**INTERNATIONAL LA SALLE SUMMER ACADEMY 2017: PEACEBUILDING GENERATION**

**VISITING SCHOLAR AGREEMENT**

Universidad de La Salle Colombia (UdLS) extends an invitation to VISITING SCHOLAR’S NAME, from the School of AREA OR DEPARTMENT at INSTITUTION NAME AND COUNTRY as a visiting professor or research scholar from

1. Objectives of the collaboration:

* To give academic lectures or classes to students at UdLS.

1. Specific responsibilities of the visiting or research scholar:

* According to Colombian regulations, all visiting scholars are to show an **invitation letter** issued by Universidad de La Salle that will be necessary to enter the country with his/her **return ticket** and **international insurance policy**. In order to comply with such requirement, the Colombian Government has established migration procedures under the *Decreto 1067 del 26 de mayo de 2015,* *Decreto 1743 del 31 de agosto de 2015* and *Resolución 0714 del 12 de junio de 2015* from the Ministry of Foreign Affairs of Colombia, in which a Temporary Visitor Permission is given to visiting scholars.
* The visiting scholar must provide copy of his/her passport, copy of his/her insurance policy, copy of his/her curriculum vitae, copy of his/her flight itinerary, copy of his/her syllabus, copy of your faculty/staff card (institutional ID) issued by the academic institution where you are working currently and bank certification to the International Affairs Office at UdLS before arrival.
* The visiting scholar must purchase by his/her own means an international insurance policy. This insurance must cover the dates of the visit, and will be required to comprise: a) Accidental death -including transportation and repatriation of the remains-; b) Total and permanent disability; c) Medical Expenses; and d) Dental Expenses.
* The visiting scholar must purchase his/her air ticket and send proof of this transaction in order to receive the corresponding reimbursement from UdLS. **In the case that the International Affairs Office purchases the air ticket directly, the visiting scholar agrees to fully reimburse the amount paid by the institution in case of cancelling her/his participation within the following 30 days of notification.**
* The visiting scholar must specify the teaching methodology, his/her presentations and his/her lecturer obligations to the International Affairs Office at UdLS.
* The visiting scholar is responsible of the physical facilities he/she uses and in case of any damage, he/she or its institution is in charge of paying the corresponding repairs.

1. Support provided by Universidad de La Salle (UdLS):

* The International Affairs Office at UdLS must notify all benefits and details that the visiting scholar will receive during his/her visit.
* UdLS will provide assistance about functions, academic tasks and responsibilities designated to the visiting scholar during his/her visit. In this case an academic authority within UdLS may be appointed to follow up with the activities (if applies).

1. UdLS – International Affairs Office and INSTITUTION NAME represented by VISITING SCHOLAR’S NAME agree that:

* UdLS will identify and appoint a staff member who will collaborate with the visiting scholar during his/her visit.
* UdLS will grant grant COP 3.400.000 or USD 1,100 aprox (exchange rate fluctuations may affect U.S. dollar comparisons for stipends) to cover living expenses and as a travel allowance. A tax deduction of 14% is compulsory according to legal Colombian regulations.
* The International Affairs Office at UdLS will provide assistance according to the official process with the Colombian authorities and the migration status in Colombia during the length of his/her academic or research activity.
* UdLS will provide accommodation within its campus during the length of the activity and any other arrangements officially notified by UdLS. The visiting scholar may cease this service; in such case, UdLS may help to find an appropriate space but will not assume the costs of accommodation or of any prejudice or situation that may occur.
* Once a round trip, economy class flight ticket has been purchased by the visiting scholar, a full reimbursement will be done after notification and before returning to its country of origin.
* The visiting scholar must be in charge of any other not agreed costs.
* The International Affairs Office at UdLS will specify physical facilities available including office space, laboratory spaces (if applies) or any other facilities.
* The International Affairs Office at UdLS will specify support resources available as computer, internet and office equipment if required.
* The International Affairs Office at UdLS will specify if access to the library, information networks will be available to the professor or research scholar (if necessary).
* The International Affairs Office at UdLS will specify the language of instruction if different to Spanish.

This agreement is valid for the time above mentioned. The signatures below verify approval and consent of the visiting scholar or research scholar as specified in this agreement.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VISITING SCHOLAR’S NAME  INSTITUTION NAME  School of AREA OR DEPARTMENT | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alberto Prada Sanmiguel, F.S.C  President  Universidad de La Salle Colombia |