



VIRTUAL PROGRAMS

Consortium for North American Higher Education Collaboration
Consortio para la Colaboración de la Educación Superior en América del Norte
Consortium pour la collaboration dans l'enseignement supérieur en Amérique du Nord

CONAHEC VIRTUAL INTERNATIONAL PROGRAMS

Student Virtual Exchange

About

What is a CONAHEC virtual exchange?

- A program that allows a student from a CONAHEC member institution to enroll in one or more for-credit courses offered completely online by another CONAHEC member institution located in a different country.
- A virtual exchange program transforms a local virtual classroom into a global classroom where students from different institutions can participate and earn academic credits toward their degree.

What is NOT a virtual exchange?

- This program does not replace traditional in-person mobility program. It is a complement.
- Virtual learning is not the same as remote learning. Therefore, not every course that an institution offers to be taught remotely is adequate to host international students in a virtual exchange program.
 - The current pandemic pushed all institutions who were teaching face-to-face courses to rapidly switch their classes to a remote format. This was an emergency and should not be the norm for distance learning. Courses need to be designed with a pedagogy suited for engaging in distance education.

Objectives

- Expose students to faculty, curriculum, and peers from different countries.
- Allow students to earn credits from a foreign institution.
- Help students perfect a second language by taking classes in said language.
- To transform an already virtual classroom into a global classroom.

Why should students participate

- Alternative to traditional mobility programs that require students to travel and live abroad.
- Earn credits from a foreign institution while you are still enrolled and taking classes from your home university.
- Take classes in a different language is an excellent way to expand your writing, listening, and speaking skills.
- Establish relationships and a network with students and faculty from a different institution in a foreign country.
- A low-risk opportunity to 'get your feet wet' with an international education. After this experience, students can opt to participate in an education abroad program.



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Requirements

Institutional Requirements (host institution)

- Offer at least one course that will be taught fully online.
- Offer at least 3 spaces for international students in any online course.
 - The host institution would have to register those students as visiting students in the class, waive any tuition fees (universities are allowed to charge an administrative fee which ideally shouldn't be of more than \$50 USD or equivalent per course).
- Share with CONAHEC the course offering including: Course name, description, general content and/or expected learning outcomes, language of instruction, pre-requisites, required materials (textbooks, software, etc.), students' requirements (major, GPA, language proficiency, etc.), course format (synchronous/asynchronous, platform, schedule), number of available spaces.
- Admit and enroll interested students.
- Provide the students access to any resources they will need for their successful participation in the course. This includes but is not limited to: Login credentials to the learning management system (LMS) used by the institution, access to an e-mail address from the host institution, access to digital resources at the institution's library, access to technical support for the LMS or any other virtual resources.
- Provide an orientation to students which includes how to use the platform and how to access any forms of support.
- Support the students throughout the semester with any academic or technical issues they might face.
- At the end of the term, the host institution is responsible of issuing a transcript/official letter stating whether the student passed or failed the course and any specific grade they obtained (if applicable).

Institutional Requirements (home institution)

- Promote the course offering among their students.
- Advise students on the courses and specific process to enroll at the host institution.
- Monitor the students' progress during the semester.
- Use the host institution's transcript to transfer the earned credits into the student's official academic record.

Student Requirements

- Students must be enrolled and seeking a degree from a CONAHEC member higher education institution.
- Be able/willing to participate in the classes in the format that the host institution is offering them. This includes considering if the classes will be synchronous, asynchronous, or a mix of both; familiarity with the pedagogies of online learning and the use of technology.



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How it works:

1. HEIs share with CONAHEC the courses in which they are able to host international students as well as the overall number of students that they would be able to host under this scheme.
 - a. We suggest that universities do not simply share their whole online catalogue, but rather a selection of courses that—given their design, pedagogy, and instructor’s experience—are suited to host international students.
 - b. Institutions can also start by offering a few courses that bundled together can become a certificate or specialization. For example, three courses on different topics that together can help students to become familiar with the economic, social, and cultural aspects of the host institution’s region. Or a group of courses in a specific discipline.
2. CONAHEC will share with all its members the information of each institution’s offer. The information should include at least: available courses with description, language of instruction, available spaces, requirements, dates, medium of instruction, admission/enrollment process, any extra/special fees.
3. Each institution promotes the offer with its students and provides advising for those interested in enrolling in one or more courses abroad.
 - a. Please note that students can certainly choose to take classes from different institutions during the same term, but we don’t recommend it; however, each home institution can decide their specific rules and requirements.
4. Once a student decides to participate, the home institution will contact the host institution to formally nominate and share any documentation on behalf of the student.
 - a. For the time being, CONAHEC will not process the applications for a virtual exchange. This first year will be a pilot while we adapt our system to accept nominations for either physical or virtual exchanges.
5. The host institution will then admit and enroll the student following its own process and regulations.
 - a. Please note that the student can still be enrolled at its home institution during this term.
6. At the end of the term, the students will receive a transcript with their grades which the home institution will use to transfer the credits earned by the student.

Important Considerations

- Virtual learning is not the same as remote learning. The current pandemic pushed all institutions who were teaching face-to-face courses to rapidly switch their classes to a remote format. This was an emergency and therefore, universities should not offer international students (through this program) the possibility to enroll in courses that were not designed to be taught online.
- CONAHEC does not currently offers an online system to manage applications for a virtual exchange. We facilitate the sharing of information, but it is ultimately the home and host institution who will have to submit/process all the necessary documentation on behalf of the students.
- Being a virtual program, it is possible than neither the home nor the host institution are communicating regularly with the students; therefore, we encourage institutions to actively follow-up with students to make sure they are engaged and actively participating in the classes.



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Participating Institutions

So far, the following institutions have expressed interest in participating in a pilot of a virtual exchange program. Specific details for some of them are found in the next pages. If an institution is listed here, but no further information is included, please make sure to nominate your students using the traditional CONAHEC system and indicate in the comments that the student is interested in a virtual mobility program. You might also reach out to the university directly to request more information.

We will keep adding institutions in the upcoming weeks. If your institution is not listed and you would like to participate, please e-mail Santiago Castiello at santiagocg@arizona.edu

- **Canada**
 - Brock University
 - University of Regina
- **United States**
 - Eastern New Mexico University
- **Mexico**
 - Instituto Tecnológico de Sonora
 - ITESO
 - Universidad Anáhuac Puebla
 - Universidad Anáhuac Querétaro
 - Universidad Autónoma de Baja California
 - Universidad Autónoma de Chiapas
 - Universidad Autónoma de Chihuahua
 - Universidad Autónoma de Ciudad Juárez
 - Universidad Autónoma de Guadalajara
 - Universidad Autónoma del Estado de Hidalgo
 - Universidad Autónoma del Noreste
 - Universidad de Colima
 - Universidad de Guadalajara
 - Universidad de Sonora
 - Universidad de Quintana Roo
 - Universidad del Valle de Puebla
 - Universidad Iberoamericana Mexico City
 - Universidad Latina de América
 - Universidad Popular Autónoma del Estado de Puebla
- **Argentina**
 - Universidad Nacional del Nordeste (UNNE)
- **Bolivia**
 - Universidad del Valle (UNIVALLE)
- **Brazil**
 - Universidade Estadual Paulista – UNESP
- **Colombia**
 - Universidad del Norte
- **Ecuador**
 - Universidad Ecotec
- **South Korea**
 - Hanyang University ERICA
 - Hankuk University of Foreign Studies



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Brock University (Canada)

Primary Contact Information:

- International Office intlmobility@brocku.ca

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- a. Please check the Brock Website or contact the International Office for more information: intlmobility@brocku.ca

2. Nomination Process

- Through the CONAHEC system (we would use the same platform but the home institution will indicate in the comment section that the student is interested in the virtual exchange format)
- If our institution continues with online classes as the majority of classes we would like to continue with virtual opportunities. In our registration page the classes are now listed as online on an on-going basis so we can continue to pursue this option.

3. Student Requirements

- Same process as regular exchange

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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University of Regina (Canada)

Primary Contact Information:

- Study Abroad office at study.abroad@uregina.ca

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- All the information can be found [here](#).

2. Nomination Process

- Kindly send an email to our Study Abroad office at study.abroad@uregina.ca with the following information for each nominated student:
 1. Full Name
 2. Field of study at the home institution
 3. Email
 4. Completed [nomination form](#).
 5. Please fill out the form in its entirety and return back to study.abroad@uregina.ca before the **March 1st**, deadline.

