

GENERAL AGREEMENT

between
INSEEC Grande Ecole, France
and
INSTITUTO TECNOLOGICO DE COSTA RICA

This Agreement is entered into between the Trustees of the network of higher education institutions consisting of INSEEC Grande Ecole in Paris, Bordeaux and Lyon (hereafter INSEEC GE) and INSTITUTO TECNOLOGICO DE COSTA RICA (hereafter called ITCR).

INSEEC GE and ITCR are referred to collectively as the Parties.

INSEEC GE and ITCR, wishing to establish cooperative relations and develop academic and cultural interchange through mutual assistance in the areas of education and research, agree to develop programs and academic exchanges subject to the following terms and conditions.

ARTICLE I. OBJECTIVE OF THE AGREEMENT

The purpose of this Agreement is to establish a mutually beneficial educational and pedagogical relationship. This Agreement establishes the formal understanding of the scope of operations between the Parties, and for the following activities.

ARTICLE II. SCOPE OF THE AGREEMENT

This Agreement is subject to the availability of funds of either Party. Activities covered by this Agreement include:

- the exchange of students from each Party for traditional student exchange programs,
- the exchange of academic personnel for teaching, research, or both,
- the exchange of staff,
- the organization of joint seminars and conferences,
- the hosting of visiting faculty or staff from the other Party,
- the exchange of academic program materials,
- the development of joint research and publications, and
- study abroad of students between the Parties including, but not limited to joint programs, double degree programs, tripartite programs, summer programs, company visits and other short-term student seminars.

Cooperative projects under this general agreement will be subject to specific agreements to be approved by the academic authorities of both the institutions. These specific agreements will mention all relevant details including the contributions of each one of the institutions, financial terms and number of people involved.



TEC

ARTICLE III. STUDENT MOBILITY

Section 1. Student Exchanges

Both contracting Parties agree to cooperate in the business studies area within the framework of their respective degrees. Both Parties agree to participate in student exchanges.

The number of students to be exchanged shall be determined annually by joint agreement and will be based on the principle of reciprocity. Parties agree on a number of **6 students per year over our three campuses** for INSEEC GE. In the case of ITCR is in Campus Tecnológico Central and Campus Tecnológico Local San José.

In the event of a difference in incoming and outgoing numbers of students, adjustments will be made on a yearly basis.

Section 2. General Program Requirements

The duration of the study abroad period will be either one semester or one year, depending on the chosen programs.

A selection committee will be constituted in each institution in order to examine and evaluate the candidate's application form for each program, and to establish the selection of these candidates using the selection criteria defined by each institution.

The Parties at all times retain the ultimate authority over all admissions and subsequent academic decisions respective to each.

For INSEEC GE: A minimum requirement of proficiency in either English or French will be enforced. For the program taught in English, a TOEFL score (75-80 IBT) or IELTS (6) or an assessment and attestation from the home university is required (at least B2 according to the CEFRL).

For the program taught in French, a C1 level according to the CEFRL, is required. The partner university will assess and attest to the student's language proficiency.

For ITCR:

It is mandatory a B2 level of Spanish as the lectures at ITCR are taught in Spanish.

Section 3. Placement

INSEEC GE is pleased to welcome the exchange students in Paris, Bordeaux and Lyon.

INSEEC GE would like to inform its partners that not all programs are taught on each campus. Placement priority is based on the program and not the city. INSEEC GE agrees to send each year an updated program and course list for each campus.



INSEEC GE agrees to place exchange students for one semester or for one academic year, in line with the framework of each institution within each program.

Section 4. Fees

Students participating within the exchange program will be enrolled as full-time students (30 ECTS per semester) at the host institution. The home institution must send written confirmation to the host institution for students wishing to take less than 30 ECTS (12 US credits). TEC requires a minimum of 12 credits per semester.

The exchange students agree to pay tuition at their home institution and are therefore exempt from paying tuition fees at the host institution.

However, supplementary cost must be paid by the students. This includes but is not limited to student services (such as gym membership, computer lab, printing, public transportation, health center and other fees of this nature), travel expenses, accommodations, private health insurance, social security fees, travel insurance, visa cost, meal plans and study material.

No transfer of funds will be affected between the two institutions, and no adjustment will be asked from the participating students by the institutions.

Section 5. Health Insurance

A) In France

In accordance with the French law, all students under 28 years old as of October 1st of the current academic year, and who plan to study in France for more than 3 months, must register with the French National Health insurance, "Caisse Primaire d'Assurance Maladie" (CPAM). IGE will assist the students with this process. As CPAM will only reimburse up to 70% of the total bill, IGE also strongly recommends that the students consider registering with a private health insurance in France. The fee for registering with CPAM is estimated at €90 for the academic year 2021-22. Updated prices will be transmitted to the students during the application process.

