

Memorandum on Student Exchange
between
El Colegio de México (Mexico) and Kanagawa University (Japan)

1. Definition of Student Exchange

- 1.1 Unless otherwise stipulated, in this agreement, “student exchange” shall refer to the exchange of the same number of students between the universities, and “exchange students” shall refer to students who participate in the student exchange program based on the agreement. In addition, “home university” shall refer to the university from which an exchange student is scheduled to graduate, and “host university” shall refer to the university that has agreed to receive an exchange student.
- 1.2 The term of student exchange shall be one academic year (two semesters) or one semester (half-year).
- 1.3 Both universities may, upon mutual agreement, exchange up to 1 exchange student for one year (two semesters) per academic year; however, in the event a university decides to assign students for a semester (half-year), it may assign up to 2 students.
- 1.4 Both universities shall confirm every three years for any imbalance in the number of exchange students assigned based on this Memorandum, and strive to maintain a balance in the number of students exchanged.
- 1.5 If one or both universities have difficulty sending exchange students for one academic year or one semester, a certain number of students can be sent to the International Summer Program at El Colegio de México or the Kanagawa University Japanese Language and Culture Program. The number of students accepted in those programs is two (2) to one (1) exchange student for one academic year (two semesters). When fewer than the maximum number of students attend the programs, the remainder will be transferred to the following year. The host university providing the program will waive the regular program fee and application fee for the participating students from the home university. Students participating in those programs will be responsible for roundtrip airfare, accommodation, insurance, and all miscellaneous expenses not specifically covered by the regular program fee.

2. Qualifications and Selection of Exchange Students

- 2.1 Students of either university must have completed at least two years for undergraduate studies or two semesters for graduate school of studies at their home university to be considered for student exchange.
- 2.2 The home university shall select and nominate exchange student candidates, but the host university shall reserve the right to make final approval on their acceptance.

3. Duties of Exchange Students

- 3.1 Exchange students shall comply with the laws of the host country, and the regulations, procedures, etc., of the host university.



- 3.2 The host university shall waive the tuition fee of exchange students, but each exchange student shall pay tuition to their home university.
- 3.3 Each exchange student shall pay personal expenses incurred during the term of their student exchange such as lodging expenses, meal expenses, travel expenses, health insurance premiums, and textbook expenses.
4. Responsibilities of the Universities
- 4.1 An exchange student shall take classes provided by the host university in the host country. The selection of classes and prerequisites for classes shall conform to those for regular students at the host university.
- 4.2 When student exchange is completed, the host university shall evaluate each exchange student's grades in the classes they took during the student exchange and report the same to the home university. Accreditation of the grades and units completed shall be performed by each home university.
- 4.3 Prior to receiving exchange students, each university shall perform the following to support exchange students on and off the campus:
- (a) Supply reference materials prior to departure and hold orientation after arrival.
 - (b) Provide documents and information required for obtaining an official permission to stay or a visa.
 - (c) If requested, referral to appropriate lodging facility.
 - (d) Implementing support by student tutor.
 - (e) Specification of contact concerning the student exchange.
5. Management of Student Exchange
- 5.1 Student exchange shall be managed by the Academic Exchange Office of El Colegio de México, and the International Center of Kanagawa University.
- 5.2 This Memorandum may be amended upon agreement by both parties hereto.
- 5.3 Either university may terminate this Memorandum by notifying the other university thereof six months in advance; provided, however, if any exchange student is present at either university, then both universities shall cooperate to protect the interests of the exchange student.
- 5.4 The term of this Memorandum shall be five (5) years from the date of execution, and said term shall be extended automatically for successive period(s) of five (5) years each, unless either party hereto expresses its intention to the contrary.

For and on behalf of

El Colegio de México

Kanagawa University

Signed:

Dr. Silvia Elena Giorguli Saucedo

President

Signed:

Dr. Yoshio Kaneko

President

Date:

9 November 2020

Date:

24 August 2020