Cooperation Agreement
between

Hanzehogeschool Groningen/ Hanze University of Applied Sciences, Groningen (hereafter HG), from the Netherlands, and the Federal Institute for Education, Science and Technology of Espírito Santo (hereafter IFES), from Brazil, agree to co-operate upon the principle of mutual benefit in the exchange of students and staff between the following academic divisions:

HG: School of Engineering
and
IFES: Campus Serra and Electrical Engineering Coordination of Campus Vitória

1. Definitions

For the purpose of this Cooperation Agreement, the following definitions shall apply:

- host institution - the institution receiving students and/or staff
- home institution - the institution sending students and/or staff
- exchange student - a student participating in the exchange of students
- staff (member) - an employee participating in any form of co-operation

Acordo de Cooperação
entre

A Universidade Hanze de Ciências Aplicadas, Groningen (doravante HG), da Holanda, e o Instituto Federal de Educação, Ciência e Tecnologia do Espírito Santo (doravante IFES), do Brasil, acordam em coopear baseados no princípio do benefício mútuo em intercâmbio de estudantes e servidores das seguintes divisões acadêmicas:

HG: Escola de Engenharia
e
IFES: Câmpus Serra e Coordenadoria de Engenharia Elétrica do Câmpus Vitória

1. Definições

Para efeito do presente Acordo de Cooperação, aplicam-se as seguintes definições:

- Instituição anfitriã - a instituição que receber os estudantes e/ou servidores
- Instituição de origem - a instituição que enviar os estudantes e/ou servidores
- Estudante de intercâmbio - um estudante que participar do intercâmbio de estudantes
- servidores (membros) - um servidor que participar de qualquer forma de cooperação
2. Activities

2.1. Student exchange

a) Each year in October, HG and IFES will agree upon the number of students to be exchanged in the following academic year. HG and IFES will seek a balance in student mobility. Each exchange student will register and pay tuition fees at their home institution, if any. Exchange students will be registered as such at the host institution for the agreed period of study, and the host institution will not charge the exchange student any tuition fees for that period. In the case that an imbalance in student numbers arises, HG and IFES will make arrangements on the financial implications of the student exchange.

b) The home institution will screen applications from its students and recommend students to the host institution for invitation. The host institution must be notified of the recommendation at least four months prior to the intended commencement date of the exchange period.

c) Upon completion of their exchange period at the host institution, the host institution will provide the home institution with transcripts of the academic results of the exchange students and a certificate.

d) While at the host institution, exchange students will take courses with the approval of their home institution’s academic advisors. A learning agreement will be drawn up, containing the details of the student’s study programme at the host university. The learning agreement is drawn up and signed by the three parties involved (student, home institution, host institution) before the start of the exchange period.

e) The host institution will evaluate the academic performance of all exchange students using the same criteria used for between the institutions

entre as instituições

2. Atividades

2.1. Intercâmbio Estudantil

a) Todo ano, em outubro, HG e IFES acordarão o número de estudantes para o intercâmbio no ano acadêmico seguinte. HG e IFES deverão buscar equilíbrio na mobilidade estudantil. Cada estudante de intercâmbio se matriculará e pagará as taxas em sua instituição de origem, se houver. Os estudantes de intercâmbio serão registrados como tal na instituição anfitriã para o período de estudo acordado, e a mesma não cobrará deles taxa alguma nesse período. No caso de surgir desigualdade no número de estudantes, HG e IFES irão ajustar as implicações financeiras do intercâmbio estudantil.

b) A instituição de origem irá selecionar candidatos dentre seus estudantes e recomendá-los à instituição anfitriã para convite. A instituição anfitriã deverá ser notificada da recomendação pelo menos quatro meses antes da data prevista para o início do período de intercâmbio.

c) Após a conclusão do período de intercâmbio na instituição anfitriã, a mesma irá fornecer à instituição de origem os resultados acadêmicos do estudante de intercâmbio e um certificado.

d) Enquanto estiverem na instituição anfitriã, os estudantes de intercâmbio farão os cursos aprovados pelos professores orientadores da instituição de origem. Será elaborado um acordo de aprendizagem contendo os detalhes do programa de estudos do estudante na instituição anfitriã. O acordo de aprendizagem será elaborado e assinado pelas três partes envolvidas (estudante, instituição de origem e instituição anfitriã) antes de iniciar o período de intercâmbio.

e) A instituição anfitriã avaliará o desempenho acadêmico de todos os estudantes de intercâmbio aplicando os mesmos critérios.
students enrolled in the programme of the host institution.

f) In the event there is an academic appeal by the exchange student, while participating in the exchange programme, the academic appeal process of the host institution will apply.

g) The host institution will make available to the exchange students those student services generally available to all students enrolled in its study programmes during the period of study under the exchange programme.

h) Prior to departure from the home country, the home institution will provide the exchange student with a detailed briefing on the host institution and the host country. The host institution will provide the home institution with the material necessary to provide such a briefing.

i) Exchange students are responsible for securing their own accommodation. However, the host institution will provide incoming exchange students with assistance in making accommodation arrangements for the exchange period, provided all application procedures are fulfilled.

j) While participating in the exchange programme at the host institution, the exchange student will be responsible for the cost of travel expenses to and from the host country, accommodation in the host country, all books, equipment, consumables, hospitalization, health insurance, and other incidental expenses. The host institution bears no responsibility for providing funds to an exchange student for any purpose.

k) Purchase of health insurance coverage through an insurance plan administered by the host institution may be a requirement for exchange students.
2.2. Staff exchange

Both institutions agree to welcome visiting staff members from the other institution and try to motivate their staff to participate in staff exchanges.

a) The number, timing and duration of staff exchanges may vary, according to the needs and wishes of the academic divisions involved.

b) Reasonable efforts shall be made to exchange equal numbers of staff between the institutions.

c) The host institution shall not bear any financial responsibility for visiting staff, except as may be arranged and explicitly documented for specific cases.

d) The host institution shall create adequate working conditions for visiting staff members and shall assist, where needed, in finding suitable accommodation and handling immigration formalities.

3. Coordination

Each institution shall appoint a coordinator for this Cooperation Agreement and keep the other institution informed of the name and address of that person.

4. Duration of Cooperation Agreement

This Cooperation Agreement shall be effective for five years from the date signed and is to be renewed for a further five year period automatically unless one of the partners gives notice of termination not later than six months prior to the expiry of the agreement. The terms of this Agreement may be amended at any time subject to mutual written agreement by both parties.
5. This Cooperation Agreement is written both in English and in Portuguese and the texts are equally official.

6. Signatures

The following signatures are affixed as acknowledgement and notification of the terms of this cooperation agreement.

Signed for
Hanzehogeschool Groningen/Hanze University of Applied Sciences Groningen

HENK J. PIJLMAN
Chairman of the Executive Board

Date: September 26, 2014

5. Este Acordo de Cooperação está escrito em Inglês e Português e os textos são igualmente oficiais.

6. Assinaturas

As assinaturas a seguir reconhecem e dão fé aos termos deste acordo de cooperação.

Assinado pelo
Instituto Federal do Espírito Santo

DENIO REBELLO ARANTES
Reitor

Data: