



ALAMO COLLEGES DISTRICT
St. Philip's College



Reciprocal Experiential Exchange Agreement Between
Alamo Colleges District – St. Philip's College
San Antonio, Texas, USA
and
I.P.S.E.O.A Tor Carbone-Alessandro Narducci
Rome, Italy, Europe

This Exchange Agreement between Alamo Community College District, St. Philip's College, a political subdivision of the State of Texas, hereinafter referred to as "St. Philip's College" and I.P.S.E.O.A Tor Carbone-Alessandro Narducci affirms that:

WHEREAS St. Philip's College and I.P.S.E.O.A Tor Carbone-Alessandro Narducci have signed a Letter of Intent;

WHEREAS Both institutions wish to promote academic exchanges with institutions in other countries;

WHEREAS St. Philip's College and I.P.S.E.O.A Tor Carbone-Alessandro Narducci desire to seek areas of common intellectual interest; and

WHEREAS Projects and exchanges undertaken by I.P.S.E.O.A Tor Carbone-Alessandro Narducci and St. Philip's College would be beneficial to both institutions.

Therefore, it is mutually agreed that the two institutions will cooperate in developing a series of exchanges to enrich the intellectual environment of both institutions and to facilitate the free exchange of ideas among faculty and students.

1. DEFINITIONS

The terms "Host Institution" and "Home Institution" have the following meanings:

Home Institution – The institution providing the exchange from which the student intends to graduate. Host Institution – The institution that agrees to receive participating students from the Home Institution.

2. EXCHANGE OF STUDENTS

2.1 Selection of Students

St. Philip's College in cooperation with I.P.S.E.O.A Tor Carbone-Alessandro Narducci agree to set the accepted number of participants eligible for the program at a maximum number of seven students and two faculty. This number can be discussed between parties depending on the circumstance each year with the agreement that the total number of participants be equal and reciprocal for both institutions.

2.2 Registration Procedures

Students participating in exchanges must satisfy all admission requirements including those related to academic qualifications and language proficiency. The liaison officers will coordinate registration forms and documents that must be submitted to the host institution by the appropriate deadline date. As applicable, each institution will award credits according to performance and academic results. Both institutions agree to a "transfer of credits" of the grades and course credits earned by their students while at the other institution, if appropriate. The ways and means of this transfer remain under the sole authority of each institution for its own degree. The host institution will inform and provide official documentation to the home institution of the academic results of the exchange students, as required by the program.

2.3 Activities

Students will participate in lessons and school & work activities both at the school premises and at school partners' catering and hospitality facilities.

2.4 Fees and Accommodations

Tuition and other fees for exchanges shall be collected only by the students' home institution. Exchange students will be provided with access to libraries, computer systems, and other host campus facilities and activities. Both institutions will assist exchange students in locating appropriate housing. Students are responsible for paying required medical and travel insurance, textbooks and materials, personal expenses and all debts incurred during the course of the exchange. Accommodations and meals will be covered by the host institution during activities, visits, and planned events related to the program. Meals planned outside of program activities and during free periods will be the responsibility and at the expense of the home institution's students and faculty.

2.5 Responsibility of Institution

Both institutions agree to enroll students in accordance with the Statutes, Ordinances and regulations of the host institution for the duration of their studies abroad. Both institutions agree to count the courses successfully completed abroad towards the completion of the exchange students' degree requirements, if appropriate for program.

St. Philip's College assumes no responsibility whatsoever for any property of the students under the care of I.P.S.E.O.A Tor Carbone-Alessandro Narducci in connection with this Agreement and is expressly released and discharged from any liability for any loss, injury or damage to persons or property that may be sustained by reason of activities under this Agreement.

I.P.S.E.O.A Tor Carbone-Alessandro Narducci assumes no responsibility whatsoever for any property of the students under the care of St. Philip's College in connection with this Agreement and is expressly released and discharged from any liability for any loss, injury or damage to persons or property that may be sustained by reason of activities pursuant to this Agreement.

2.6 Responsibility of the Students

Travel logistics and program fees will be the responsibility of the students through their

home institution. Both institutions agree that every person connected with this program in relation to the mutual undertakings with each other shall abide by, conform to, and comply with all the laws of the United States, Italy, or other relevant jurisdictions as well as the statutes, regulations, policies and disciplinary rules applicable at each institution. Each institution shall provide participants with a copy of its applicable policies and disciplinary rules.

3. EXCHANGE OF FACULTY AND STAFF

3.1 Selection of Faculty and Staff

Both institutions agree to encourage faculty and staff participation in exchange program activities. Both institutions will exchange the same number of faculty members for both short term (one to several weeks) and long term (a semester or a year) programs during the course of this agreement. Eligible participants in the exchange will be selected by the home institution. The period of exchange will be determined by the purpose of the exchange. The duration of the faculty and staff exchanges shall be arranged as appropriate and in accordance with the established rules and practices of the host institution.

3.3 Responsibility of Institution

The home institution will maintain their faculty/staff member on full salary and benefits for the period of exchange. The host institution will supply office space, library privileges, technology linkage, and other facilities appropriate to the position at the host institution.

3.4 Responsibility of the participant

Travel expenses shall be the responsibility of the participants from the home institutions. Accommodations and meals will be provided by the host institutions. All faculty and staff shall be covered by health, emergency evacuation, and repatriation insurance that is valid in the host nation. The cost of insurance will be paid by the participants or their university, depending on home institution policy.

Exchange personnel are subject to the laws of the host country, to the rules and regulations of the host institution, and the cultural mores of the host nation. This agreement pertains to exchange participants only.

4. DESIGNATED ADMINISTRATORS OF THE AGREEMENT

Each institution will appoint a liaison officer who shall be responsible for all matters concerned with this agreement.

St. Philip's College Contact: Chef Frank Salinas, Chair for Tourism, Hospitality, and Culinary Arts

Alamo Colleges District Contact: Alejandra Bueno, JD, Chief Program Officer for Global Engagement & Learning

I.P.S.E.O.A Tor Carbone-Alessandro Narducci Contact: Maria Sole Monsellato, International Relations

5. NONDISCRIMINATION

Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital

status, parental status, sexual orientation, disability, or status as a veteran.

6. DURATION

This Exchange Agreement will be effective upon signature by the representatives of the institutions and, if applicable, approval by appropriate authorities in their respective countries. The Agreement will be in force for five years and may be renewed upon written agreement of the institutions for subsequent terms.

7. TERMINATION

The agreement will be in effect for five years or until termination is requested by one of the Institutions. Notice of termination shall be given in writing at least six months prior to the effective date of the termination. Such termination shall not affect exchanges in process prior to the effective date of the termination. Each party reserves the right to unilaterally terminate the Agreement should the other partner fail to fulfill its responsibilities as stated herein.

8. MODIFICATION

The terms of this Agreement may be changed or modified only by written amendment signed by both parties. Either party wishing to make changes or terminate the Cooperative Agreement shall notify the other partner in writing of such intentions no later than six months before the suggested changes should go into effect.


Signed _____ Date _____

Dr. Mike Flores, Chancellor
Alamo Community Colleges District
San Antonio, Texas


Signed _____ Date _____

Dr. Cristina Tonelli, Head Master
I.P.S.E.O.A Tor Carbone-Alessandro Narducci
Rome, Italy


Signed _____ Date 3/19/2026

Dr. Adena Williams Loston, President
St. Philip's College San Antonio, Texas

Approved by: