

## **Agreement on Student Exchange**

Between

### **State University of Ceará (UECE)**

located in

Av. Silas Munguba, nº 1700, Campus do Itaperi,  
Fortaleza/CE, Brazil. 60714-903

Represented by

**President of Fundação Universidade Estadual do Ceará (FUNECE)**

**Rector Prof. Hidelbrando dos Santos Soares**

And

### **Fachhochschule Potsdam (University of Applied Sciences Potsdam)**

located in

Kiepenheuerallee 5, 14469 Potsdam, Germany

Represented by

**President of the Fachhochschule Potsdam**

**Prof. Dr. Eva Schmitt-Rodermund**

## **1. Introduction**

The objective of this Agreement of Student Exchange is to establish an undergraduate and postgraduate student exchange programme between State University of Ceará - UECE (hereafter referred to as Party A) and the Fachhochschule Potsdam (hereafter referred to as Party B) in accordance with the Memorandum of Understanding signed by both parties in May, 5 of 2022.

## **2. Number of Exchange Students**

A maximum of three (3) students will be exchanged between both universities per academic year (= three semester places). The number of students may be amended by mutual agreement before November each year for the following academic year.

## **3. Application, Selection Process and Programme of Study**

- a) Students participating in the exchange programme under the terms of this Agreement shall be selected initially by the home institution and the host institution shall make the final admission decision in each case.
- b) The host institution must be notified of the initial selection by the home institution prior to the application deadlines (see Appendix 1).
- c) For students from party A attending party B German language skills on at least B1 level are recommended and for some study programmes proof of German language skills on B1 level is mandatory.
- d) Students from party B attending party A must have Portuguese language skills on at least B1 level.
- e) Students must comply with all admission requirements set by both institutions for exchange students in order to proceed with the exchange. Both institutions reserve the right to reject any nomination for the exchange if the nominee fails to meet the standards of admission as set by the host institution.
- f) Both parties will make efforts that the number of students participating in the exchange shall be in balance over a period of three (03) years.

- g) Both parties agree that there will be no discrimination against any person, for any reason, who is qualified to participate in the exchange programme outlined by this Agreement.
- h) During their stay at the host institution, exchange students will take courses with the approval of their home institution's academic advisors to ensure recognition by their home institution. A learning or study agreement will be drawn up, containing the details of the students' study programmes 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.
- i) The host institution will evaluate the academic performance of all exchange students using the same criteria used for students enrolled in the programme of the host institution and provide the home institution with transcripts of the academic results of the exchange students and a certificate. The home institution should determine the academic credit to be granted to their exchange students for modules/courses completed after the duration of study at the host institution.
- j) It is understood that all students participating in the exchange programme will be ineligible for a degree from the host institution during their stay.
- k) Exchange students are subject to the rules and regulations of the host institution during their stay. The host institution will make student services generally available to all students enrolled in its study programmes available to the exchange students.

#### **4. Registration and Administration**

Students participating in this exchange programme will be registered as non-degree, non-graduating or not-for-degree students for the duration of study at the host university.

In the event that 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.

Each party will appoint a Student Exchange Coordinator to administer the terms of this agreement. The appropriate contacts for both parties are listed in annex 1.

## **5. Fees & Expenses**

Each exchange student will register and pay tuition fees at their home institution if applicable. 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. At FH Potsdam the exchange student will have to pay a semester fee which includes the public transport ticket.

## **6. Student's Obligations**

- a) 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.
- b) The sending institution will inform the students that purchase of health insurance coverage throughout the period of exchange according to the national and/or institutional rules of the host institution will be a requirement for all exchange students.
- c) While participating in the exchange programme at the host institution, exchange students 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.

## **7. Duration of Agreement**

This Agreement shall be effective for an initial period of 05 (five) years from the date signed. Either party may terminate the Agreement by giving written notice 10 months prior to the beginning of the academic year.

This Agreement may be revised or terminated any time upon mutual consultation and consent between the two parties.

The agreement is executed in a set of two copies, and either party retains one copy.

Location, Date	Location, Date
<i>Signature</i>	<i>Signature</i>
<b>Rector Prof. Hidelbrando dos Santos Soares</b> President Statal University of Ceará - UECE	Prof. Dr. Eva Schmitt-Rodermund President Fachhochschule Potsdam

## ANNEX 1

Contact and other information on student exchange at Statal University of Ceará and University of Applied Sciences Potsdam