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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ITESO, Universidad Jesuita de Guadalajara (Guadalajara, Mexico)

Primary Contact Information:

- Della Burke, Internationalization Coordinator: deburke@iteso.mx

How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- There are no additional fees for virtual exchange courses.
- Courses are taught in either Spanish or English (as indicated), all courses are asynchronous.
- Any pre-requisites are listed in the syllabus for the course and the dates follow the same semester dates for face-to-face classes (January 18-May 17)

Courses normally on offer include*:

- GESTIÓN DE LA INNOVACIÓN Y LA TECNOLOGÍA
- GESTIÓN EMPRESARIAL
- INFORMACIÓN FINANCIERA
- COMPORTAMIENTO ORGANIZACIONAL
- MERCADOTECNIA INTEGRAL
- DESARROLLO DE HABILIDADES DIRECTIVAS
- INNOVACIÓN Y EMPRENDIMIENTO
- MODELOS DE NEGOCIO
- CONTROL ADMINISTRATIVO DE PERSONAL
- ESTRATEGIAS DE MARCA
- Writing Academic Texts (in English)
- CONOCIMIENTO Y CULTURA
- CONTEXTO HISTÓRICO Y SOCIAL
- Critical Reading and Writing (in English)
- ÉTICA, IDENTIDAD Y PROFESIÓN
- Interculturalism (in English)
- MANEJO DE INFORMACIÓN Y DATOS NUMÉRICOS

*Syllabi can be provided upon request.

Nomination Process

Through the CONAHEC system (please indicate in the comment section that the student is interested in the virtual exchange format)

Student Requirements

Students must provide proof of a minimum B2 level language ability if taking a class not in their native language. Students will need to email copies of their transcripts (in English or Spanish) and an official ID.

After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes. Transcripts will be issued in either English or Spanish



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Anáhuac Puebla (Puebla, México)

Primary Contact Information:

- Ana Luisa Desdier: ana.desdier@anahuac.mx

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

[Institutional website](#) and here: <https://cutt.ly/Fall-Academic-Offer-2020-Anahuac-Puebla>

2. Nomination Process

By email to Ana Luisa Desdier: ana.desdier@anahuac.mx

Process for virtual exchange.

1. Nomination from the university of origin of the postulant, certifying that the student is active and the official postulation of the program,
2. host university receives nomination and writes back to student with academic offer, instructions and list of documents to send back to host university.
3. Students sends documents to host university:
 - a) Application format, b) Official Transcript from the home university of origin, c) Spanish language certification (if your main language is not Spanish), d) Curriculum Vitae, e) One digital photo 3X4cm.
4. Student receives a formal acceptance letter with an institutional ID and email address
5. Students receive assistance to navigate the university's platform for virtual classes.
6. Student is enroll in the classes
7. International students take classes with host university in a multicultural, virtual environment
8. Host university sends official transcript to sending university.

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned? Yes

5. Additional Comments. APPLICATION DATES:

- Autumn semester (August to December) or full year: Apply by July 15
 - Start of the semester: August 10
 - Orientation session: August 3 and 4
 - End of semester: December 1st
 - Final exams: December 1st to December 12
- Summer (June to July): Apply by May 15



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Universidad Anáhuac Mayab (Mérida, Mexico)

Primary Contact Information:

- Tania López, Exchange Anáhuac Mayab exchange@anahuac.mx

How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- You can find the courses that we will offer [HERE](#). For more specific information about these, as well as availability, you can consult directly with our [Academic Exchange Advisors](#).
- It is important to consider that the courses with a start and end time are synchronous online classes, that is that the Students must be connected in real time at the established time. On the other hand, courses that do not have a Schedule, are asynchronous. You can check the modality of the courses in the “Método de Instrucción” column

Nomination Process

- The home institution needs to submit an application on behalf of the student(s) using the traditional CONASEP system (www.conahectudentexchange.org) and/or send an email to: exchange@anahuac.mx
- The documents we will need are the following:



[Exchange Application \(Link to download\)](#)



Copy of passport or an official ID



Proof of language: Spanish B1 for Spanish taught courses / English B2 for English taught courses

After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Autónoma de Chihuahua (Chihuahua, Mexico)

Primary Contact Information:

- Nombre: Martha Zúñiga - Tel.: +52 614 238 2079 ext. 8422.; mmzuniga@uach.mx

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- The courses can be found on the site: <https://uach.mx/> (in the Centers section), or you can send an email to: mmzuniga@uach.mx to request the information.

