



**COOPERATION AGREEMENT  
FOR DOUBLE DEGREE PROGRAMME  
Ref. ISAE: 2020-CIF-M-106**

BETWEEN

**L'INSTITUT SUPERIEUR DE L'AERONAUTIQUE ET DE L'ESPACE**

A Public Institution serving scientific, cultural and professional purposes and under the supervision of the Direction Générale de l'Armement du Ministère des Armées (the Directorate General of Armaments of the Ministry of Armed Forces)  
10, avenue Edouard Belin – BP 54032 - 31055 TOULOUSE Cedex 04, FRANCE

Represented by Mr. Olivier LESBRE, in his capacity as President.

**Hereinafter referred to as « ISAE-SUPAERO »**

AND

**UNIVERSIDADE FEDERAL DE UBERLÂNDIA (UFU)  
Uberlândia – Minas Gerais, BRAZIL**

Av. João Naves de Ávila, 2121, Campus Santa Mônica, Bairro Santa Mônica Uberlândia Minas Gerais,  
CEP: 38.400-902, BRAZIL

Represented by Prof. Valder STEFFEN Jr., in his capacity as Rector,

Hereinafter referred to as « UFU »

ISAE-SUPAERO, and UFU are hereinafter referred to as the "Parties"

Preamble

In accordance with the Framework Agreement for Academic Cooperation n° 2020-CIF-M-105 signed between the Universidade de Federal de Uberlândia (UFU), and the Institut Supérieur de l'Aéronautique et de

l'Espace (ISAE-SUPAERO), the Parties have agreed on a student exchange programme for attainment of a graduate double degree of comparable academic levels from both institutions.

### **Article 1 - Scope of the agreement**

The scope of this agreement is to specify the terms under which exchange students from ISAE-SUPAERO, enrolled into "Ingénieur ISAE-SUPAERO" graduate programme, to UFU, and from UFU **Mechanical Engineering Faculty - Engenheiro Aeronáutico** programme, to ISAE-SUPAERO ("Ingénieur ISAE-SUPAERO" programme) may be granted, upon successful fulfilment of all requirements for graduation at each institution, the academic degrees and diplomas from both institutions.

The present agreement describes the general organization and general requirements for all students participating under this double degree agreement. Detailed conditions regarding the study programme in the host institution, during the exchange period, shall be specified in individual student agreements (learning agreements), and signed by representatives of the respective schools and/or departments.

### **Article 2 – Admission requirements and application procedure**

The exchange of double degree students under this agreement will be conducted in accordance with the following principles:

- **Conditions for eligibility and admission**

Both UFU and ISAE-SUPAERO will select students with a very good academic background and a strong motivation who are considered to have the ability to succeed in the double degree programme. Students are selected and admitted on a case-by-case basis, according to their academic results, course requirements, motivation, and language skills. The selection is carried out in collaboration between the two institutions.

Admission of exchange students nominated by the home institution is always at the discretion of the host institution, subject to approval by the host school/department or the competent academic committee. The host institution must send to the home institutions an official letter stating that the student has been accepted or refused to the home institution including associated financial terms (see article 6).

- **Application procedure**

Application must include for each student a completed application form, copy of passport, learning agreement, a curriculum vitae, transcripts of records from the home institution, including courses and marks, a motivation letter from the student, and a letter of confirmation from the home institution stating that the candidate has been nominated for this particular exchange programme.

At ISAE-SUPAERO, double degree exchange students' applications must be sent by the home institution and received no later than April 15<sup>th</sup>. Official decisions stating that the applicants have been accepted (or refused) should be mailed directly to the home institution by June 15<sup>th</sup>.

At UFU, double degree exchange students' applications must be sent by the Student Mobility Office of ISAE-SUPAERO and received no later than 15/01 to first semester of the year or 15/07 for second. Official decisions stating that the applicants have been accepted (or refused) should be mailed directly to the Student Mobility Office of ISAE-SUPAERO by 30/01 for the first semester of the year or 30/07 for the second at the latest.

### **Article 3 – Language requirements**

Each institution is free to define the level of linguistic knowledge required to double degree exchange students.

- Language requirements at UFU

For admission at **UFU, ISAE-SUPAERO** exchange students must have sufficient language skills in Portuguese, such as at least B1 level, in accordance with the CEFR\*.

- Language requirements at ISAE-SUPAERO

For admission at **ISAE-SUPAERO, UFU** exchange students must have sufficient language skills in French. B1 level is required, in accordance with the CEFR\*.

Intensive French courses as a foreign language may be offered in August and regular French language courses are taught throughout the academic year.

\* Common European Framework of Reference for Languages

#### **Article 4 – Graduate double degree programme**

Graduate students from both partner institutions may participate in the double degree programme under this bilateral agreement if they meet academic prerequisites required by the host institution.

