

## AGREEMENTS KIT

# CHECK LIST

### WHAT SHOULD HAVE A FRAMEWORK AGREEMENT?

- ✓ Uniandes Logo + Logo of the University or Partner Institution
- ✓ Brief description of the institutions that will establish the Agreement

**I.** Agreement object: Main objective

**II.** Cooperation Areas

**III.** Financing

**IV.** Agreement duration

**V.** Commission

**VI.** Intellectual property

**VII.** Confidentiality

**VIII.** Amendments or supplements to the agreements

**IX.** Individuality and Autonomy

**X.** Non exclusivity

**XI.** Use of the logo

**XII.** Dispute resolution

**XIII.** Address

**XIV.** Signatures

# CHECK LIST

## WHAT SHOULD HAVE AN EXCHANGE AGREEMENT?

- ✓ Uniandes Logo + Logo of the University or Partner Institution

I. Agreement purpose

II. Responsibilities of participating institutions and student

III. Selection and recruitment of student

IV. Exchange students responsibilities

V. Accommodation

VI. Other exchange programs

VII. Designated Spokesperson

VIII. Start and duration

IX. Confidentiality

X. Conflict resolution

XI. Personal data protection

XII. Signatures

## General information about the Partner University and Uniandes

- ✓ Person responsible for negotiating the agreement (name/position/email)
- ✓ Mobility contact (name/position/email)
- ✓ Emergency contact for student (name/position/email)

## **Information on the agreement at the partner university and at Uniandes**

- ✓ Exchange places (if applicable for semester or year/level/and how many for each level)
- ✓ Faculties, schools or academic units that sign the agreement
- ✓ Courses available for Uniandes students
- ✓ Professor or staff in charge of the agreement
- ✓ Academic calendar
- ✓ Requirements (language/grade point average/semester)
- ✓ Documents needed to apply tuition
- ✓ Tuition waiver