



**Northumbria
University**
NEWCASTLE

Memorandum of Agreement

For the Exchange of Students

BETWEEN

UNIVERSITY OF NORTHUMBRIA AT NEWCASTLE (Northumbria University and the FACULTY)
of Sutherland Building, College Street, Newcastle upon Tyne, NE1 8ST, United Kingdom ("Northumbria")

AND

UNIVERSIDADE FEDERAL DA BAHIA and School of Nursing
Rua augusto Viana. S/Nº Canela – Salvador/bahia/brasil

The purpose of this Agreement is to establish a student exchange programme between the Institutions. Both Institutions agree that a period of study abroad can be of great academic and personal value to students. This Agreement seeks to provide the opportunity for equal numbers of students from each Institution to undertake a period of study at the other for the duration of the Agreement.

In this Agreement, the following definitions shall have the meaning set out opposite:

"Exchange"	means a one for one exchange of students from each Institution.
"Exchange Programme"	means the student exchange programme between Northumbria and the Partner.
"Exchange Student"	means a Home Institution student enrolled at the Host Institution for the purposes of the Exchange Programme.
"Home Institution"	means the Institution at which the Exchange Student is originally enrolled and intends to graduate.
"Host Institution"	means the Institution where the student is temporarily enrolled as an Exchange Student.
"Institutions"	Northumbria and the Partner collectively
"Term"	means the period of five years from the date when both Institutions have signed this Agreement – agreement will expire on 31.08 of the year of expiry.

1. Exchange Programme

- 1.1 Subject to the provisions of this Agreement, Northumbria and the Partner agree to exchange 8 students each academic year (or such other number of students as Northumbria and the Partner may agree in writing from time to time) for the duration of the Term. Any increase on these numbers may be agreed between both parties in advance of the following academic year
- 1.2 An Exchange Student's participation on the Exchange Programme will usually be for one semester or one academic year (or for such other period as Northumbria and the Partner may agree in writing).
- 1.3 The Institutions will keep numbers of Exchange Students under annual review and will adjust the number of students as necessary in order to maintain balance in the Exchange over the duration of this Agreement. Where there are unequal numbers of Exchange Students at either Institution during any one academic year, the number of Exchange Students at each Institution shall (i) be adjusted to achieve overall parity in the Exchange in the following year(s) and (ii) be brought to balance within the Term.

1.4 Student mobility numbers per academic year:

FROM	TO	Subject area(s) name	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
				Studies (total number of students per year)	Traineeships
Northumbria University	Universidade Federal da Bahia	Nursing	1st	8	

Universidade Federal da Bahia	Northumbria University	Nursing	1st	8	
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2. Application

- 2.1 Completed student applications for the Exchange Programme must be received by the Host Institution's exchange co-ordinator's office by the Host Institution's deadlines.
- 2.2 Exchange Student candidates will be firstly selected by the Home Institution to participate in the Exchange Programme. The candidates will then be subject to the approval of the Host Institution. Exchange Students must be in good academic standing and satisfy the admission requirements of the Host Institution, including language proficiency requirements.

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Studies	Traineeships
Northumbria University	English	N/A	Equivalent of IELTS 6.0 (no minimum element below 5.5) for most (but not all) subject areas	B2
Universidade Federal da Bahia	Portuguese			B2

- 2.3 Exchange Students must have successfully completed at least one year of continuous study at the Home Institution before commencing the Exchange Programme.

3. Registration with the Host Institution

- 3.1 Exchange Students will receive all registration materials from the Host Institution.
- 3.2 Exchange Students shall be accorded the same rights and privileges and services as other students at the Host Institution, including but not limited to student support and ancillary services.
- 3.3 Exchange Students will maintain full-time enrolment and follow the academic regulations, codes of conduct, policies and procedures of the Host Institution whilst participating in the Exchange Programme.

3.4 The Host Institution reserves the right to terminate the registration of any Exchange Student whose academic work or behaviour is not appropriate in the Host Institution's view. Whenever possible, such cases will be discussed between the Institutions before action is taken.

3.5 The Host Institution shall endeavour to provide Exchange Students with a safe environment that complies with applicable occupational health and safety obligations, and is free from discrimination, harassment or victimisation.

4. Fees and other Costs

4.1 Exchange Students will not be charged for application, tuition or other mandatory student fees at the Host Institution. However, they will be required to pay the tuition and other mandatory fees of the Home Institution during the Term. Fees for programmes not covered by tuition fees or other mandatory fees will be worked out on a case-by-case basis.

