

AGREEMENT OF INTERNATIONAL ACADEMIC COOPERATION

between

IMC UNIVERSITY OF APPLIED SCIENCES KREMS / AUSTRIA

and

INSTITUTO TECNOLÓGICO DE COSTA RICA

Parties

IMC University of Applied Sciences Krems / Austria, registered at the following address: Piaristengasse 1, 3500 Krems, Austria

Instituto Tecnológico de Costa Rica, registered at the following address: 600 Sur de los Tribunales de Justicia de Cartago, Costa Rica

Purpose

IMC University of Applied Sciences Krems (hereafter IMC UAS Krems) and Instituto Tecnológico de Costa Rica, (hereafter TEC) join the following agreement for academic cooperation to enhance relations between the two universities, to work towards the internationalisation of higher education and to develop academic and cultural interchange in the following activities:

- A. Exchange of Students
- B. Exchange of Academic Staff
- C. Academic development
- D. Joint Research
- E. International scholarship programmes

A. Exchange of Students

In order to implement a programme of student exchange between IMC UAS Krems and TEC, the two institutions hereby agree on the following:

a. Contact information

On behalf of IMC UAS Krems
Mag. (FH) Iris Waringer, MSc (WU)
Head of International Relations
international@fh-krems.ac.at, +43 2732802396

b. On behalf of TEC

Paula Ulloa Meneses
Director of the International Affairs and Cooperation Office
Pulloa@itcr.ac.cr +506 25502216

Each institution agrees to complete and update the contact information and to inform the other party about any update without delay if necessary.

c. Deadlines

Information on application deadlines for nominations and applications for incoming student candidates to IMC UAS Krems can be found on the official web-site (<https://www.fh-krems.ac.at/en/international-focus/exchange-semester-at-imc-krems/#application>) and for TEC <https://www.tec.ac.cr/intercambios-estudiantiles>.

d. Number of students

Every year, each university may send up to two (Bachelor / Undergraduate) students for one semester to the other party. IMC UAS Krems will send students from the Department of Business. Stated quota may be changed upon mutual agreement.

e. Enrolment

Exchange students shall be enrolled as non-degree seeking students at the host university. Each institution will provide an official transcript of record (performance evaluation) of the achievement of its hosted students via e-mail. The decision of accreditation of courses and student progression remains with the home institution.

f. Credit system

The IMC UAS Krems uses the European Credit Transfer System (ECTS) meaning that all courses are measured in terms of workload for the students. One semester at IMC UAS Krems comprises 30 ECTS equivalent to a total of 750 hours. The applied grading scale is available in the Study and Examination Regulations (<https://www.fh-krems.ac.at/en/downloads/#academic-board>).

TEC uses the following Credit System and grading scale: Each credit is 3 study hours per 16 weeks. Students must register in 5 lectures. The grading scale is 1-100 with passing grade 70.

g. Selection of students

Students will be nominated by their home university, provided that the home university will strive to designate only well-qualified students for participation in the exchange programme. The host university reserves the right to reject candidates, in which case additional candidates may be proposed. Students must have successfully completed at least one academic year at their home university before their exchange semester and they must meet language proficiency

requirements as established by the host University. The host university reserves the right to reject candidates, in which case additional candidates may be proposed.

h. Course selection

Information on available courses, course selection and language proficiencies for exchange students hosted by IMC UAS Krems is stated on the official web-site (<https://www.fh-krems.ac.at/en/international-focus/exchange-semester-at-imc-krems/#course-selection>).

Information on available courses, course selection and language proficiencies for exchange students hosted by TEC is stated on the official web-site. The home institution determines which courses of study are academically suitable for each of its students. Each institution will provide individual academic counselling for its students in the areas of their study, as appropriate.

i. Rules and regulations

Each university reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations. The dismissal of a participant shall not abrogate the agreement for the arrangements regarding other participants.

Exchange students shall be subject to the rules and regulations of the host university and country which are provided to them within the application process. They will also have the rights and privileges enjoyed by all students of the host university.

j. Tuition fee waiver

Exchange students shall pay whatever fees required of them by their home institution in order to participate in the programme and shall be exempt from paying tuition and academic fees to the host university. Mandatory Austrian student union fees have to be collected by the IMC UAS Krems from all exchange students (~ 20,20 EUR per semester). TEC campus insurance and student ID must be collected from all exchange students (30 EUR approximately per semester).

k. Living costs

Living costs including meals, travel costs and miscellaneous costs will be the responsibility of the exchange student.

l. Insurance

Each exchange student will have to provide any necessary insurance (e.g. health-, accident-, liability insurance) as requested in the host country. Each exchange student shall be solely responsible for taking out any insurance which is compulsory or needed individually.

m. Student services

Contact details for incoming students at IMC UAS Krems: International Welcome Center, welcome@fh-krems.ac.at, contact details: <https://www.fh-krems.ac.at/en/international-focus/exchange-semester-at-imc-krems/#contact>
Contact details for incoming students at TEC: exchangeprogramtec@itcr.ac.cr

The host university will provide pre-departure and arrival information, visa and insurance requirement information, information on housing options and other programme-related assistance as deemed appropriate and as normally available to enrolled students.

The host university will also provide orientation for students upon arrival. As full-time students, exchange students will have access to learning resources and services including the library, computer labs, health and sports programmes, appropriate

academic counselling and advising, assistance in selecting and enrolling in courses and the institution's grievance and complaint process.

n. Diversity regulations

There shall be no discrimination on any ground in either the selection of students for participation in the programme or as to any aspect of the programme.

o. Emergency notification

If either university becomes aware of any emergency situation involving an exchange student, the host university further agrees to notify the home university without undue delay.

B. Exchange of Academic Staff

The exchange of academic staff requires the approval of each university. The exchange occurs on a person for person basis. Flexibility is advisable, desirable and intended in determining teaching responsibilities (both with regard to the teaching area and departmental and curricular assignments) and other duties at the host university. It is assumed that the academic staff will receive their salaries from their home university during the exchange. Costs, travel expenses, accommodation and reimbursements will be worked out with the home university.

C. Academic development

Both universities will grant the professors scholarship assistance as appropriate for regular graduate programmes, if available. The scholarships must be used by each university for the benefit of its programmes of academic development. Candidates must be faculty members of the respective home university and must comply with the academic requirements of the programme they wish to undertake.

D. Joint Research

Both universities will undertake to promote joint research projects and to make the results available to those interested in their respective communities.

E. International scholarship programmes

Both universities will continue to support each other in developing funding sources to which they may apply for grants jointly or separately. The purpose of the grants will be to strengthen faculty development and academic programmes, and to promote original research.

Expansion of Agreement

Both universities realize that the above-mentioned areas of cooperation signal only the beginning of their cooperative efforts. As their relationship develops and strengthens, the agreement, with the consent of both universities may be expanded to embrace other areas of cooperation. In that case the parties shall agree upon their respective rights and duties for each additional programme or area of cooperation in separate written agreements.

Termination

The agreement shall be effective after signing by the authorized representatives of the two universities. The agreement continues indefinitely until it is terminated under the terms of this document. Each party may terminate the contract at any time, after giving at least 6-months-notice to the other party. Exchange students who are already nominated and accepted by the host university shall not be affected by the termination of the agreement.

Signed on behalf of the **IMC University of Applied Sciences Krems**

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Mag. Dr. Udo Brändle, LL.M.(Com), CEO

Date



Signed on behalf of **Instituto Tecnológico de Costa Rica**

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María Estrada Sanchez, Rector

Date