



RG/ACC/526/2025

Student Exchange Agreement between

Universidad de Guadalajara
Avenida Juárez 976, Colonia Centro, Postal Code 44100, in Guadalajara, Jalisco,
México

And

FHNW University of Applied Sciences and Arts Northwestern Switzerland
School of Business
Riggenbachstrasse 16, 4600 Olten, Switzerland

STATEMENTS

Universidad de Guadalajara is a public body, decentralized from the Government of the State of Jalisco, with autonomy, legal personality and property ownership rights, in accordance with the provisions of Article 1° of its Organic Law, published by the Local Executive on January 15th, 1994, in execution of the decree number 15,319 of the Honorable Congress of the State of Jalisco. represented by its Rector General, **Mtra. Karla Alejandrina Planter Pérez**, who is the highest executive authority of Universidad de Guadalajara and its legal representative, in accordance with Article 32° of the Organic Law of the university, assisted by the secretary general, **Mtro. César Antonio Barba Delgado**, responsible for certifying acts and deeds under the terms of Article 40° of the Organic Law of the university.

A N D

FHNW University of Applied Sciences and Arts Northwestern Switzerland, School of Business is an inter-cantonal public institution that is a legal entity in its own right and has the right to govern itself (decentralised public institution) as defined in the State Treaty between the Cantons of Aargau, Basel-Landschaft, Basel-Stadt and Solothurn and the university mandate. The School of Business is represented by its director, **Dr. Rico Travella**, based on the competency regulations of the FHNW approved by the University Board on November 4th, 2025.

Universidad de Guadalajara (hereinafter referred to as UDEG) and the FHNW University of Applied Sciences and Arts Northwestern Switzerland, FHNW School of Business (hereinafter referred to as FHNW) agree to the following terms and conditions.

1. DEFINITIONS

In this Agreement, unless otherwise specified, HOME institution means the institution where the student intends to complete his/her studies; HOST institution means the institution that has agreed to HOST students from the HOME institution.

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Unless otherwise specified, the academic year of UDEG means two semesters from January to July and from August to December. Similarly, for FHNW, the academic year means two semesters from September to January and February to July.

2. PURPOSE

The aim of this Agreement is to establish specific relations and cooperation between these two institutions in order to enrich the understanding of the cultures of the two countries concerned. This Agreement is intended to facilitate and establish a permanent exchange of students between the institutions.

The purpose of any student exchange will be to enable students to take units (courses), but not to study for a degree, at the HOST institution. Units taken at the HOST institution will normally be accepted for credit towards the degree at the candidate's HOME institution where he or she is enrolled. It is the responsibility of each participant in the exchange programme to obtain official approval from his or her HOME institution for units taken at the HOST institution.

3. NUMBERS

Subject to the availability of suitable candidates UDEG will send up to two (2) students to FHNW each academic year (2 students for 1 semester each or 1 student for 2 semesters), and FHNW will send up to two (2) students to UDEG each academic year (2 students for 1 semester each or 1 student for 2 semesters), during the duration of the Agreement beginning this year unless varied by mutual Agreement. The period of study will be for one or two semesters at UDEG or one or two semesters at FHNW. The duration of a period of exchange would normally be up to one year. Student exchanges under this Agreement will be adjusted to the school calendar of each university.

In principle, students are exchanged on a one-to-one basis. This number may vary from year to year, but over a fixed period of five years the total number of participating students should be balanced.

4. SELECTION OF STUDENTS

The HOME institution will consider applications for exchange from its student body. The programme is open to undergraduate students who have completed at least one-third of the requirements of the undergraduate programme.

Each institution will send the other completed applications for its students at least sixteen weeks before the start of the incoming semester or term. Exchange students may apply for any academic programme offered by the HOST institution.

The HOST institution reserves the right to make the final decision on the eligibility of each nominated student. The HOST institution also reserves the right to assess the language skills (if any) or previous academic background of a student candidate before admitting him/her to a course. This may have the net effect of limiting the range of courses available to the exchange student at the HOST institution. All exchange students must abide by the rules and regulations of the HOST institution.

5. RESPONSIBILITIES OF THE TWO INSTITUTIONS

UDEG and FHNW agree to accept exchange students from each other and to enrol them as full-time "not-for-degree" students for the regular semesters of the academic year. Each institution will provide the necessary counselling and other support to the exchange students.

