# AGREEMENT INFORMATION

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Universidad de Navarra</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, Country</td>
<td>Pamplona, Spain</td>
</tr>
<tr>
<td>Type of Agreement (general collaboration, student exchange, specific MOU)</td>
<td>General collaborative agreement; student exchange agreement</td>
</tr>
<tr>
<td>University-wide or department specific?</td>
<td>University-wide</td>
</tr>
<tr>
<td>Initial agreement or renewal?</td>
<td>Initial</td>
</tr>
<tr>
<td>Effective period of agreement</td>
<td>3 years; automotive renewal for 5 year periods unless terminated</td>
</tr>
<tr>
<td>Sponsoring entity(ies)</td>
<td>College of Engineering</td>
</tr>
</tbody>
</table>

# INSTITUTION INFORMATION

<table>
<thead>
<tr>
<th>Anticipated collaboration activities under this agreement</th>
<th>Collaboration of research; exchange of undergraduate students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior or current collaboration activities with this institution</td>
<td>n/a</td>
</tr>
<tr>
<td>General information regarding the institution</td>
<td>Universidad de Navarra (UN), founded in 1952, offers 27 official degrees and more than 300 postgraduate programs in 10 Schools, 2 Superior Colleges, and other centers and institutions. More than 1500 international students from 77 countries study at the UN.</td>
</tr>
</tbody>
</table>

# SPONSOR CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact name</th>
<th>Dr. Rafael Perez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact phone number</td>
<td>4-3437</td>
</tr>
<tr>
<td>Contact e-mail</td>
<td><a href="mailto:perez@eng.usf.edu">perez@eng.usf.edu</a></td>
</tr>
</tbody>
</table>

# ENDORSEMENT:

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>Rafael Perez</td>
<td>[Signature]</td>
<td>8/2014</td>
</tr>
<tr>
<td>College Dean</td>
<td>Maria Crummett</td>
<td>[Signature]</td>
<td>8/2014</td>
</tr>
<tr>
<td>Associate Dean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean of International Affairs</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
AGREEMENT FOR A STUDENT EXCHANGE PROGRAM
by and between the
Universidad de Navarra – School of Engineering
and the
University of South Florida

This agreement is made and entered into by and between the University of South Florida (USF) Board of Trustees, a public body corporate, located in Tampa, Florida, United States of America, and the Universidad de Navarra School of Engineering (TECNUN), an institution for higher education, located in Navarra, Spain. The parties hereto agree as follows:

1. The purpose of the exchange program is to promote international friendship and world peace by stimulating and supporting intercultural activities and projects between students from the United States and Spain.

2. Each institution, conforming to the admission requirements of the host institution, shall assume full responsibility in the assessment and selection of qualified candidates. The host institution shall then respect the selection so made. The selection process shall consist of stringent evaluation of the student's previous academic record, drive, motivation, and overall potential to succeed in an international academic environment.

3. Each institution shall accept two or three students from the other party on the basis of the home institution's recommendation and according to the following guidelines:
   a. USF shall accept full-time students in its undergraduate program for one full academic year.
   b. TECNUN shall accept full-time students in its Undergraduate Program for one full academic year.
   c. Either institution may send students for one semester rather than one full academic year. In this case, two students for one semester shall be equivalent to one student for one full academic year.
   d. When the institution would like to send more than three students for a given year, it is necessary to get an agreement from the host institution.

4. While each institution shall try to exchange the same number of students in a given year, neither party is required to do so.
   a. If one party is not able to designate any qualified students, it will not necessarily preclude the other party's sending their exchange students, since both institutions agree to the operation of a credit system.
   b. Under the credit system, every effort will be made to correct any imbalance through accepting additional students or restricting numbers of students accepted within three years of the creation of that imbalance.
   c. Any attempts to redress imbalances through modifications of agreed upon numbers of participants must be negotiated in advance and in writing by the responsible parties at both institutions.
   d. In the event this agreement is terminated as provided for in item 13, below, the institution having hosted the larger number of student-semester to that point shall be entitled to rectify any imbalance by sending additional students to the other institution under the terms of this agreement until the imbalance is rectified. This rectification should be accomplished within two years of the date this agreement is officially terminated.

5. All exchange students shall be subject to the same academic regulations regarding class performance as pertaining to regularly enrolled students at the receiving institution. All exchange students shall, within reasonable limits, attempt to represent their home institution and country to the best of their ability (i.e. speaking to clubs, church groups, etc.).

6. Students who are accepted for a full academic year must be in good standing (2.0 GPA with no F's) upon the completion of their first semester at the host institution, in accordance with the host institution's academic requirements for its regularly enrolled students. If such has not been achieved, the host institution may ask said student to return to his/her university.

7. Tuition and other fees shall be arranged as follows:
a. Each student shall pay tuition and other required fees to his/her home institution and will be exempted from payment of tuition and other required fees at the host institution.

b. Each student shall be responsible for his/her own room and board fees at the host institution.