2. Nomination Process

- The home institution needs to submit an application on behalf of the student(s) using the traditional CONASEP system (www.conahectudentexchange.org). Please make sure you indicate in the comment section that the student is interested in the virtual exchange format and not in a face-to-face traditional exchange. Also, please make sure you fill-out which courses is the student interested in.
- After receiving the application, the host institution will follow-up directly with the student and their home institution for the next steps.

Students Requirements

For students whose first language is not Spanish, the DELE exam is requested, preferably level B1, but we are also flexible. Likewise, we give students the opportunity to take Spanish as a second language classes if they wish.

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Autónoma de Ciudad Juárez (Chihuahua, Mexico)

1. Primary Contact Information:

- Yadira Isela Márquez González, ymarquez@uacj.mx
- José María Palacios Varela, mov.estudiantil@uacj.mx

2. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- The catalog is available [here](#). Please navigate to "Exchange Students to the UACJ" and look under Programs offer

3. Nomination Process

Nominations should be made through the CONAHEC system. Please make sure to indicate in the comment section that the student is interested in participating in a virtual exchange program. Students also need to send the following document via email to UACJ:

- [Application form](#)
- Letter of intent addressed to Mtra. Yadira I. Márquez González, Deputy Director of Cooperation and Internationalization signed by the internationalization office of the student's home university.
- Student's academic record / transcripts
- Copy of official identification.
- Curriculum Vitae (without supporting documentation).
- A letter of recommendation letter issued by a teacher from the home institution.

4. Students' Requirements

Each student, after being nominated, must submit the following documents in pdf format

- Min GPA of 8.5/10 or equivalent
- Proof of Spanish language proficiency for students from non Spanish-speaking countries.
- Proof of English language B1, in case of applying to courses taught in that language.

5. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Autónoma de Guadalajara (Jalisco, Mexico)

Primary Contact Information:

- María Fernanda Flores Álvarez: maria.alvarez@edu.uag.mx

4. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- Universidad Autónoma de Guadalajara will manage virtual exchange in the same scheme as regular mobility. They do not have to pay a fee to enroll. We are open to hosting 2 students per academic program.
- The course catalogue can be found [here](#)
- A fact sheet with more information can be downloaded [from here](#).

5. Nomination Process

Students interested in the courses should send an email to: maria.alvarez@edu.uag.mx mentioning their home institution, academic program they are enrolled in, and UAG course they are interested in. They will then receive the application forms and list of documents required to enroll.

6. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Autónoma del Estado de Hidalgo (Pachuca, Mexico)

1. Primary Contact Information:

- Brenda Valencia Pérez, iamovint@uaeh.edu.mx

2. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- All courses will be delivered virtually, the full catalogue is available here: https://www.uaeh.edu.mx/division_academica/area_conocimiento.html

3. Nomination Process

Nominations should be made through the CONAHEC system. Please make sure to indicate in the comment section that the student is interested in participating in a virtual exchange program.

Students also need to send the following document via email to UAEH:

- Learning Agreement
- Transcript of records
- Identity Card.
- Motivation Letter
- 1 digital photo

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Autónoma del Noreste (Saltillo, México)

Primary Contact Information: Sylvia Chávez Paz schavez@uane.edu.mx
<https://www.uane.edu.mx/programas/licenciaturaenlinea>

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

The courses we offer are:

- Contabilidad
- Desarrollo de Software
- Ingeniería Industrial
- Mecánica de Procesos de Inyección
- Administración de Empresas
- Recursos Humanos
- Ciencias de la Educación
- Derecho
- Psicología Laboral
- Innovación en Marketing Digital

In order to apply for a virtual exchange please use the CONAHEC application system. There are no academic fees for exchange enrollments through CONAHEC. More information and requirements:

- Spanish level B2 in order to take Spanish taught courses. Having completed at least 2 semesters of studies at the home university previously.
- Our system at UANE is modular. The student takes from 2 to 3 courses for 6 weeks depending on the program, semester and module. At the end of this time they have their final exams and start the next module. There are 3 modules in a semester. The student that enrolls will take the courses offered according to the plan chosen, semester and module he/she chooses.

