

**Cultural, Education and Scientific Agreement  
between the  
Pontificia Universidade Catolica do Rio de Janeiro  
and  
Masaryk University, Brno, in the Czech Republic**

With the objective of deepening the ties of cooperation between Brazil and the Czech Republic, the **Pontificia Universidade Catolica do Rio de Janeiro**, hereinafter known as PUC-RIO, and **Masaryk University** hereinafter known as Masaryk, do sign the present **Cultural, Education and Scientific Agreement**.

**1. SCOPE OF COOPERATION**

The areas of cooperation covered by this Agreement include whatever area of knowledge, faculty, center, department, institute, program or research considered to be of mutual interest and could contribute to the development and deepening of joint activities between the two universities.

**2. AREAS OF COOPERATION**

There shall be promoted as a priority, subject to the availability of funds, the following activities:

- a) The exchange of students of undergraduate and graduate levels;
- b) The collaboration between lecturers and researchers regarding the development of research; promotion of scientific events, conferences and seminars, orientation and co-orientation of dissertations and theses for Master and/or Doctoral degrees, participation in examining boards and commissions; and whatever other activity of an academic character;
- c) The exchange of bibliographic material.

**3. METHOD OF ACHIEVEMENT**

The conditions concerning the development of joint activities, as well as the utilization of the resulting production, shall be decided in common accord and shall merit ample internal publicity in both institutions.

In accordance with the extension of each Program, project and/or activity, and when considered convenient, additional terms could be added to this contract.

**4. FINANCES**

With the exception of the proceedings presented in 5. F), below, any financial proceeding must be agreed relatively to the particular activity to which it applies and shall be subject to the availability of funds on the part of both institutions. Each institution reserves the right to seek supplementary funds along with funding agencies for any activity to be developed within the ambit of this Agreement.



## 5. STUDENTS EXCHANGE PROGRAM

In accordance with the arrangement in 2., both institutions promise to promote and encourage exchange between their students.

The general principles of this Program are:

### A) TERMINOLOGY

In this Agreement, the University where the exchange student is regularly registered as a degree-seeking student shall be known as *home institution* and the institution where the student stays temporarily as a non degree-seeking student through the exchange program shall be known as *host institution*. The student who participates in the exchange program shall be known as *exchange student*.

### B) OBJECTIVE

The objective of this Program is to promote and make possible the exchange of undergraduate and graduate students between the two institutions on an ongoing basis.

### C) SELECTION OF PARTICIPATING STUDENTS AND PLACES

The following principals should be observed:

- a) The institution of origin is in charge of selecting the participants of this Program, being at liberty to define internally the academic-administrative criteria to be used as guidelines;
- b) Each one of the two institutions promise to, when in the condition of host institution, respect the selection carried out by the institution of origin;
- c) The host institution reserves the right to make final decisions regarding exchange students; it will admit, based on academic preparation, availability of places and/or supervisors for the areas of proposed study;
- d) Each institution shall provide for five (5) places per study period for this Program, making up a total of ten (10) places annually;
- e) Both of the institutions promise to seek ways to maintain the balance in the number of exchanged students, on a basis of one-for-one. Any inequalities should be compensated for by regulating the flow of students in subsequent periods.

### D) GUIDELINES

The following guidelines should apply to the Program:

- a) Each exchanged student can present him/herself as a candidate for whatever undergraduate or graduate course of the host institution.
- b) To be able to participate in the Program, the exchanged student must have completed at least one year of regular study at the institution of origin;
- c) Each exchanged student can stay a minimum of one (1) period of study (semester) and a maximum of two (2) periods of study at the host institution, except when participating in specific projects or in scientific events of a shorter duration;
- d) Each exchanged student of Masaryk university shall have, at PUC-RIO, the status of *Special Student*, in other words, a temporary non-degree seeking student,;



- e) Each exchanged student of PUC-RIO shall have, at Masaryk University, the condition of *Partner University Student*;
- f) All exchanged students at PUC-Rio must take a Portuguese language placement test on the first day of classes and enroll in the indicated Portuguese course except for those considered proficient;
- g) The credits obtained by each exchanged student at the host institution shall be approved by the institution of origin, and incorporated into his/her academic record in accordance with established internal criteria;
- h) After completion of the period of exchange, the exchanged student must return to his/her institution of origin. Any extension of time must be approved previously by both institutions;
- i) All of the financial queries are covered by items 5. F), below;
- k) All exchanged students shall submit to the academic procedures and to the rules and conduct regulations of the host institution, being subject to the sanctions foreseen therein.

#### E) RESPONSABILITIES

Both institutions commit themselves to:

- a) Provide orientation to the future exchanged student on how to obtain a student's visa, essential for his/her participation in the Program;
- b) Provide the exchanged student with adequate academic orientation;
- c) Provide adequate orientation to the exchanged about student lodging, food, transportation, etc.;
- d) Assure the exchanged student of access to all facilities offered to regular students of the host institution, such as the use of computers, access to the library, obtaining of a student's ID card, etc.;
- e) Furnish the exchanged student, at the close of each study period, with an official academic record or transcript that lists the courses attended and, for each one, the respective total of class-hours, the number of corresponding academic credits and the final grade obtained;
- f) Indicate an academic staff member that shall be responsible for the cooperation as the Coordinator of the Exchange Program PUC-RIO/Masaryk.

#### F) FINANCIAL ARRANGEMENTS

The following procedures should be followed:

- a) During the period of exchange, each exchanged student will pay any tuition or other academic or administrative fees at the home institution and will not be assessed additional tuition or other academic or administrative fees by the host institution, except for fees associated with specific classes or specific orientation;
- b) Whatever amount related to the participation of the student in the Program shall be stipulated and levied by the institution of origin;
- c) PUC-Rio shall charge all incoming exchanged students a US\$100 Orientation fee upon their arrival;
- d) Payment for extension courses, extra classes, cultural activities and any other activity that is not a regular course offered by the host institution in which the student is officially registered shall not be covered by the items 5. F) a) and b) above;
- e) Whatever course offered by the host institution at the request of the institution of origin and restricted to its students can be subject to extra fees;



- f) Each exchanged student shall be responsible for the costs of student visa, travel, lodging, food, local transportation, acquisition of study materials and whatever personal expenses he/she perceives as being desirable or necessary throughout the period of exchange;
- g) Each exchanged student at PUC-Rio must prove to have an international health insurance prior to the departure of his/her home country.

## 6. REPRESENTATION

The Universities indicate as responsible for the administration of the activities carried out under this Agreement:

- A) For PUC-RIO, the Associate Vice-President for Academic Affairs - International Programs.
- B) For Masaryk University, the Vice-Rector for International Relations - Office of International Relations.


## 7. VALIDITY

This agreement shall be valid for five (5) years from the date of signing, being automatically renewed for an equal period unless communication is received by one of the parties up to ninety (90) days before its expiration date.


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de Rio de Janeiro

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Date: October 21, 1999.

Date: 10-7-99