After the final examination period and the exchange period, the host institution will send to the home institution a report with the grades obtained by each exchange student. The conversion of

academic records will be subject to the regulations of each of the universities signatory to this agreement

6. FINANCIAL RESPONSIBILITY OF THE TWO INSTITUTIONS

Each FHNW student studying at UDEG will be provided with the following at no extra cost

- Tuition and related fees (including HOST institution application fees)
- Orientation
- Reports and transcripts.

Each UDEG student studying at FHNW will be provided, at no additional cost, with

- Tuition and related fees (including HOST institution application fees)
- Student orientation
- Reports and transcripts.

Students participating in the exchange program will pay registration and tuition fees to their HOME institution. The HOST institution will not charge them for these items.

7. FINANCIAL RESPONSIBILITY OF EXCHANGE STUDENTS

Each student participating in the exchange programme is responsible for the full cost of

- Travel to and from the home country and vice versa and within the HOST country
- Books and stationery
- Travel documents and visas
- Living expenses as an exchange student
- Application or related fees for participation in the programme, as may be charged by the HOME institution
- The cost of health insurance at the HOST institution and in the HOST country.

The HOME institution must ensure that the nominated student has met the financial requirements before acceptance.

The HOST institution will assist the student in finding accommodation within a reasonable distance from the campus.

Where a student spends more than one semester at a HOST institution by enrolling for parts of two academic years, the student must have sufficient funds to cover living and subsistence costs during the summer and winter breaks.

8. TERMS OF AGREEMENT AND AMENDMENT

This Agreement shall remain in force for a period of five (5) years from the date of signature of the Agreement, in the event of separate signatures, the date of the second signature shall be taken as the initial date, subject to revision, termination or suspension by either party, subject to the availability of places, on six months written notice to the other party.

Either party may terminate the Agreement at any time during the term by giving six months written notice to the other party.

9. GENERAL

UDEG and FHNW will take all such measures as deemed appropriate to maximise the impact of this exchange programme. Such measures shall include the exchange of academic handbooks, newsletters and promotional material.

The academic extension programs of Universidad de Guadalajara and those offered by its Productive Entities, such as *Colegio de Español y Cultura Mexicana* and the PROULEX-COMLEX Corporate System, are not included in this Specific Agreement for the Exchange of Students.

10. DATA PROTECTION

The personal data transmitted to the partner may only be processed for the purpose of implementing this Agreement. Each party will only transmit to the other the personal data necessary for the student exchange. Students must be informed of this in advance. Each party shall ensure that the personal data is up to date. The partners will only keep the personal data for as long as necessary for the purpose(s) for which they are processed. The parties shall take appropriate technical and organisational measures to ensure the security of the personal data. The partners may not disclose personal data to third parties without a legal basis or the consent of the responsible person.

11. SIGNATURES

This Agreement constitutes the entire Agreement of the parties. There are no understandings, Agreements or representations, oral or written, not set out in this Agreement. No amendment, consent or waiver of any provision of this Agreement shall be binding upon any party unless in writing and signed by all parties. Any such amendment, consent or waiver shall be effective only in the specific instance and for the specific purpose intended. UDEG and FHNW, by the signatures of their authorised representatives below, acknowledge that they have read and understood the Agreement and agree to be bound by its terms and conditions.

For and on behalf of
Universidad de Guadalajara

For and on behalf of
FHNW University of Applied Sciences and
Arts Northwestern Switzerland,
School of Business



Mtra. Karla Alejandrina Planter Pérez
Rector General
Date



Dr. Rico Travella
Director
Date



Mtro. César Antonio Barba Delgadillo
Secretary General
Date

For and on behalf of
Coordination of Internationalization



Mtra. Valeria Viridiana Padilla Navarro
Coordinator of Internationalization

Date

26 SEP 2025

For and on behalf of
FHNW University of Applied Sciences and
Arts Northwestern Switzerland
School of Business



Prof. Robert Buttery
Head of International Relations

Date

This signature page corresponds to the STUDENT EXCHANGE AGREEMENT between FHNW University of Applied Sciences and Arts Northwestern Switzerland, FHNW School of Business, Switzerland, and Universidad de Guadalajara, Mexico, and forms part of the full document consisting of five (5) pages, including this final page. -----