4.2 Exchange Students are responsible for their own financial support whilst participating in the Exchange Programme (including, but not limited to: living costs, passport and visa costs, transport, textbooks and equipment, photocopying, printing) and the Host Institution bears no responsibility for providing funds to an Exchange Student for any purpose.

4.3 Accommodation is not included as part of the Exchange Programme, but the Host Institution will endeavour, insofar as possible, to arrange housing for Exchange Students, the costs of such accommodation being borne by the Exchange Student.

4.4

5. Calendar

5.1 Applications from nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Spring term*
	September	January
Northumbria University	15 April	15 October
Universidade Federal da Bahia	15 June	15 December

5.2 The receiving institution will send its decision within 5 weeks.

5.3 A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

6. Grading systems of the institutions

6.1 Northumbria University

Northumbria works on 120 credits per year; this is equivalent to 60 ECTS. For example, a Northumbria module (course), worth 20 credits, is equal to 10 ECTS. The pass mark for modules is 40% for Undergraduate modules and 50% for Postgraduate modules.

6.2 Universidade Federal da Bahia

UFBA does not work with credits but with workload and the student can do the workload that the university of origin requires. for every 15 hours it is equivalent to 01 ECTS

7. Housing

7.1 The receiving institution will guide incoming mobile participants in finding accommodation.

7.2 Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
Northumbria University	rc.accommodation@northumbria.ac.uk 44 (0)191 2274209	www.northumbria.ac.uk/ accommodation
Universidade Federal da Bahia	sri@ufba.br +5571 32837064	

8. Liability and Insurance

8.1 The maximum liability of each Institution under or otherwise in connection with this Agreement or its subject matter shall be limited to £10,000.

8.2 Nothing in this Agreement limits or excludes an Institution's liability for:

8.2.1 death or personal injury resulting from negligence; or

8.2.2 any fraud or for any sort of other liability which, by law, cannot be limited or excluded.

8.3 Each Institution shall obtain insurance cover which it deems is proportionate to the risks and requirements under this Agreement.

8.4 The Host Institution does not provide health insurance for incoming Exchange Students. Such students are required to obtain and pay for travel, health and other relevant insurance policies whilst in the host country or reach agreement with their Home Institution in this regard.

8.5 Each institution shall ensure that they maintain appropriate public, product and liability insurance policies for the duration of the Term.

9. Immigration, Visa and Compliance with Laws

9.1 Exchange Students are responsible for complying with all home and host country immigration laws and obtaining any visa required to study at the Host Institution.

9.2 The Host Institution will endeavour to provide documentation required for visa purposes.

9.3 Exchange Students are expected to abide by the laws and customs of the host country.

Institution	Contact details (email, phone)	Website for information
Northumbria University	Visa Information sv.welfareandinternational@northumbria.ac.uk	http://www.northumbria.ac.uk/sd/central/stud_serv/sws/int_adviser/
Universidade Federal da Bahia	sri@ufba.br	www.sri.ufba.br

10. Intellectual Property

- 10.1 All intellectual property rights and all information and materials relating to the provision of courses which have been developed by or provided by the Host Institution or which contain any of the Host Institution's copyright work or other intellectual property ("**the Materials**") shall be owned by the Host Institution and the Home Institution shall not acquire any right, title or interest in any of the Materials.

11. Data Protection

Northumbria is subject to the UK GDPR and the Data Protection Act 2018 and the Partner is subject to the EU GDPR (together "**the Data Protection Laws**")

Northumbria ("**the Data Discloser**") shall disclose Exchange Student data to the Partner to facilitate and administer the Exchange Programme contemplated by this Agreement or as may otherwise be required by law ("**the Agreed Purposes**"). This clause sets out the framework for the processing of personal data by the Institutions as data controllers.

In relation to all personal data shared under or in connection with this Agreement for the Agreed Purposes ("**the Shared Personal Data**"), each institution shall comply with all the obligations imposed on a data controller under the Data Protection Laws and in particular (but without limitation):

- Northumbria shall ensure that it has all necessary notices and consents in place to enable lawful transfer of the Shared Personal Data to the other Institution and its employees, agents and contractors ("**Permitted Recipients**") for the Agreed Purposes;
- each Institution shall process the Shared Personal Data only for the Agreed Purposes;
- each Institution shall not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients, unless so required by law;

- the Partner shall ensure that all Permitted Recipients are subject to written contractual obligations concerning the Shared Personal Data (including obligations of confidentiality) which are no less onerous than those imposed by this Agreement;
- each Institution shall ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data; and
- the Partner shall not transfer any Shared Personal Data received from the Data Discloser to any third party outside the European Economic Area without the other Institution's express prior approval in writing.

