

COOPERATION AGREEMENT

BETWEEN

Institut Mare de Déu de la Mercè

AND

FUNDAÇÃO UNIVERSIDADE DO ESTADO DE SANTA CATARINA - UDESC

With the objective of strengthening their mutual cooperation as well as striving for the promotion of reciprocal exchanges, **Institut Mare de Déu de la Mercè** represented by the its principal **Mrs Maria Lourdes González Campos**, located at Carrer dels Motors, 122-130, 08040, Barcelona, Catalonia (Spain) and **FUNDAÇÃO UNIVERSIDADE DO ESTADO DE SANTA CATARINA - UDESC**, represented by its rector Professor Dilmar Baretta, having its address at Avenida Madre Benvenuta, 2007, Itacorubi, Florianópolis, Santa Catarina, Brazil, have concluded the following Agreement:

Article 1: Fields of Cooperation

Cooperation between the two Higher Educational Institutions will be undertaken from the perspective of promoting academic and cultural ties. That cooperation will include educational and research activities in all fields and disciplines offered at the two institutions.

Article 2: Forms of Cooperation

1. Both Higher Educational Institutions agree that their cooperation will include, but not be limited to the following goals:
 - i. The promotion of exchange of faculty/departments members and/or researchers from both institutions;
 - ii. Facilitation of the acceptance of faculty/departments members and researchers from both institutions;
 - iii. Promotion of collaborative research and collaborative publication of research results by faculty/departments members and researchers from both institutions;
 - iv. Promotion of the exchange of students from both institutions;
 - v. Promotion of the exchange of reference data, publications, and academic information and literature.
 - vi. Facilitation of the mutual exchange of administrative and secretarial personnel attached to the academic departments and colleges, research laboratories and centers, libraries, and various administrative bodies of each institution.
2. Except for those provisions set forth explicitly in this document, any conditions related to implementing the activities referred to in this Agreement will be negotiated by both institutions. The concerned parties agreed to this in a written document before commencing the activities.

Article 3: Exchange of Faculty/departments Members and Researchers

1. Both Higher Educational Institutions will endeavour to facilitate visits by faculty/department members and researchers from the other. Visiting faculty/department members and researchers will also comply with the administrative procedures required and the host Higher Educational Institutions regulations.
2. Both Higher Educational Institutions will assist visiting faculty/department members and/or researchers from the other Higher Educational Institutions in securing living accommodations but are not required to provide such accommodations.
3. Both Higher Educational Institutions will accord visiting faculty/department members and/or researchers from the other institution the use of research space, libraries, and other facilities and opportunities to audit lectures free of charge. To this extent, possible other common courtesies are generally granted to visiting scholars.

Article 4: Student Exchanges

1. Both Higher Educational Institutions will exchange students.
2. Each institution shall be responsible for selecting students participating in the exchange, subject to final approval by the host institution. The participating students from both institutions shall pay the enrolment fee to their home institution and then study at the other institution without further charges for tuition fees.
3. Each institution shall help to arrange local accommodation for visiting students; provided. However, the cost of said local accommodation shall be the responsibility of and borne by the visiting students. Each participating student or institution shall be solely responsible for travel arrangements and costs. The additional charges, such as passports, visas, telephone services, books, and any other kind of personal taxes, will also be the responsibility of each student.
4. Each Higher Educational Institutions can help its students by providing specific scholarships, and each institution will require participating students to maintain their health insurance to provide coverage while participating in student exchange. All students must provide evidence of such insurance to the host institution.
5. The student will also comply with administrative procedures and the host Higher Educational Institution's regulations.

Article 5: Quality Assurance

1. The hosting institute will assure the following minimum quality-standards:
 - i. Hosting and helping in the arrangements of students and staff exchange periods.
 - ii. Welcoming and organizing the placements in educational institution/companies for students and staff.
 - iii. To help in organizing possible language, cultural and some logistical support, but are not required to provide them.
 - iv. The safe training environment where student can develop and learn.



- v. The level of competence related to student's years of training and work experience.
 - vi. Time and resource for instruction and instructor/supervisor/mentoring.
 - vii. A weekly/monthly program/plan.
 - viii. Evaluation discussions, supportive guidance and feedback and final assessment.
 - ix. Cooperation with the sending institution concerning the training agreement (Learning Agreement, Europass Annex, etc.)
 - x. Information about the training conditions and equipment.
 - xi. Sign the European Credit System for Vocational Education and Training (ECVET) and/or European Mobility documents.
2. The sending organization will assure the following minimum quality-standards for the training of educational staff:
- i. Send information of the participants (students and staff).
 - ii. Inform the receiving partner of the travel arrangement made and make sure the participants (students and staff) are covered by insurances.
 - iii. Give the students and staff details of the hosts educational institutions/companies.
 - iv. Sign the European Mobility documents.
 - v. The sending organization, declare to keep the Partnership Quality commitment of Mobility Projects

Article 6: Assessment, documentation, validation and recognition

1. The hosting institute will guarantee that the student gets, as agreed in the Learning Agreement (LA), evaluation from his/her internship/training period. The assessment follows the ECVET system; learning outcomes introduced as knowledge, skills and competence of the unit (LA).
2. An overall assessment will take place during the whole internship.
3. The sending institution will be in charge for the validation process, to confirm that assessed learning outcomes achieved or competences developed by the student during the internship abroad correspond to the specific learning outcomes that are required for the specific study program and qualification. Also the unexpected learning outcomes should be taken in consideration.
4. The assessment, documentation, validation and recognition applies also to the teachers/staff training.

Article 7: Agreement Administrators

Ultimate responsibility for this Agreement lies with the Legal Representative of each institution, but administrative responsibility for its administration will be delegated to the following officers at each institution.

- (i) For Institut Mare de Déu de la Mercè: International Affair Coordinator
- (ii) For Santa Catarina State University: Dean of Interinstitutional and International Affairs.

Article 6: Validity of the Agreement

1. This Agreement will come into force on the date that the governing bodies of both Higher Educational Institutions give their formal approval and will remain in effect for 5 (five) years, after which it may be renewed.
2. Either party may terminate this Agreement by officially notifying the other party of its intent to do so in writing by registered post six (6) months in advance.
3. The provisions of this Agreement may be amended at any time by mutual consent in writing of both universities.

Barcelona, April 17th, 2023

SIGNED by for and on behalf of **Institut
Mare de Déu de la Mercè**

38084132L MARIA
LOURDES GONZÁLEZ
(R: Q5855372H)

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**Mrs Maria Lourdes González Campos
Principal**

..... 2023

SIGNED by for and on behalf of
**UNIVERSIDADE DO ESTADO DE
SANTA CATARINA**

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**Prof. Dilmar Baretta
Rector**

