MEMORANDUM OF UNDERSTANDING

Between

Instituto Federal de Educação, Ciência e Tecnologia do Espírito Santo
Av. Rio Branco, 50 – 29.056-255 – Vitoria/ES, Brazil

TELECOM SUDPARIS
9 rue Charles Fourier – 91011 Evry, France

December 2012
Memorandum of Understanding

Between

Telecom SudParis
9 rue Charles Fourier – 91011 Evry – France
hereafter referred to as TSP
and represented by the Dean appointed for that purpose

and

Instituto Federal de Educação, Ciência e Tecnologia do Espírito Santo
Av. Rio Branco, 50 – 29.050-670 – Vitória/ES – Brazil
hereafter referred to as IFES
and represented by the Dean appointed for that purpose

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IFES and Telecom SudParis

- Jointly seeking to strengthen existing links of cooperation between France and Brazil,
- Seeking also to develop cooperation in their respective fields and to define the general rules for such cooperation,

enter into an agreement of cooperation to establish a program of academic and scientific exchange and collaboration in areas of interest and benefit to both institutions.
Article 1 – Purpose

The main purpose of the cooperation is to foster academic and scientific collaboration, provide opportunity for global experience, and facilitate advancement of knowledge on the basis of reciprocity, best effort, mutual benefit, and frequent interactions between IFES and TSP in the fields of education and research.

Article 2 – Scope of cooperation

Article 2.1: To achieve these goals, IFES and TSP will, insofar as the means of each allow:

1. Invite academic representatives of the other institution, when appropriate, to participate in symposia, conferences, short courses and meetings on research issues.
2. Promote institutional exchanges by inviting faculty and researchers of the partner institutions to participate in a variety of educational and/or research activities and professional development.
3. Exchange information pertaining to developments in education, student development, and research at each institution.
4. Cooperate in joint research programs in areas of mutual interest.
5. Receive selected postgraduate and undergraduate students of the partner institutions for a period of study, internship or research.
6. Provide joint supervision of master’s and doctoral theses by the academics from partner institutions.
7. Engage in any other form of educational, scientific or technical cooperation in agreement with the parties concerned.
8. Seek fundings for joint research projects from various agencies.

Article 2.2

The general agreement of academic and scientific cooperation shall be identified as the parent document of any program agreement executed between the parties. Further agreements concerning any program shall provide details concerning the specific commitments made by all parties and shall not become effective until they have been approved and executed by the duly authorized representatives of the parties. The scope of the activities under this agreement shall be determined by the funds regularly available at partner institutions for the types of collaboration undertaken. All expenses and financial arrangements will be specified in a separate agreement.

Article 2.3

All parties agree to endeavour to secure governmental or corporate funding where possible in order to support the collaborative activities covered by this agreement.

Article 2.4

Focus on Student exchange

Partner institutions agree that student exchange will be guided by the principles listed below. A home institution refers to the institution where a student is a full-time student, and from where he/she
is expected to graduate. A host institution refers to an institution that receives a student for a finite period of time to undertake a pre-determined program of study or research.

a) Exchange students will be nominated by the home institution and accepted if found suitable
b) An exchange student will continue to be treated as a full-time student at his/her home institution.
c) An exchange student will be considered as a full-time "exchange" student at the host institution.
d) His/her program of study, or research, at the host institution will be determined by mutual consultation between his/her academic advisor at the home institution and his/her "interim" academic advisor identified by the host institution.
e) If enrolled in a course(s), the host institution will evaluate an exchange student's performance in each course or module, award a letter grade or marks, and issue a transcript to that effect.
f) The home institution may award to the exchange student credits earned at a host institution, as per its own academic practices.
g) Each exchange student must have his/her own health insurance before arrival at the host institution.
h) If an exchange student has undertaken research, then the home institution will take note of the performance evaluation and the technical report, and take steps in accordance with its own procedures.
i) As a host institution, all partners will make every effort to arrange for subsidized housing for exchange students.
j) All partners will examine ways to identify financial resources to fund international travel and living expenses by students.
k) The exchange students will pay tuition and other fees at their home institution, but they may have to pay administrative fees, if any, in the host institution.

Article 3 – Organisation and coordination of the cooperation

Proposals for cooperation in specific areas will be communicated to the coordinators designated to oversee and facilitate implementation of this agreement. The coordinators will submit the proposals to the other partner institutions for approval.

All parties agree to consult as deemed necessary and to hold any coordination meeting, if required, to discuss on-going and future actions:

The designated coordinators of this cooperation are the following:

□ IFES represented by the Director of Research, Mr, Roquemar de Lima Baldam
□ TSP represented by the Director of International Development, Ms. Roisin Donohoe

December 2012

Agreement IFES/ Telecom SudParis
Article 4

This MoU is a non-binding expression of interest for collaboration. Upon approval by the two institutions, this agreement shall remain in effect until terminated by one of the institutions. Such termination by one institution shall be effected by giving at least 6 months (six months) advance written notice of its intention to terminate. However, commitments to all academic engagements will be upheld. The validity of this MoU is for 5 years (five years) and may be renewed by tacite agreement.

Executed by IFES and Telecom SudParis in duplicate copies, each of which shall be deemed an original.


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