Each institution shall cooperate with and assist the other Institution to comply with all applicable requirements of the Data Protection Laws relating to any Shared Personal Data. In particular, each Institution shall:

- provide the other institution with reasonable assistance in complying with any data subject access request relating to Shared Personal Data;
- notify the other institution without undue delay on becoming aware of any breach of the Data Protection Laws relating to any Shared Personal Data;
- at the written request of the Data Discloser, delete or return all Shared Personal Data (and any copies thereof) to the Data Discloser on expiry or cancellation of this Agreement unless required by law to retain any Shared Personal Data; and
- maintain complete and accurate records and information to demonstrate its compliance with this clause 11.

Unless the context requires otherwise, terms used in this clause 11 shall have the meaning as given to them in the Data Protection Laws.

12. Anti-Bribery and Modern Slavery

Both Institutions shall comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption and the prevention of modern slavery and human-trafficking including but not limited to the Bribery Act 2010 and the Modern Slavery Act 2015 and shall not engage in any activity, practice or conduct that would constitute an offence under those Acts.

13. Revision and Termination

- 13.1 This Agreement is subject to revision by mutual consent in writing. The Term may be extended by mutual written consent of both Institutions.

- 13.2 Either Institution may cancel this Agreement by giving the other Institution no less than twelve months' written notice. Either Institution may cancel this Agreement with immediate effect by giving written notice to the other Institution if the other Institution commits a material or repeated breach of clause 11 and fails to remedy such breach within fourteen days of being given notice to do so.
- 13.3 In the event of expiry or cancellation of this Agreement for any reason, any Exchange Students registered with the Host Institution as at the date when expiry or cancellation takes effect shall be permitted to complete their activities in accordance with the terms of this Agreement.
- 13.4 Any provision of this Agreement that expressly or by implication is intended to come into or continue in force upon or after expiry or cancellation of this Agreement, including (but not limited to) clauses 10-12, shall remain in full force and effect.
- 13.5 Each Institution reserves the right for reasons of national security, national interests, public order or public health to immediately suspend temporarily, either in whole or in part, the implementation of this Agreement.

14. Notices

- 14.1 Any notice given by either Institution under or in connection with this Agreement shall be written in English and shall be:
- 14.1.1 delivered by hand or sent by pre-paid first-class post or recorded delivery service to the other Institution addressed to the contact at the address specified below (as applicable); or
- 14.1.2 signed, scanned and a copy provided digitally by email to the address specified below (as applicable).

Name of the institution	Address	Contact details (email, phone)	Institutional Website
The University of Northumbria at Newcastle (trading as Northumbria University)	Sutherland Building, NE1 8ST Newcastle upon Tyne, UK	Alejandra Vicencio Head of International Mobility Graduate Futures Alejandra.vicencio@northumbria.ac.uk +441912437446 Exchange details: Outgoing: er.study-abroad@northumbria.ac.uk Incoming: bc.exchangeapplicantsservices@northumbria.ac.uk	www.northumbria.ac.uk
Universidade Federal da Bahia	Rua Augusto Viana, S/Nº - Canela	Betania Almeida International Relations Advisor aai@ufba.br +5571 32837025 sri@ufba.br Sri_intercambio@ufba.br	www.sri.ufba.br

	40110-909 Salvador/Bahia/Brazil	
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10.2 For the purposes of this clause, each Institution may from time to time change the contact, address and/or email address to which notices shall be delivered or sent by giving written notice to the other Institution of the new contact, address and/or email address.

15. Resolution of Disputes

Both Institutions agree that they will attempt to resolve any dispute in the first instance by mutual consultation and negotiation. However, it is also agreed that this Agreement and any proceedings pursuant hereto shall be construed in accordance with and governed by the laws of England and both Institutions submit to the exclusive jurisdiction of the English courts.

16. Duration

The duration of the agreement shall be 5 years, subject to renewal and agreement by both institutions at least 1 year before its expiry date.

17. Signatures

Signed on behalf of the University of Northumbria at Newcastle  Signature:..... Print Name: Andy Long Freng Position: Vice-Chancellor and Chief Executive Date: 5 September 2025.....	Signed on behalf of  Signature:..... Print Name: Paulo Cesar Miguez de Oliveira Position: Rector Date: 03/07/2025.....
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