**COOPERATION AGREEMENT**

**between the**

**[NAME OF THE INSTITUTION], [COUNTRY]**

**and**

**THE UNIVERSIDAD AUTÓNOMA DE MADRID, SPAIN**

**On**

**STUDENT EXCHANGE**

Recognizing the benefits of collaboration programs in higher education and desiring to promote scholarly research and to contribute to international education, Universidad Autónoma de Madrid, Public Law institution of the Kingdom of Spain (hereinafter referred to as UAM), located at C/Einstein No. 1, Ciudad Universitaria de Cantoblanco 28049 Madrid, Spain, represented by the Vice-Rector for Internationalization, Prof. Irene Martín Cortés, acting under the delegation of powers granted by Rector’s Resolution of July 2nd, 2021 (B.O.C.M July 8th, 2021); and [Name of the institution] (hereinafter referred to as [Acronym]), located at [Address], represented by [Position] [Name]; they hereby agree on the present agreement in the following terms

**ARTICLE I: PURPOSE OF THE AGREEMENT**

The purpose of the present agreement is the establishment of a student exchangeprogram, graduate and undergraduate, in order to provide participants with an opportunity to internationalise their curriculum.

**ARTICLE II: TERMS OF THE EXCHANGE**

* 1. Up to two (2) students, a year may enrol at the other university. The unit of calculation is students per semester, and one student a year = 2 student/semesters. It is expected that the number of exchange students calculated in student/semesters will balance over the life of this agreement.
  2. Neither the universities nor the exchange students involved on this program pay tuition fees to the host institution.
  3. Exchange students will continue to pay any fees as required to their home university.

Exchange students are responsible for all their personal costs, including housing, transport, food, health and books.

* 1. Exchange students must be provided with the correspondent health cover policy valid at the host country throughout the whole period of exchange.

In the case of UAM, the university will provide its students with a travel and accident insurance if funds are available for this. Students from [Name of Institution] will be required to endorse the insurance necessary to process their visa and in any case, the will be required, at the least, to be provided with a travel and accident insurance with health coverage.

* 1. The home university is responsible for screening and selecting students for this exchange program. In general, the home university will provide the host university with six months' notice of participating exchange students.

Additionally, the home university is responsible for making sure students have the minimum requested level of language, according to Annex I.

* 1. Exchange students are enrolled as candidates for degrees at their home university and in general are not eligible to be awarded an undergraduate or graduate degree at the host university.
  2. Exchange students may enrol at any Faculty/School where they meet the academic requirements and prerequisites. These include any language requirements for entry.
  3. Exchange students who have been accepted by the host institution, are also required to obtain the approval of any teaching units by the receiving institution. These approvals will be preferably organized prior to students’ mobility.
  4. The transcript of results and academic records will be provided to the home university as soon as practicable after the completion of a period of exchange study.
  5. Students enrolled as exchange students are subject to all the rules and regulations of the host university, and the laws and procedures of the state in which that university is located.
  6. The host university will provide assistance in finding accommodation but there are no obligations on the participating universities to provide accommodation, and no guarantees on the provision of accommodation can be expected by exchange students.
  7. Exchange students are responsible for obtaining a visa and any related documents necessary to ensure participation in a period of exchange study.
  8. The host university will provide exchange students with academic counselling; assistance at enrolment and information on courses of study, as well as access to the library and university facilities, in the same conditions established for its regular students.

**ARTICLE III: FINANCIAL ASPECTS AND RESPONSIBILITIES**

* 1. The present agreement involves no financial obligations for neither party. In the case of UAM, if it were to provide its students with a travel and accident insurance, this cost will be charged to the corresponding annual budget, within the Program 422C of UAM’s International Relations.
  2. In the implementation of the present agreement, as indicated on sections 2 and 3, Article II, all costs involved in the mobility of students as well as payment of tuition fees to the home institution, are responsibility of each student participating in the program under this agreement.

**ARTICLE IV: MONITORING COMMITTEE**

* 1. A Monitoring Committee will be set up consisting of representatives from each of the parties to this agreement. Responsibilities of this Committee will be as follows:
* Implementation, control and monitoring of the program under this agreement.
* Clarify and resolve any disputes that may arise in the interpretation and implementation of this agreement.
  1. The monitoring committee may, at any time, propose modifications to the terms and conditions of the present agreement. These modifications must be previously informed by the General Secretariat of the University, in the case of the UAM.
  2. Representatives appointed to the Monitoring Committee will be, for Universidad Autónoma de Madrid, the Vice-Rector for Internationalization or person appointed by him/her and the Head of the International Relations and Mobility Office or person appointed by him/her.

For [Name of the institution], representatives will be, the [Position] [Name] or person appointed by him/her and the [Position] [Name] or person appointed by him/her.

**ARTICLE V: SETTLING DISPUTES**

All disputes arising from the interpretation, development, modification, resolution or execution of the present agreement, must be settled by mutual agreement and through consultation or negotiation between both parties through the Monitoring Committee, or through any other mechanism agreed to by both parties. If it shall prove impossible to reach a solution through these procedures, the parties hereby undertake to subject themselves to an International Arbitration which will be determined by agreement of both parties.

**ARTICLE VI: PERSONAL DATA PROTECTION**

* 1. The Parties agree to process any personal data they have access to under this Agreement in accordance with the legal provisions applicable to personal data protection, specifically to the provisions of Regulation (EU) 2016/679, the General Data Protection Regulation (GDPR).
  2. For this purpose, the entities signatory to the Agreement shall be considered data controllers with respect to the incorporation of the personal data of students participating in the program that is the subject-matter of this agreement. Neither of the parties may access the data in the files of the other party, except for the purpose of communicating the students chosen as agreed herein and solely for matters arising from the corresponding courses. Personal data shall not be transferred or communicated to third parties without the express consent of the data subject, or unless there is a legal obligation to do so. The data subjects may exercise their right to access, rectify, erase, restrict or object to the data at the address indicated by each party in this document for the purpose of notifications.
  3. In addition, each party agrees to adopt any technical and organizational measures necessary to guarantee the security of personal data and prevent the alteration, loss, processing or unauthorized access to such data, taking into account the state of the technology involved, the nature of the data stored and the risks to which they are exposed, whether such risks arise from human action or the physical or natural environment; and to comply with its corresponding privacy policy.

**ARTICLE VII: NOTICES**

Any notification regarding this agreement must be sent in writing to the following persons responsible:

**At [Name of the Institution]**

[Name of Office / Service]

[Address:]

[Phone:]

[E-mail:]

**At Universidad Autónoma de Madrid**:

Servicio de Relaciones Internacionales y Movilidad

Campus de Cantoblanco. C/ Einstein 7, Edif. Plaza Mayor, planta baja - 28049, Madrid. Spain.  
Phone:+ 34 91497 4989/ Email: [serim.movilidad@uam.es](mailto:serim.movilidad@uam.es)

**ARTICLE VIII: DURATION, EFFECTIVENESS AND TERMINATION**

* 1. This agreement is signed in duplicate in both Spanish and [language], having both versions the same legal force. It will take effect upon signature of the designated officials of each institution and will be valid four (4) academic years from the date of last signature, starting on academic year 20\_ \_/20\_ \_.
  2. This Agreement can be renewed for four (4) additional years by the express agreement of both parties in writing.
  3. The terms of this agreement may be amended by mutual consent in writing.
  4. Either Institution may terminate this agreement by serving a six (6) months prior written notice to the other party. Such termination will not affect students enrolled at that time at the host university as exchange students, who will be allowed to complete their studies under the exchange program.

In virtue thereof, both parties sign the present agreement at the place and on the date that appears under each of the signatures

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| --- | --- |
| **The Universidad Autónoma de Madrid** | **The** [Institution], |
|  |  |
| THE RECTOR  UNDER DELEGATION, THE Vice-Rector for Internationalization  Resolution of July 2nd, 2021 (B.O.C.M July 8th, 2021)  Prof. Irene Martín Cortés  Place: Madrid, Spain | [Name]  [Position]  Place:….., …………….. |
| Date: | Date: |



**ANNEX I**

**SPECIFIC LANGUAGE REQUIREMENTS**

In general, the language of Instruction is Spanish.

Nevertheless, some courses are taught in English:

<http://www.uam.es/ss/Satellit> [e/en/1242668835949/contenid](http://www.uam.es/ss/Satellite/en/1242668835949/contenidoFinal/Study_Programs_in_English.htm) [oFinal/Study\_Programs\_in\_E](http://www.uam.es/ss/Satellite/en/1242668835949/contenidoFinal/Study_Programs_in_English.htm) [nglish.htm](http://www.uam.es/ss/Satellite/en/1242668835949/contenidoFinal/Study_Programs_in_English.htm)

**REQUIREMENTS TO TAKE COURSES AT UAM**

**Required Spanish level** (for those incoming students who will take their courses in Spanish):

* As a rule, B1, but B2 is recommended.
* B2 for the following:
* Graduate studies: Master’s degrees.
* All degrees at the Faculty of Economics and Business
* The following degrees at the Faculty of Arts:
* Degree in *Estudios Hispánicos: Lengua Española y sus Literaturas*
* Degree in *Lenguas Modernas, Cultura y Comunicación*

For these degrees, students must prove a B2 level of Spanish via a DELE or SIELE certificate.

As a rule, UAM does not need students to send a certificate to prove their level of Spanish. It is the home university’s responsibility to make sure students meet these requirements. As an exception to this rule, UAM does request students to send a certificate of Spanish level:

* Students nominated to the Faculty of Law
* Students nominated to the Faculty of Medicine
* Students nominated to the Faculty of Arts, in the following degrees:
* *Estudios Hispánicos*
* *Lenguas Modernas, Cultura y Comunicación*

**Required English level** (for those incoming students who will take their courses in English):

A B2 level of English is recommended (UAM does not need students to send a certificate to prove their level of Spanish. It is the home university’s responsibility to make sure students meet this requirement).

**\*In general terms, the limited offer of courses taught in English means that exchange students must take part of their courses in Spanish and for this, they must have and prove (as stated above) a certain level of Spanish.**