**MEMORANDUM OF UNDERSTANDING**

**INTERNSHIP FOR FOREIGN PROFESSORS/ACADEMICS**

**AT THE UNIVERSITY SANTO TOMAS, CHILE**

In Santiago-Chile, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), between the Universidad Santo Tomás, Unique Tax Roll No. 71,551,500-8, represented by its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position), Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, national identity card N° \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position), Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, national identity card N° \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, all domiciled in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city), hereinafter “the UST”, on the one hand, and on the other mr/mrs **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (teacher's name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (nationality), passport N° \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter the “Visiting Professor”, the following memorandum of understanding has been agreed:

**FIRST:** In its desire to promote the exchange of knowledge and the development of research projects at an international level, it is the intention of the UST to receive from the foreign institutions with which it has signed exchange agreements, visiting professors who contribute with their knowledge to the UST academic community.

**SECOND**: It is the intention of the Visiting Professor to carry out an internship at UST, where he/she will contribute with his/her academic experience, being able to give lectures or seminars, develop research work or direct thesis, as agreed by the parties.

**THIRD:** The internship can only take place if the University to which the Visiting Professor is academically affiliated through an academic exchange agreement with the UST or the signing of said agreement is in the process of being finalized, for which the professor must have an internship application letter from his/her University to UST.

**FOURTH**: Along with the expression of the intention to carry out an internship through the subscription of this document, the Visiting Professor must present a Work Plan to the respective academic unit, detailing the activities that will be carried out during his/her stay at UST, including its objectives and expected results. The relevant Academic Unit or Research Center of the UST will collaborate in the development of such Work Plan, if necessary.

**FIFTH:** Having in view the documents indicated in the previous clause, the Directorate of International Relations at UST together with the Academic, Research and Postgraduate Vice-Rector or the respective Dean, will approve or reject the internship. If approved, the final conditions will be established, including the date and place of completion, hiring and

remuneration regime if applicable, authority on which the Visiting Professor will depend during the stay, reports that will be pertinent to make, among others.

**SIXTH:** Once the internship is approved, the UST, through its International Relations Office, sends the Visiting Professor an official Letter of Invitation with the conditions proposed by the UST, which will allow him or her to obtain a visa, if applicable. In no case may a Visiting Professor remain on a tourist visa during the stay if it extends for more than 90 days.

**SEVENTH**: The approval of an internship will not necessarily imply the disbursement of resources by the UST to finance the internship. Thus, the only inalienable obligation that UST acquires is to generate the minimum academic conditions for the Visiting Professor to satisfactorily carry out the tasks committed in the internship; conditions that may include, among others, academic inputs, such as access to libraries and laboratories or administrative support for the coordination of academic work that he/she comes to develop.

Notwithstanding the above, the UST may pay the necessary expenses for the development of the Visiting Professor's internship, in accordance with the Exchange Agreement it maintains with the University of origin.

**EIGHTH**: If the duration and nature of the internship warrant it, the UST may define a modality for hiring the Visiting Professor, defined by the Vice-Rector of Human Resources at UST, in which case, the processing of the temporary work visa will be contracted by the Visiting Professor.

In such case, the parties will be obliged to comply with the labor and tax regulations in force in Chile.

**NINTH:** If the parties agree to carry out the internship, the Visiting Professor will be obliged to, at least:

a) Deliver the information requested by the UST to complete the internship.

b) Present the activity reports that are required.

c) Carry out the activities committed to the internship in time and form.

d) Hire medical insurance that covers the complete academic stay at the UST.

**TENTH**: Once the internship has begun, the Visiting Professor may not change the location or the program or objectives agreed upon with the UST, unless there is a written agreement between the parties.

**ELEVENTH:** The Visiting Professor must present all the information and reports required by the UST in Spanish unless expressly authorized otherwise.

**TWELFTH:** The materials and equipment that the UST provides to the Visiting Professor to carry out the internship will be delivered on loan, with the UST retaining ownership of these at all times.

**THIRTEENTH:** If the Visiting Professor generates one or more publications during or as a result of his/her stay at the UST, he/she must mention the latter in his/her academic affiliation data.

**FOURTEENTH:** The parties declare and accept that this document does not constitute a contract, without prejudice to the subsequent contractual link that could be generated between the Visiting Professor and the UST when the internship is approved.

**FIFTEENTH:** This Memorandum of Understanding is signed in two equal copies, leaving one for each party.

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| **Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and title)  University Santo Tomas  Chile  **Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and title)  University Santo Tomas  Chile | **Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Passport N° \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Visiting Professor |