

Cooperation Agreement on 2 + 2 Program Between

[International Partner Name]

and

Federal University of Juiz de Fora

[International Partner Name] (hereinafter referred to as **[Abbreviation]**) and The Federal University of Juiz de Fora (hereinafter referred to UFJF) have agreed to form a partnership through this cooperation agreement to carry out the academic collaboration and exchange.

Article 1 - Preliminary Provisions

This regulation is promulgated according to the General Cooperation Agreement signed between **[Partner Name/Abbreviation]** and UFJF.

Article 2 - Definitions

The term “2+2 program” as used in this Cooperation Agreement, shall mean the academic collaboration for students who have completed the preceding 2-year undergraduate study in the **[UFJF Courses]** at UFJF; or 2 years in the **[Partner Name/Abbreviation]** Bachelor in **[Partner Respective course]** course, to continue their last 2-year undergraduate study respectively in **[Partner Name/Abbreviation]** or UFJF and will receive a Bachelor’s degree from each institution after fulfilling all requirements in the designated degree programs.

Article 3 - Double Degree Organization

Considering the organization of the **[UFJF Courses]** course at UFJF, totaling **[number of years]** years divided in **[number of semesters]** academic semesters;

Considering the organization of the SolBridge BBA in 8 semesters;

Considering that the academic terms in both institutions start both in the first and in the second semesters, as well as student admissions;

The parts agree to the following organization:

A - UFJF Students

{This topic needs to be created by both institutions. EXAMPLE BELOW}

1st semester to 4th semester - Preparatory courses at UFJF

Selection for Double Degree program

5th to 8th semester: Specializing courses at [Partner Name/Abbreviation]

9th and 10th semesters: Course conclusion at UFJF.

Obtention of the "*Bacharel em [UFJF course]*" diploma, awarded by UFJF; and "*Bachelor of [Partner Respective course]*" diploma, awarded by [Partner Name/Abbreviation].

B- [Partner Name/Abbreviation] Students

{This topic needs to be created by both institutions. EXAMPLE BELOW}

1st semester to 4th semester - Preparatory courses at [Partner Name/Abbreviation]

Selection for Double Degree program

5th to 8th semester: Specializing courses at UFJF, including Course Conclusion Paper

Obtention of the "*Bacharel em [UFJF course]*" diploma, awarded by UFJF according to each Study Plan; and "*Bachelor of [Partner Respective course]*" diploma, awarded by [Partner Name/Abbreviation].

Article 4 - Study Plan Implementation

Each student interested in the 2+2 Program shall have a Study Plan, according to provisions on Article 3 and to the specific regulations of each institution, which shall contain the list of courses to be taken, other academic activities and eventually, internships to be conducted in order to meet the host institution requirements.

The Study Plan shall specify credit transfer criteria, which will serve as a basis for issuing both diplomas.

Amendments to the Study Plan shall be done with prior notice and mutual agreement between host institution and home institution.

A - UFJF Students

Students nominated by UFJF to the 2+2 Program shall send their applications to [Partner Name/Abbreviation] until [date selected by the Partner] for 1st semester entries; and [date selected by the Partner] for second semester entries, according to the Brazilian academic calendar, containing the following documents:

{All documents required by the Partner. EXAMPLE BELOW}

- (i) An application of admission in English
- (ii) 1 passport-sized photo
- (iii) A photocopy of passport
- (iv) Official Transcripts (with English translation if necessary) of courses from all university years, with official stamps from the university;
- (v) A Bank Statement (with a minimum balance of US\$ 18,000/person/year)
- (vi) A Letter of recommendation
- (vii) English Proficiency Certificate TOEFL (minimum 550)/ IELTS (minimum 5,5)

Students participating in the 2+2 program with [Partner Name/Abbreviation] shall apply for the [Partner Respective course] program, and will be assigned to the appropriate year of study based on the review/ test results.