8. Housing shall be arranged as follows. Students shall be accommodated in one of the host University's Halls of Residence. To be guaranteed fall semester housing at USF, students must have all paperwork to the USF Exchange Program Office prior to June 1. Students coming to USF for the spring or summer semester will be notified about housing availability at the time of acceptance.

9. Each exchange student must provide his/her own transportation to/from the port-of-entry of the host country as well as the domestic transportation to/from the port-of entry to/from the depot nearest to the receiving institution. The following expenses shall also be borne by each student: living expenses during extended academic recess (i.e. holidays, winter and spring break periods, etc.), passport expenses, excess baggage shipment and storage, independent travel and such personal expenses as telephone charges, books, etc.

10. Minor illnesses may be treated at the receiving institution. However, hospital and other medical expenses are the sole responsibility of each student. Each student must purchase insurance to cover medical contingencies while in the host country. Students coming on exchange to USF must purchase health insurance through the Student Health Services at USF regardless of any other insurance in force. Students are also required to attend Orientation and to check in at International Student and Scholar Services (ISSS) upon arrival at USF.

11. Violation of local laws committed in the host country shall subject the exchange student to immediate withdrawal of his/her academic sponsorship and to immediate termination of the exchange program. Such termination may also negatively affect the student's immigration status.

12. The academic record of each student's academic performance shall be sent directly to his/her home institution at the conclusion of each semester. However, it shall be the sole responsibility of the home institution to decide how many credit units said student might actually receive on courses taken at the host institution.

13. This agreement shall continue for an indefinite period, but may be terminated by either USF or TECNUN by official, written notification duly signed by the presiding officer of the notifying party. This notice of termination must be received by the other party no later than January 31st of the year in which the termination is to become effective.
In witness of the terms of this agreement, our signatures are affixed:

UNIVERSITY OF SOUTH FLORIDA

Maria Crummett  
Dean of International Affairs

11/12/07  
Date

Dr. John M. Wieneke, Dean  
College of Engineering

11/27/07  
Date

UNIVERSIDAD DE NAVARRA

Carlos Bañero de Eleizalde  
Dean

04/01/08  
Date

Final approval for the University of South Florida  
Board of Trustees, a public body corporate, by:

Remu Khator  
Provost

12/15/07  
Date
AGREEMENT FOR COLLABORATION
by and between the

Universidad de Navarra – School of Engineering
and the
University of South Florida

This agreement is made and entered into by and between the University of South Florida (USF) Board of Trustees, a public body corporate, located in Tampa, Florida, United States of America, and the Universidad de Navarra School of Engineering (TECNUN), an institution for higher education, located in Navarra, Spain. The parties hereto agree as follows:

Purpose:

1) Recognizing the importance of mutual collaboration and the contributions to society made by institutions of higher education, both parties share a desire to develop mutually strengthening and enriching international educational and research experiences for both faculty and students.

2) The primary purpose of this agreement is to provide a general basis within which specific cooperative activities of an academic and cultural nature may be implemented involving faculty and/or students from USF and TECNUN.

3) Faculty and researchers in various disciplines will be encouraged to develop contacts and propose collaborative projects. Each project proposal will be considered on its merits and on availability of funds. The two institutions will seek internal and external sources for support of programs and exchanges, which may be developed as a result of this agreement.

4) As specific projects in education or research are developed, each will require a written Memorandum of Understanding (or a Contract) which will set forth the terms and conditions of the project(s). These Memoranda or Contracts will be approved and signed by appropriate administrators at each institution.

General Provisions:

1. All research and other collaborative activities conducted pursuant to this agreement shall be conducted in accordance with the laws and regulations appropriate to each institution. In the case of USF, these are the laws of the United States of America, the State of Florida, and the rules and regulations of the Florida Board of Governors and the University of South Florida. In the case of TECNUN, these are the laws of Spain.

2. This agreement shall take effect when executed by both parties and shall terminate at the end of three years. The agreement shall be automatically renewed for additional five-year periods unless either party provides the other with written notice.
that it wishes to terminate. Notice of termination by either party must be given at least 90 days in advance. This agreement may be modified by written agreement of both parties at any time. Nothing within this agreement shall create any financial obligation or cause any hardship to either party.

3. At USF, modification to this agreement shall be initiated through the Office of the Dean of International Affairs, and at TECNUN, through the Office of International Relations.

4. This agreement is written in English.

IN WITNESS WHEREOF the parties hereto have executed two copies of this instrument, each of which shall be considered an original.

UNIVERSITY OF SOUTH FLORIDA

[Signature]

Maria Crummett
Dean of International Affairs

11/19/07

Date

UNIVERSIDAD DE NAVARRA

SCHOOL OF ENGINEERING

[Signature]

Carlos Bastero de Eleizalde
Dean

07/01/08

Date

Dr. John M. Wieneck, Dean
College of Engineering

11/27/07

Date

Final approval for the University of South Florida Board of Trustees, a public body corporate, by:

[Signature]

Renu Khator
Provost

12/15/07

Date