

STUDENT EXCHANGE AGREEMENT BETWEEN

(INSTITUTION)

AND

(本校院系所英文名稱), NATIONAL TAIWAN NORMAL UNIVERSITY

(Institution), (city), (nation), and (本校院系所英文名稱), National Taiwan Normal University, Taipei, Taiwan R.O.C., hereby agree to promote student exchange between the two institutions based upon the Memorandum of Understanding between (institution) and (本校院系所英文名稱), National Taiwan Normal University.

PURPOSE

The purpose of this agreement is to further mutual understanding between (institution) and (本校院系所英文名稱), National Taiwan Normal University, and to enhance each institution's teaching, learning, and internationalization objectives. This agreement provides for exchange opportunities for full-time undergraduate and graduate students, and (institution) and (本校院系所英文名稱), National Taiwan Normal University agree to institute this exchange program under the following terms:

1. Duration of Stay

The duration of stay for exchange students at the host institution shall normally be for up to a period of one semester or one academic year subject to the agreement of the host institution.

2. Numbers of Exchange Students

Each institution may send and accept under this program no more than the equivalent of (one/two/three/four) "semester-only" students each year, where two "semester-only" students are equal to one "academic-year" student. The institutions undertake to balance the numbers of students from each institution over the term of the Agreement. With the agreement of the host institution the number of student exchanges in a particular year may be adjusted where it is necessary to "balance" the numbers of exchange students.

3. Status of Exchange Students

Each institution shall normally accept incoming exchange students as non-regular students (i.e. students who do not aim at obtaining a degree or other formal qualification from the host university.)

4. Acceptance Procedures

The students participating in the exchange program under the terms of this Agreement shall be selected initially by the home institution, and the host institution shall make the final admission decision in each case. The following selection criteria will generally apply but may be varied in appropriate cases:

- (1) Students will have completed at least one year of university work prior to participation in the exchange;
- (2) Good academic standing, as reflected by a minimum 75% average or GPA of 3.0 in previous academic work at the home institution.

5. Study Program

Each exchange student shall determine the study program at the host institution in consultation with academic advisors of both the home and host institutions. Depending on the study program, language requirements and/or other prerequisites may be imposed in accordance with the

regulations of the host institution. Exchange students will normally be permitted to enter programs unless these programs are subject to limited enrollments.

6. Academic Record and Accreditation

The host institution shall evaluate the academic performance of each exchange student according to its rules and shall send the home institution the academic record/transcript of each exchange student. The home institution may give credit to each student according to its regulations.

7. Tuition, Fees, and Expenses

Provided they have paid the appropriate tuition and fees to their home institution, exchange students shall not be required to pay tuition or fees at the host institution. Other costs, including accommodation, international travel, books, supplies, meals, health insurance, and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student. The host institution will seek to accommodate exchange students on campus wherever necessary. When possible, both institutions will attempt to provide financial assistance to exchange students.

8. Insurance

Students from both institutions shall either purchase adequate insurance or be covered by home institution's insurance plan to meet both institutions' requirements. Students from (Institution) are required to participate in the National Health Insurance of Taiwan if their stay in Taiwan exceeds six months.

9. Government Requirements

Exchange students will meet all requirements of the host country as regards immigration, including where appropriate, arrangements for their family members and dependents. Exchange students shall ensure that they keep their host institution fully informed of their movements and their contact details during the period of their exchange. The host institution will act as the point of contact with the student.

10. Commencement and Duration of the Agreement

This Agreement may be modified through the mutual discussion and consent of the two institutions in writing, and shall remain in effect from the date of the last signature for (three/four/five) years. Either institution may terminate the Agreement by giving six months written notice of such intent.

In the event that either party terminates the Agreement, the host institution shall honor the terms of the Agreement for students whose exchange has been approved prior to termination, as if the Agreement remained in force for the period of exchange.

Two copies of this Agreement shall be signed and each Party keeps one for records, both having same legal validity.

In Witness of the terms of this agreement our signatures are affixed:

(Institution)

(本校院系所英文名稱), National Taiwan
Normal University

(Name of Head)
(Title of Head)

(本校院系所主管英文姓名)
(Chair/Director/Dean)

Date : _____

Date : _____