Both signatory institutions must approve the individual learning agreement attended by each double degree exchange student.

The awarded degrees are:

“Diplôme d’Ingénieur de l’Institut Supérieur de l’Aéronautique et de l’Espace” from **ISAE-SUPAERO**

and

“Diploma de Engenheiro Aeronáutico” from **UFU**

In the following, the regulations and procedures of the graduate double degree programme are defined.

##### **4.1 – Students from UFU**

Double degree exchange students from **UFU, Faculty of Mechanical Engineering**, who have successfully completed seven (7) semesters of their 5-Year Engineering course and have been co-selected by both institutions, will spend:

four (4) semesters at **ISAE-SUPAERO** starting from the second year of the 3-Year “Ingénieur ISAE-SUPAERO” graduate programme as described:

- 3 academic semesters of study in semesters 3, 4 and 5
- 1 semester dedicated to a final degree project (Master Thesis) in semester 6.

The final degree project is under the joint responsibility of both institutions. The subject of the final degree project must be approved and validated by an academic advisor of the host institution.

The final degree project results in a report written in English with an extended abstract in French. The work should be defended in a language commonly used by all academic committee/review board members. One or more member(s) from the home institution may be a member of the academic committee / review board responsible for evaluating the final degree project/Thesis.

During their stay at **ISAE-SUPAERO, UFU** double degree exchange students will attend the courses of ISAE-SUPAERO graduate programme under the same conditions as the ISAE-SUPAERO regular students do.

Double degree exchange students from **UFU** must fulfil the requirements to validate the double degree programme graduate programme as described in the ISAE-SUPAERO School Regulations in **Appendix**

1.

#### **4.2 – Students from ISAE-SUPAERO**

Double degree exchange students from **ISAE-SUPAERO** who have successfully completed the first four semesters of the “Ingénieur ISAE-SUPAERO” graduate programme (Semesters 1, 2, 3 and 4) and who have been co-selected by both institutions, will spend:

- 4 semesters at **UFU in the “Engenheiro Aeronáutico” programme including an Internship and End of Course Project**

in order to graduate from the Engenheiro Aeronáutico as described in **Appendix 2**.

The work of the final degree project should be defended in a language commonly used by all academic committee/review board members. One or more member(s) from the home institution may be a member of the academic committee / review board responsible for evaluating the final degree project/Thesis.

During their stay at **UFU, ISAE-SUPAERO** double degree exchange students will attend the courses of **UFU Engenheiro Aeronáutico** programme under the same conditions as **UFU** regular students. Double degree exchange students will have to fulfil all requirements in order to validate the **Engenheiro Aeronáutico Programme** of **UFU** as described in the Academic Regulations of **UFU** postgraduate programme in **Appendix 1**.

#### **Article 5 – Conditions to be awarded the double diploma**

At the end of each academic year the host institution shall send to the home institution a copy of the exchange students’ transcripts English if applicable. The parties agree that exams/courses shall be graded and awarded credits according to the rules of the institution where the exam/course is carried out.

The double diploma is awarded when both the home institution and the host institution have certified that their respective learning agreement and academic/school regulation have been successfully completed respecting the terms of this agreement.

Each institution grants the student credit transfer (ECTS for example) from the other institution according to the applicable rules, laws and regulations of that institution.

#### **Article 6 – Number of students and Financial Terms**

The number of exchange students nominated for the double degree programme is commonly decided each academic year, according to the number of available places. It should target five (5) students per year.

**ISAE-SUPAERO** and **UFU** will inform each other of the names of the students admitted in the double degree programme and associated financial terms.

The partner institutions should aim for balance of the exchange over the duration of this agreement.

Through its “Award for Excellence programme”, **ISAE-SUPAERO** offers up to one (1) full tuition-fee-waiver scholarships for **UFU** exchange students admitted in the double degree programme. This scholarship will cover full tuition fees for the 2-year double degree programme at **ISAE-SUPAERO**.

Beyond one (1) exchange student and within the limit of five (5) students per academic year, **UFU** students admitted in the double degree programme will have to pay the due tuition fees\* to **ISAE-SUPAERO** for the whole duration of the degree exchange programme.

At UFU, exchange student from ISAE-SUPAERO admitted in its double degree programme will not pay any fees.

Double degree exchange students who need to register for an additional year in the host institution in order to complete the double degree will have to pay the relevant fees\*\* to the host institution.

Double degree exchange students who register for a break year (“année de césure”) will have to pay the relevant fees\*\* to the host institution.

Students participating in this double degree programme must be enrolled at their home institution as full-time regular students. The Home Institution will require exchange students to register and if applicable, to pay tuition and other required fees at their Home institution, in accordance with the regulations in force at both institutions.