2. Nomination Process

1. The home institution needs to submit an application on behalf of the student(s) using the traditional CONASEP system (www.conahecstudentexchange.org)
2. Please make sure you indicate in the comment section that the student is interested in the virtual exchange format and not in a face-to-face traditional exchange. Also, please make sure you fill-out which courses is the student interested in.
3. After receiving the application, the host institution will follow-up directly with the student and their home institution for the next steps.

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad de Colima (Colima, México)

Primary Contact Information: Dr. Genoveva Amador (genoveva@ucol.mx)

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- There is not any fee for virtual exchange.
- We will send a list with the courses that will be available in Spanish and in English for Spring semester, and a link per course in which students and advisors will find its content.
- Each professor in charge will determine if the course will be taught synchronously or asynchronously.
- If you have any questions or comments, you can reach us through the following email: js_ortiz@ucol.mx and Samantha Ortiz will guide you through this process at UCOL.

1. Nomination Process

By E-mail:

- The home University will send an official letter addressed to Dra. Genoveva Amador Fierros (genoveva@ucol.mx), Director of the International Affairs and Academic Cooperation Office, in which they nominate the interested student and some information as name, date of birth, email and period to study the student would like to attend.
- Once we receive the nomination letter, we send to home University the application form and other necessary documents to be filled by the student.
- When we receive the documents, we start the admission process with our faculties or schools.
- If faculties or schools decide to accept the student, we will send the acceptance letter to home University.

2. Student Requirements

- To have an intermediate level of English or Spanish proficiency.
- Overall GPA: 8.0/10.0
- To have completed 2 years of study at home University.

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad de Guadalajara (Jalisco, Mexico)

1. Primary Contact Information:

- Griselda del Carmen de la Torre García. E-mail: griselda.delatorre@cgci.udg.mx

2. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- Due to the nature of virtual learning, not all courses can be offered virtually or are suitable for hosting international students in a virtual exchange program.
- For more information about the specific courses available, please contact the Interinstitutional and International Relations Unit at: mobility.cgci@cgci.udg.mx

3. Nomination Process

Nominations should be made through the CONAHEC system. Please make sure to indicate in the comment section that the student is interested in participating in a virtual exchange program.

4. Students' Requirements

Each student, after being nominated, must submit the following documents in pdf format

- Copy of official identification (passport or citizenship card).
- Cover letter
- Transcript or certificate of accumulated academic grades.
- Spanish language certificate (for students from non-Spanish-speaking countries)

5. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad de Sonora (Hermosillo, Mexico)

Primary Contact Information:

- Karla Navarro: karla.navarro@unison.mx

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- Please find our Online Courses Brochure at this link https://unisonmx-my.sharepoint.com/:f/g/personal/karla_navarro_unison_mx/EmK6BZ-sUZdEi1OJx7rETUBKL472VCOQWPb9WT4sxlqNQ?e=fS7j0K.
- Please keep in mind NO fee will be applied for students nominated through CONAHEC.

2. Nomination Process

1. Email karla.navarro@unison.mx the official nomination and the following documents: Transcript of Records, Letter of Intend, Official Identification (ID, passport etc), The selected course(s)
2. Our international office will review the documents , will analyze the available spaces at the course(s) and manage with the academic staff for the theirs approval.
3. The acceptance letter will be send as well as the University identity number and email.
4. Professors will get in touch with the student to arrange their online courses.

3. Student Requirements

Requirements vary depending on the courses

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad del Valle de Puebla (Puebla, Mexico)

Primary Contact Information:

- Alfonso Hernández: intercambiosycolab@uvp.mx

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- Only theory courses, does not include subjects with learning in strict use of laboratories, the academic offer is found at: <https://www.uvp.mx/oferta-academica/>

More information and requirements:

- No fees apply.
- There are no specific requirements, only that the student has the necessary technological tools for internet connection.
 - a. For foreign students, a Spanish language certification is required.
- Period from February to June: Starts 1st week of February, ends 2nd week of June.
- Period August to December: Starts 1st week of August, ends from 2nd to 3rd week of August.
- The course is taught according to the subject, certainly they are mostly synchronous.
- The schedules are issued until the student's registration, not before, there is always risk of schedule overlaps, but we look for alternatives
- Students can request information directly to: intercambiosycolab@uvp.mx, always with a copy of the email to their home university (mobility offices) for joint monitoring.

2. Nomination Process

The home institution needs to submit an application on behalf of the student(s) using the traditional CONASEP system (www.conahcestudentexchange.org). Please make sure you indicate in the comment section that the student is interested in the virtual exchange format and not in a face-to-face traditional exchange. Also, please make sure you fill-out which courses is the student interested in.

After receiving the application, the host institution will follow-up directly with the student and their home institution for the next steps.

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Iberoamericana de la Ciudad de México (Mexico City, Mexico)

Primary Contact Information:

- Florian Dittmar (Head, Student Mobility Office) florian.dittmar@ibero.mx

3. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- The offer of virtual courses for spring semester 2021 is being updated constantly under the following link: <http://bit.ly/CONAHEC-IBERO>
- In order to apply for a virtual exchange please use the CONAHEC application system. There are no academic fees for exchange enrollments through CONAHEC.

More information and requirements:

- No fees apply.
- Spanish level B2 in order to take Spanish taught courses. Having completed at least 2 semesters of studies at the home university previously.

4. Nomination Process

- The home institution needs to submit an application on behalf of the student(s) using the traditional CONASEP system (www.conahecstudentexchange.org) and/or send an email to: andrea.sanchez@ibero.mx.
- Please make sure you indicate in the comment section that the student is interested in the virtual exchange format and not in a face-to-face traditional exchange. Also, please make sure you fill-out which courses is the student interested in.
- After receiving the application, the host institution will follow-up directly with the student and their home institution for the next steps.

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad Popular Autónoma del Estado de Puebla (UPAEP) (Puebla, México)

Primary Contact Information:

- Yazmín Alvarez: yazmin.alvarez@upaep.mx

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- UPAEP grows together with the interconnectivity of the current world, to offer a list of virtual courses, and with it, make way for the International Virtual Campus. All the CONAHEC Partners are very welcome to nominate the students taking in mind that **there is no charge of tuition and there are no extra fees required.**
- The students will be able to find the course offer in the following link: <https://sites.google.com/upaep.mx/internacionalizacionvirtual/licenciaturas/clase-semesteral-virtual>
- In our web site, we will share the information of each course, language, number of credits, if the course will be asynchronous or synchronous with the schedule according to our time zone (CDMX).
- Before the classes start we will have an online orientation session in order to share the academic procedures and guidelines, as well as a training of UPAEP digital tools for the online classes.

2. Nomination Process

- We will appreciate if the nomination could be through the CONAHEC system (indicate in the comment section that the student is interested in the virtual exchange format)
- Once we have received your nominations by the CONAHEC system, the students will be contacted via email with an invitation to submit their application through our application system in Salesforce. Please remind them to also check the spam folder.

3. Student Requirements

- In order to enroll in the Spanish regular classes with the Mexican students; we require the level of B2 or at least level of B1 as a minimum level.
- In case the student has a level of B1, we require the student to

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes, UPAEP will send the transcript just in digital form. According to the UPAEP procedures, we will be able to send the digital transcript on June 4th by e-mail to the student and the exchange coordinator.



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Universidad del Valle (Bolivia)

Primary Contact Information:

- Marco Velez Ocampo: mvelezo@univalle.edu

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- Univalle Offer is [available here](#).

2. Nomination Process

- Through the CONAHEC system (we would use the same platform but the home institution will indicate in the comment section that the student is interested in the virtual exchange format)
- After submitting the application via Conahec platform, the student must also complete the following [online application](#). Please be advised that you will need to have ready the following documents:

1. One PDF file with:
 - Nomination letter from home university
 - Transcripts
 - Cover Letter
 - One-page CV or resumé
 - ID Document
 - Letter of intent
 - Academic Agreement
2. Picture in JPEG format (3x3 cm)

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidade Estadual Paulista - UNESP (Sao Paulo, Brazil)

Primary Contact Information:

- Camila Marconi - camila.marconi@unesp.br

3. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

Undergraduate Program at UNESP	Course	Start date (d/m/y)	End date (d/m/y)	Professor	E-mail	Vacancies	Language
Visual Arts	Didática / Didactics	06/04/2021	27/07/2021	Rita L. Berti Bredariolli	rita.luciana@unesp.br	3	Portuguese
Pedagogy	Educação Especial na perspectiva da educação inclusiva / Special Education from the perspective of inclusive education	05/04/2021	07/08/2021	Vera Lúcia Messias Fialho Capellini	vera.capellini@unesp.br	3	Portuguese
Pedagogy	Freinet: os fundamentos de uma pedagogia popular / Freinet: the foundations of a popular pedagogy	05/04/2021	07/08/2021	Maria da Graça Mello Magnoni	mgm.magnoni@unesp.br	3	Portuguese

All classes are taught in Portuguese. We strongly recommend students to have at least a basic Portuguese level.

4. Nomination Process

- Through the CONAHEC system (please indicate in the comment section that the student is interested in the virtual exchange format)
- Students must be selected by home University and be nominated by e-mail to camila.marconi@unesp.br (Deadline for nominations: March 22nd)
- After submitting the application via Conahec platform, the home Institution must send via email the following documents and information:
 1. Full name, Field of study at the home institution, and Student's Email
 2. Documents:
 - Copy of ID national document;
 - Transcript of Records issued by your home university (this document needs to be in English, Spanish or Portuguese);
 - Copy of Curriculum Vitae (CV);
 - Nomination Letter: Issued by home university. The document needs to be signed and stamped by the international affairs office. It needs to state nomination to an exchange at UNESP and the term for the exchange.

3. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes



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Universidad del Norte (Colombia)

1. Primary Contact Information:

Natalia Zapata: unoutgoing@uninorte.edu.co

Fiorella Rivera: unincoming@uninorte.edu.co

2. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- All the information can be found [here](#). (*It varies each semester)
- There are no additional fees for virtual exchange courses
- Application deadlines will be the same as regular exchange deadlines – April 15th and October 15th.
- Students can request information directly to: unincoming@uninorte.edu.co

3. Nomination Process

- Through the CONAHEC system (we would use the same platform but the home institution will indicate in the comment section that the student is interested in the virtual exchange format)
- If our institution continues with online classes as the majority of classes we would like to continue with virtual opportunities.
- After submitting the application via Conahec platform, the home Institution must send the following information through the email: unincoming@uninorte.edu.co
 - Full Name
 - Email
 - Gender
 - Date of Birth
 - Academic Level (Undergraduate or Graduate)
 - Academic Program
 - Term in which they wish to carry out mobility
 - Type of Mobility (Academic Exchange, Double Degree, Research Internship, Clinical Rotation, etc)
 - Type of agreement or Mobility Network
- Once the nomination has been received and approved, the student will receive an email with the instructions to start his/her application through our mobility platform that can be found at the following link: <https://uninorte-horizons.symplcity.com>

4. Students Requirements

- To have an intermediate level of English or Spanish proficiency, minimum level of B2

5. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

- Yes. Transcripts will be issued in Spanish and they will send the transcript in digital form



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Universidad ECOTEC (Ecuador)

Primary Contact Information:

- Mariuxi Alvarado – maralvarado@ecotec.edu.ec
- Daniella Pedemonte – dpedemonte@ecotec.edu.ec

1. How can the students and their advisors know which classes are open for international students to enroll through a virtual exchange?

- Please request by email the most up-to-date catalogue of online courses:
international@ecotec.edu.ec

2. Nomination Process

By E-mail:

- The home University will send an official nomination letter to: international@ecotec.edu.ec
Please include:
 - a. [Application form](#)
 - b. Transcript/Grades
 - c. A copy of an official ID from the student
- You can also find more information on the institution's Fact Sheet available in [English](#) and [Spanish](#).

3. Student Requirements

- Have completed at least one year at home institution.
- Submit all documents on time.

4. After the course ends, will you issue the students a transcript or official letter so their host institution can transfer the credits earned?

Yes