Students granted admission acceptance for the 2+2 program shall enroll in [Partner Name/Abbreviation] in the academic year designated. {Verify if the Partner requires any previous test, for example: Before being granted successful admission, students recommended by UFJF shall pass the oral test and review procedure set up by [Partner Name/Abbreviation].

No more and no less than [number of credits that can be transferred] credits may be transferred under [Partner Nationality] Law.

B - [Partner Name/Abbreviation] Students

Students nominated by [Partner Name/Abbreviation] to the 2+2 Program shall send their applications to UFJF until [Date selected by UFJF] for 1st semester entries; and [Date selected by UFJF] for second semester entries, according to the Brazilian academic calendar, containing the following documents:

{All documents required by UFJF. EXAMPLE BELOW}

- (i) Application for;
- (ii) Valid Passport copy;
- (iii) Official Transcript of records in English, of courses from all university years, with official stamps from the university;

Students participating the 2+2 Program at UFJF can apply for [UFJF courses] courses and shall be assigned in the appropriate academic year based on their Transcripts presented upon application. Applications will be submitted to the Faculty Board involved in the exchange for analysis, and approved students shall be enrolled in the academic year designated by the Board.

Article 5 - Study Plan Conclusion

Once all the activities established in the Study Plan are duly accomplished, the host institution shall send to the home institution all transcripts containing grades and certificates obtained by the student during their stay in the host institution, as well as all the diplomas corresponding to their obtained degrees, as soon as they are available.

Article 6 - Institutional Commitments

Students accepted to the 2+2 Program shall be enrolled as regular students in the host institution and subject to all rights and duties of the local regular students.

Both institutions commit to assist the students enrolled in the 2+2 Program, to the extent of their possibilities, in order to promote equal treatment among them and the regular students who do not participate in the Program.

Both institutions commit to host at least [number of students] students per year under the scope of this program. Additional demands shall be communicated to the host institution with at least 90 day prior notice.

Article 7 - Student Commitments

Students engaged in the 2+2 program shall pay Program enrollment fees and Institutional enrollment fees according to each institution's rules.

A - UFJF Students

{Annual tuition fee for UFJF students should be defined by the Partner}

UFJF Students participating in the 2+2 Program will be granted enrollment fee waiver for one academic semester. To qualify for a waiver for the next semester, students shall obtain at least 3,15 GPA in a 4,5 scale. This second semester waiver can vary between 50% and 70% of the yearly fee and shall be granted according to the students' academic performance.

Waivers to not include other personal expenses. While at [Partner Name/Abbreviation], UFJF students are responsible for housing, international travels, books, students shall be responsible

for housing, international travel, books, supplies, health insurance, daily meals, transportation and personal expenses; and abide by the regulations of the school for assessing academic and conduct performances. {It's important to mention about housing, if the Partner will provide or not}

B - [Partner Name/Abbreviation]e Students

[Partner Name/Abbreviation] students engaged in the 2+2 Program will receive full enrollment and tuition fee waivers during the whole period they are executing their study plan activities at UFJF.

Waivers do not include personal costs. While at UFJF, [Partner Name/Abbreviation] students shall be responsible for housing, international travel, books, supplies, health insurance, daily meals, transportation and personal expenses; and abide by the regulations of the school for assessing academic and conduct performances. UFJF will seek to help the student finding private housing.

Article 8 - Effective Term

This Cooperation Agreement shall be valid for a period of [number of years] years from its last signature, and may be renewed with no objection of both institutions.

Article 9 - Settlement of Disputes

In order to settle any doubts that may arise under the performance or in the construction of this Agreement, the Parties shall exert their best efforts to arrive at a solution by mutual consent.

In the event such consent is found to be impossible, the Parties shall jointly appoint a third party, natural person qualified in international arbitration, to act as mediator and settle the dispute on the basis of the legislation of both countries involved.

In witness whereof, the parties' authorized representatives execute the present document in the dates and places below indicated:

[Partner Name]

Federal University of Juiz de Fora

[Name of the responsible for the
cooperation]

Girlene Alves da Silva
Rector

[Title]

Date

Date