B) In ITCR

All students coming to ITCR must obtain an international insurance with repatriation coverage.

Section 6. Students' rights and duties

In accordance with enrolment regulations prevailing at the respective host institutions, each university assures that exchange students will have access to courses, libraries, study tools and facilities, as well as all services and leisure activities normally offered to students.



Students participating in exchanges must agree to respect all local rules and regulations concerning classes and lectures, examinations and assessment and appropriate behavior on campus in the host institution.

The home institution shall consider and decide on whether credits earned by their exchange - outgoing - students at the host institutions will be transferred for inclusion in the students' academic records at the home institution.

Section 7. Partner Obligations

The two establishments commit themselves to promoting the study abroad opportunities within the partner university.

The two establishments commit themselves to assisting the students in finding accommodations.

The two establishments commit themselves to sending out updated information on programs, courses and study abroad fairs on an annual basis.

The two establishments commit themselves to sending each student's transcript to the partner coordinator and not only to the student. If the host institution does not have the right by law to send student records to the home institutions, then the host institution must inform the home institution of this policy at the time of application.

Section 8. Coordinator Contact Information

Each institution will designate an office and individual within that office (Program Coordinator) to oversee the student recruiting and admissions process.

Coordinators may assign or delegate aspects of their program responsibilities to other people, such as faculty or staff. Coordinators are responsible for ensuring that these individuals successfully perform their jobs.

The coordinator for INSEEC GE will be:

Lorena ZANELLI
Director International Relations Office
INSEEC Grande Ecole,
27 avenue Claude Vellefaux
75010 Paris, France
lzanelli@inseec.com
+33.1.42.09.65.63

The coordinator for ITCR will be:

MAP. Paula Ulloa
Director International Office
Vicerrectoría de Investigación y Extensión



Instituto Tecnológico de Costa Rica
Cartago, Costa Rica
internationaltec@itcr.ac.cr
+506 2550 2216

ARTICLE IV. PROFESSOR EXCHANGES

Both institutions agree to promote exchange among their respective faculties of Business Administration, namely, under the form of short-term guest lecturing, visiting professorships for the duration of a semester and joint research.

Periods and times of exchanges will depend upon the convenience of both institutions.

ARTICLE V. RESEARCH

Once two or more researchers are engaged in a project, the two establishments commit themselves to assisting with drafting, collecting of data and supporting joint publications and/or other research project.

The existing intellectual property of ITCR and INSEEC GE are their separate property, respectively, and are not affected by this Agreement, and no Party shall have any claims to or rights in such existing intellectual property of the other Party.

The Parties acknowledge that all work product produced under this Agreement shall remain the intellectual property of both Parties, who may copy, distribute, display, per form, and adapt the work product produced under this Agreement.

ARTICLE VI. VALIDY AND IMPLEMENTATION

This convention will take effect on the day of its signing by the contracting Parties. Its duration is for five (5) years and will be tacitly renewed for another five (5) years. Any renewal of this agreement requires prior authorization by informing and receiving approval from the respective governing bodies involved.

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. Any amendment or termination of this agreement shall bear no effect on students currently participating in the exchange or in the activities currently performed. If the agreement is amended or terminated, students enrolled in exchange will be permitted to complete their studies, research or other activities in that exchange.

ARTICLE VII. CONFIDENTIALITY

A vertical handwritten signature in blue ink is located on the right side of the page. At the top of the signature is a circular stamp, partially obscured by the ink. The signature appears to be a full name, possibly 'Luis V. ...', written in a cursive style.

This Agreement and any information provided in connection with it may not be disclosed to any third Party other than (a) the Parties' professional advisers; (b) as required by law or a relevant regulatory authority; (c) with the prior written consent of the other Party; or (d) where the information has come into the public domain through no fault of the Party wishing to disclose it.

ARTICLE VIII. PUBLICITY

The Parties will not include the name or logo of the other Party in any advertising or publicity material without the prior approval of the other Party on a case-by-case basis.

Neither Party will do anything which, in the reasonable opinion of the other, would damage the other's reputation and/or business.

Any dispute arising out of this General Agreement or any exchange pursuant to it shall be resolved amicably. In any dispute with respect to a particular Exchange Student, this Agreement shall be construed in accordance with the laws of the Host Country.

INSTITUTO TECNOLÓGICO DE COSTA
RICA
CARTAGO
Date :


Rectoría
Jorge CHAVEZ ARCE
Rector a.i. 26/5/2023

INSEEC Grande Ecole
Paris, Bordeaux & Lyon - France

Date : 23/04/23


INSEEC
GRANDE ÉCOLE
27 avenue Claude Vellefaux
75010 PARIS
Thomas ALLANIC
Dean

