



## MEMORANDUM of UNDERSTANDING

between

### FONTYS UNIVERSITY SCHOOL OF MARKETING & MANAGEMENT & UNIVERSIDAD AUTÓNOMA DE BAJA CALIFORNIA

Fontys University School of Marketing & Management (FHMM) and Universidad Autónoma de Baja California (UABC) hereby express their intention to cooperate on student & staff exchange program based on the principle of reciprocity and mutual benefit to both universities.


#### Student Exchange

1. Number of Exchange Students: Both FHMM and UABC agree to exchange a total of 4 students units (where each unit means one exchange student attending for an academic semester) per year for an academic exchange period from one semester up to one academic year. It is expected that an overall balance of the student units can be achieved during the period of the agreement.
2. Selection of Students: It is expected only students of good academic performance will be selected by the home institution. The host institution reserves the rights of final approval on the admission of an exchange student.
3. Credit Transfer: The home institution shall consider and decide on whether credits earned by their exchange –out students at the host institutions will be transferred for inclusion in the students' academic records at the home institution.
4. Financial Agreements: Exchange students shall remain registered as full-time students throughout the exchange period and pay normal tuition fees to the home institution. They shall be enrolled at the host institution without having to pay tuition fees. They are, however, responsible for the cost of living, traveling, accommodation, insurance, relevant cost that is valid in the host nation and other incidental expenses.
5. Accommodation: The host institution will provide exchange students with all possible assistance in looking for suitable accommodation.
6. Immigration Formalities: Each institution will issue appropriate documents for visa purpose in accordance with the current law, although it is ultimately the responsibility of the individual student to obtain a proper visa in a timely manner.
7. Insurance: Exchange students are required to arrange their own insurance against illnesses and accidents covering the period of their stay in the country of the host institution.

8. Students' Obligations and Entitlements: Exchange students shall be subject to the rules and regulations of the host institution. They will be entitled to major academic resources and support services generally available to full-time students at the host institution.
9. Arrival Arrangements: On arrival at the host country, the host institution will provide the exchange students with appropriate orientation on the host country and institution.
10. Period of Agreement: This Agreement will come into effect immediately upon signing. It will be in force for five years and may be revised and / or renewed upon mutual consent.
11. Termination of Agreement: Either party may terminate this Agreement by serving a six-month prior written notice to the other party. Such termination shall not affect the validity and continuity of any incompletely discharged obligation agreed upon by the two parties before termination.
12. Program Administration: The Office of International Affairs of UABC and Exchange Office of FHMM will be responsible for the administration of this exchange program while academic matters will be the direct responsibility of the host departments of UABC and FHMM.

**Staff Exchange**

1. Both institutions will promote opportunities for faculty exchange.
2. The academic area of the exchange will depend upon faculty interest and availability and the mutual interests of FHMM and UABC. The aims of the staff exchange can be multiple: teaching, joint research, joint projects, curriculum development, preparation of further cooperation, etc.
3. Periods and times of exchanges will depend upon the convenience of both institutions.
4. Given the unique nature of each exchange, the teaching/research/academic program and schedule of the visiting faculty will be determined by the institutions in the course of negotiations.

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 Ronald Philipsen, Director

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 Dr. Juan Manuel Ocegueda Hernández, Rector

Fontys University of Applied Sciences, School  
 of Marketing & Management

Universidad Autónoma de Baja California.

Date: 21/6/2018 Date: \_\_\_\_\_

Place: Eindhoven, the Netherlands Place: Tijuana, Baja California; Mexico

 **Fontys**, the Netherlands  
 Marketing and Management

P.O. Box 347  
 5600 AH Eindhoven  
 The Netherlands  
 Telephone +31 (0) 8850 77266

