

BILATERAL STUDENTS EXCHANGE AGREEMENT
 Within the framework of SMILE
 For the Academic years
 2020 to 2025

between departmental academic coordinator	Université catholique de Louvain (UCL), Ecole Polytechnique de Louvain Prof. Laurent Delannay, Academic Coordinator Rue Archimède 1, B- 1348 Louvain-la-Neuve laurent.delannay@uclouvain.be
contact person (name, faculty, school, address, telephone, fax, e-mail)	Emmanuelle Brun, EPL Rue Archimède 1, B- 1348 Louvain-la-Neuve Tel : +32 10 47 29 90 / Fax : +32 10 47 24 66 Emmanuelle.brun@uclouvain.be
and departmental academic coordinator	Universidad Tecnológica de Panamá (UTP) Ing. Aris Castillo – Direccion de Relaciones Internacionales Avda. UTP Campus Victor Levis Sasso – Edificio de Postgrado Apdo. Postal 8-1907289, El Dorado, Panama, Panama Phone : 507-5603199, Fax : 507-560-3203 aris.castillo@utp.ac.pa
contact person (name, faculty, department, address, telephone, fax, e-mail)	

Together the "Parties".

The above Parties agree to set up a student and staff exchange programme according to the principles and conditions below. The present bilateral agreement will be valid during the academic years 2020-2021 to 2024-2025 unless either side terminates the agreement in writing at the latest by October 1st for activities taking place during the following (n+1) academic year.

Student mobility

Subject area	Level			Country		Total number	
	Bachelor	Master	Doctoral	From	To	Students	Months (sum)
Engineering & Technology		x		BE	PA	4	20
	x	x		PA	BE	4	20

Basic principles

1. The exchange covers at least one teaching Semester and up to one academic year. During this period the student is required to attend a number of courses and seminars corresponding to the normal workload at the host institution.
2. Prior to the departure to the host institution, a *Learning Agreement* is drawn up for each individual student. Upon the basis of the courses available in the host department, this agreement sets out the details of the study programme, including the credits to be achieved. It is signed by the student and the academic coordinator both in the home and host institution.
3. Any changes to the *Learning Agreement* are agreed in writing as soon as they occur.
4. The student is assessed by the host institution, who will deliver to the academic coordinator of the home institution a *Transcript of Records*, listing the credits and grades achieved.
5. In accordance with the *Learning Agreement*, the home institution will give full academic recognition for the credits achieved in the host institution.

Other conditions

6. Registration fees in the host institution are waived for the student taking part in the exchange programme, provided he/she is enrolled at the home institution. Students enrolling at the host institution towards a degree fall outside of the scope of the present agreement, and shall be subject to all regular registration fees.
7. The selection of exchange students is carried out by the home institution on the basis of criteria established jointly by the academic coordinators of the present agreement.
8. Apart from the registration fee at the host institution, all other costs will be borne by the student, including travelling expenses, living costs and health insurance.
9. All exchange students must have adequate health insurance coverage. They may be required to produce a letter from their insurance company certifying this when registering at the host institution.
10. Each individual student is responsible for obtaining his/her visa in time. The host institution will provide him/her with the appropriate documents.
11. Students from both institutions will be accorded the same rights and privileges as students in the host institution. The students shall be entitled to the use of the Host Institution's facilities on the same basis as students of the host institution.
12. Admission to specific course is subject only to the students being satisfactorily qualified to enrol in that course, and the availability of resource at the host institution.

Staff exchange

13. Both institutions agree to promote the exchange of teachers and researchers, in particular for short-term teaching assignments.

Université catholique de Louvain Prof. Vincent BLONDEL, Recteur  Signature*: Michel Verleysen, Dean on behalf of the Rector, Date: 19.02.2020	Universidad Tecnológica de Panamá (UTP) Ing. Aris Castillo, SMILE Institutional Coordinator Signature:  Date: 17/2/2020	
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* At UCLouvain, bilateral student exchange agreements will be signed by the Dean. To be valid during the next academic year, they are to be registered at the International Office at the latest by November 30th of the preceding academic year.



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