<b>Fachhochschule Potsdam</b>	<b>Official name</b>	<b>Statal University of Ceará</b>
FHP	<b>Abbreviation</b>	UECE
Fachhochschule Potsdam  Kiepenheuer Allee 5, 14469 Potsdam, Germany +49/331/580 00	<b>Address of the Institution</b>	Av. Silas Munguba, nº 1700, Campus do Itaperi, Fortaleza/CE, Brasil. 60714-903  +55 85 3101 9601
President of the University of Applied Sciences Potsdam  Prof. Dr. Eva Schmitt-Rodermund	<b>President's Name and Title</b> (legal representative)	President of State University of Ceará Foundation  Rector Prof. Me. Hidelbrando dos Santos Soares
Head of the International Office  Dr. Isabelle Harbrecht  Isabelle.harbrecht@fh-potsdam.de +49 331 580 2060	<b>Contact in the International Office</b>	Coordinator of International Cooperation Office – ECInt  Profa. Dra. Kadma Marques Rodrigues  kadma.rodrigues@uece.br +55 85 3101 9659
Erasmus Coordinator  Anke Weiß  Anke.weiss@fh-potsdam.de +49 331 580 2061		-
<i>[Contact in the faculty]</i>  <i>[Contact in the IO]</i>  International Office of University of Applied Sciences Potsdam  international@fh-potsdam.de	<b>Application &amp; Registration</b>	<i>[Contact in the program]</i>  <i>[Contact in the ECInt]</i>  International Cooperation Office – ECInt  <a href="mailto:ecint@uece.br">ecint@uece.br</a>  +55 85 3101 9659
<ul style="list-style-type: none"> <li>• Application form</li> <li>• Motivation letter (500-1000 words)</li> <li>• Transcript of records</li> <li>• CV</li> <li>• Proof of language (German and/or English), recognised are language certificates, letters of</li> </ul>	<b>Required documents for application</b>	<ul style="list-style-type: none"> <li>• Motivation letter</li> <li>• Transcript of records</li> <li>• CV</li> <li>• Proof of language (Portuguese)</li> <li>• Any other extra documentation that the course coordinator deems necessary</li> </ul>

<p>recommendation from language teachers, etc.</p> <ul style="list-style-type: none"> <li>Portfolio (for application in the Design department)</li> </ul>		
<i>[Contact in the faculty]</i>	<b>Academic Counselling</b>	<i>[Contact in the program]</i>
<p>FHP does not provide any student residencies. Exchange students have to apply at <a href="http://www.studentenwerk.potsdam.de">www.studentenwerk.potsdam.de</a></p> <p>Please apply right after being accepted for the exchange programme.</p>	<b>Accommodation</b>	<p>UECE has a university residence in the city of Quixadá, at the Faculdade de Educação Ciências e Letras do Sertão Central - FECLESC.</p> <p>In the city of Fortaleza there is no university residence.</p>
<p>FHP Connect Student Advisory Service</p> <p><a href="https://www.fh-potsdam.de/studieren/international/fhp-connect/">https://www.fh-potsdam.de/studieren/international/fhp-connect/</a></p> <p><a href="mailto:fhpconnect@fh-potsdam.de">fhpconnect@fh-potsdam.de</a></p>	<b>Orientation &amp; Welfare</b>	<p>Pro-Rectory of Students Affairs (PRAE)</p> <p><a href="http://www.uece.br/prae">http://www.uece.br/prae</a></p> <p><a href="mailto:prae@uece.br">prae@uece.br</a></p>
<p>German and in some departments selected courses are taught in English.</p>	<b>Language of Instruction</b>	Portuguese
<p><a href="https://www.fh-potsdam.de/studieren/studienorganisation/vvz/ws-202122/">https://www.fh-potsdam.de/studieren/studienorganisation/vvz/ws-202122/</a></p>	<b>Course Catalogue</b>	<p><b>Graduation:</b> <a href="http://www.uece.br/cursos/graduacao/">http://www.uece.br/cursos/graduacao/</a></p> <p><b>Specialization:</b> <a href="http://www.uece.br/cursos/especializacao/">http://www.uece.br/cursos/especializacao/</a></p> <p><b>Professional Education:</b> <a href="http://www.uece.br/cursos/educacao-profissional/">http://www.uece.br/cursos/educacao-profissional/</a></p> <p><b>Master:</b> <a href="http://www.uece.br/cursos/mestrado/">http://www.uece.br/cursos/mestrado/</a></p> <p><b>Doctorate:</b> <a href="http://www.uece.br/cursos/doutorado/">http://www.uece.br/cursos/doutorado/</a></p>
<p><a href="https://www.fh-potsdam.de/studieren/studienorganisation/semesterzeitplanung/">https://www.fh-potsdam.de/studieren/studienorganisation/semesterzeitplanung/</a></p> <p><b>Winter Semester:</b> October-March <b>Summer Semester:</b> April-September</p> <p>Winter term 15.05. Summer term 15.10. Winter term 01.06. Summer term 01.11.</p>	<p><b>Semester Dates</b></p> <p><b>Nomination Deadline</b></p> <p><b>Application Deadline</b></p>	<p><a href="http://www.uece.br/espaco-do-aluno/calendario-academico/">http://www.uece.br/espaco-do-aluno/calendario-academico/</a></p>