Any additional fees, if applicable, will be paid to the host institution throughout the duration of the double degree programme.

*(\*)Yearly Tuition Fees for the Double Degree, at the time of the signature of this agreement, amount to 2800€ for EU students and 4800€ for non EU students at ISAE-SUPAERO. These fees may vary over the validity period of the agreement.*

*(\*\*)Setting of rates for all fees is indicated each year in the official ISAE-SUPAERO fees catalogue.*

#### **Article 7 – Academic coordinators and Staff in charge of implementing the agreement**

An academic advisor, responsible for supervising the studies of exchange students, will be appointed by each signatory institution.

When necessary, the contracting parties will consult each other through representatives designated by each institution. Regular contact will be maintained through the respective Coordinators.

For **ISAE-SUPAERO**:

- ❖ The Coordinator will be Professor Pierre de Saqui-Sannes, Academic Advisor for student exchanges in charge of North & South America
- ❖ The person in charge of the administrative management of the double degree agreement is Corinne Garcia-Mac Cionnaith, Head of International Partnerships, International Relations,

For **UFU**:

- ❖ The Academic Coordinator for this programme is Roberto de Souza Martins / Coordinator of the Aeronautical Engineering Graduation Course at UFU.
- ❖ The person in charge of implementing this agreement of cooperation is Prof. Antonio Marcos Gonçalves de Lima / Actual Academic Advisor for student exchanges in the context of this project.

#### **Article 8 – General terms and conditions**

All costs related to travel, accommodation, living expenses, normal non-tuition course related fees including but not limited to: books & academic supplies, study materials, student union fees (if applicable) and other expenses arising out of the exchange will be met by the students.

Each institution undertakes to facilitate the arrival of exchange students.

The host institution will provide the normal assistance it provides to all its students to exchange students for finding appropriate accommodation.

Exchange students will have access to the library, laboratories, computer facilities and other student services. They shall be granted the same rights and privileges as regular students at the host institution in accordance with their status.

Students participating in this exchange programme must be enrolled at the home institution as full-time regular students and will pay tuition fees and/or other mandatory student fees at their home institution if required.

During the period of the exchange programme, all exchange students will abide by the regulations and policies in force at the host institution (rules of procedure and school regulation) and all legal and social obligations of the host country. In case of non-compliance with these obligations, the host institution reserves the right to terminate the stay of the exchange student after having informed his/her home institution.

#### **Article 9 – Affectio Societatis**

This agreement shall not be construed as constituting any form of legal entity between the Parties, with affectio societatis being formally excluded.

#### **Article 10 – Settlement of disputes**

According to the international law principles, this agreement is governed by the law of the country where the implementation of this agreement takes place. The signatory institutions agree to settle any dispute, which may result from the interpretation of this agreement, out of court.

Any dispute concerning the application or interpretation of the Agreement which has not been amicably resolved by the parties shall be settled by arbitration, using a commission composed of one member from each signatory institution, plus a third member chosen by mutual agreement, being designated to settle the dispute.

If arbitration does not lead to a mutually satisfactory solution to the dispute, it shall be referred to the competent court.

In the event of contradiction and/or incompatibility between the provisions of the various contractual documents, the order of prevalence of these provisions is as follows:

- 1/ the provisions of the Framework agreement,
- 2/ the provisions of this agreement,
- 3/ the provisions of (a) specific agreement(s), if there are any.

Let it be stated that termination of the Framework agreement shall not affect this agreement. The provisions of the Framework Agreement continue to apply for the period applicable as set in article 11.

#### **Article 11 – Duration of the agreement**

This agreement shall remain in force for a period of five (5) years from the date of the last signature. It may be renewed by mutual written consent for both parties for the same duration.

Amendments or changes to this agreement shall be made in writing and signed by the duly authorised representatives of the institutions.

It may be terminated by either institution providing written notice to the partner no later than September 1<sup>st</sup> of the current year with effect from the beginning of the following academic year.

However, any termination of the agreement will in no way interrupt the activities undertaken and still in process. Students participating in this exchange at the time of the intended termination will be permitted to complete the agreed upon exchange period at the host institution and the awarding of the double degree will not be affected.

**Article 12 – Number of copies**

This agreement has been drawn up in four (4) original copies, two (2) identical copies written in English and two (2) identical copies written in Portuguese, two (2) for each signatory institution. The English version of this agreement shall prevail in all matters related to this agreement.

This agreement has been drawn up in two (2) original copies written in English, one (1) for each signatory institution.

For UFU,  
The Rector,  
Prof. Valder STEFFEN Jr.

**For the Institut Supérieur de l’Aéronautique  
et de l’Espace,**  
The President,  
Olivier LESBRE

Date:

Date: