parties.

Twelfth Clause – Financial Resources

The present legal instrument shall not imply any financial transfers or commitments between the Parties, and each institution shall make efforts in obtaining the necessary means to sustain the programs, projects and cooperation activities the parties agreed to accomplish.

Thirteenth Clause – Denouncement and Rescission

This legal instrument may be denounced by any one of the Parties, at any time, by prior communication of, at least, 90 (ninety) days, or may be cancelled for the failure to fulfill any of its clauses or conditions. Anticipated denouncement/cancellation of this Agreement will not interrupt the activities in progress.

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Fourteenth Clause – Publicity

In accordance with Brazilian legislation, UFMG has to publish an extract of the present legal instrument in the Official Press. Such extract shall contain both institution's names, its representatives, the object of the agreement (as indicated in its First Clause) and the duration period. The referred extract is published only once, it does not include any symbols or logos, and it does not refer to any other individuals or entities.

Fifteenth Clause – Forum

Issues that may arise during the course of this instrument, which cannot be settled amicably, shall be decided by a Board of Arbitration, consisting of 3 (three) members: 2 (two) elected by each institution separately, and 1 (one) by mutual agreement of the Parties.

The present legal instrument will be signed in 02 (two) bilingual copies, in Portuguese and English, of equal form and content. In case of discrepancy between the two versions, the version in English shall prevail.

Contacts

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Belo Horizonte
Prof. Dr. Jaime Arturo Ramirez
Rector
UFMG

Giessen, 11.03.2010
Prof. Dr. Joybrato Mukherjee
President
JLU

WORK PLAN

Attached to the Exchange Agreement between the Federal University of Minas Gerais (UFMG) and the Justus Liebig University Giessen (JLU)

1. Introduction

The Federal University of Minas Gerais (UFMG) and the Justus Liebig University Giessen (JLU) have a recognized potential in superior education and research. In this sense, the cooperation may bring good results for both institutions.

The international academic experience for undergraduate and graduate students will offer them an academic complementary formation and broaden their professional perspectives. The international experience for faculty members and researchers promotes the development of intercultural relationships and enlarges the theoretical and practical knowledge at the areas of studies agreed.

2. Objective

To promote the exchange of undergraduate and graduate students, faculty members, researchers and administrative technical staff from both institutions.

3. Responsibilities of the institutions

Both universities agree to admit qualified students from the partner university to a course of studies. Exchange students from both institutions will be selected by the home institution and recommended to the host institution. The host institution retains the right to approve or reject the recommendation based on the students' qualifications in meeting the admission requirements at the host institution.

4. Goals

- (1) To enlarge the theoretical and practical knowledge at the areas of studies agreed;
- (2) To promote cultural knowledge between the two countries;
- (3) To enlarge academic and cultural bonds between the two institutions.

5. Areas of interest

The student exchange has a wide scope at undergraduate and graduate levels. However, every year the institutions will negotiate the conditions of the exchange for the next year in terms of areas, courses, number of students, semester/term of the exchange, etc.

6. Number of students

The student exchange will be of a maximum of 04 (four) students per institution a year, or according to the arrangement between the Parties.

- (4) Annually, students from UFMG and JLU will attend 01 (one) or 02 (two) semesters of academic exchange at the partner institution.

7. Graduate Students

In general, graduate students will be able to attend subjects/disciplines or conduct research, only if these activities have been previously approved by the advisor, according to the criteria established by the Academic Service.

8. Exchange of Faculty Members and Researchers

Members of one institution may be invited to participate in activities at the other institution, such as courses, lecturing, teaching, and/or research related to the interests of the host institution. The normal length of such visits will be not more than 01 (one) academic year.

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9. Duration Period

The student exchange might start in the semester following the signature of the pact by both Parties, and it end on the expiration date of the Exchange Agreement signed between UFMG and JLU. The expiration of the agreement will not interrupt activities in course, nor will it affect the commitments already assumed by the Parties.

10. Coordination

At the UFMG, the executive and administrative coordination of the undergraduate student exchange will be the responsibility of the Department of International Relations and the academic coordination will be the responsibility of a professor of the UFMG designated for that purpose. The coordination of the student exchange of the graduate level will be the responsibility of a professor of the institution designated for that purpose.

To ensure and facilitate the implementation of the measures of this agreement, JLU shall appoint a faculty member from the department or college participating in the exchange program to serve as its Faculty Exchange Coordinator. The Faculty Exchange Coordinator or his/her representative shall work closely with students to ensure the implementation of their proposed program of study and shall also function as the first point of contact in any matters pertaining to student discipline or in the case of an emergency.

11. Sources of funding

Funding institutions from both countries and resources from the individuals in mobility themselves.