

National Taiwan Normal University Procedural Guidelines for Establishing Academic Memorandum of Understanding with Overseas Universities and Colleges

Approved by the 1st International Academic Cooperation Committee meeting of the 88th academic year on November 17, 1999
Amended and approved by the 1st International Academic Cooperation Committee meeting of the 93rd academic year on November 17, 2004

Amendment officially signed on October 5, 2007

Amended and approved by the 3rd International Academic Cooperation Committee meeting of the 98th academic year on March 30, 2010
Amended and approved by the 1st International Academic Cooperation Committee meeting of the 100th academic year on September 23, 2011
Amended and approved by the 1st International Academic Cooperation Committee meeting of the 103th academic year on September 12, 2014
Amended and approved by the 8th Academic and Administrative Directors Joint Conference Report of the 103th academic year on July 8, 2015

- Article 1 For the promotion of academic exchange and cooperation with overseas universities and colleges, the enhancement of its academic reputation and standing, and a procedure for establishing academic memorandum of understanding (hereinafter referred to as “MOU”) with overseas universities and colleges, the University has stipulated these specific Guidelines.
- Article 2 An MOU mentioned in these Guidelines refers to the academic exchange between the University and a sister school. Other top-level administrative units and academic institutions addressing a specific professional and business need shall establish related guidelines for proper regulation.
- Article 3 An MOU may be initiated by either the University or the overseas partner and is classified according to school level: university and college, department, institute, and degree program or grade. An MOU may be valid for up to five years and renewed upon completion with the consent of both parties.
- Article 4 For establishing MOUs on the university level, the Office of International Affairs is responsible for negotiating the content, submitting them to the International Academic Cooperation Committee (hereinafter referred to as "IAC") for review and approval, and then obtaining the official signature for said MOUs by the University President.
- Article 5 For establishing MOUs on the level of college, department, institute, degree program or grade, the respective College, Department, Institute, or Degree Program is responsible for negotiating the content, preparing drafts of the application and MOU, and submitting them to the College Administrative Committee for approval (MOU on the level of department, institute, or degree program/grade must first be approved through a general meeting of the respective Department, Institute, or Degree Program). Upon approval, meeting minutes shall be submitted to the Office of International Affairs for IAC review. Following the President’s approval of the review details, the Director of the respective College, Department, Institute, or Degree Program shall sign the MOU in duplicate forms; one form shall be kept by the College, Department, Institute, or Degree Program and the other form delivered

to the partnering school. One copy shall be given to the Office of International Affairs for reference.

- Article 6 If there is a time limit on the signing of the MOU and the partnering school meets the criteria for classification as a prestigious overseas university, then the MOU must be signed with the University President's approval of the project. The respective College, Department, Institute, or Degree Program must prepare all the documents listed in the preceding Article and submit them to the Office of International Affairs for IAC's subsequent confirmation (criteria for classification as a prestigious overseas university is determined by the IAC).
- Article 7 An MOU shall not be signed without the approval of the IAC or without the approval of the project.
- Article 8 MOU signing is conducted with the following considerations:
1. Equal reciprocity between both parties
 2. Diversity of the region, country, and school as well as its colleges, departments, and institutes.
 3. The degree to which the other party's academic status, academic background (its colleges, departments, and/or institutes), and conditions that it offers is compatible with the direction of the University's academic development.
- Article 9 Each MOU shall be evaluated annually by the Office of International Affairs for renewal or amendment.
- Article 10 Any MOU with a partner university located in Mainland China must also abide by the Ministry of Education's *Review Guidelines for Acts of Cooperation through Coalition-building or Written Contract between Schools of Any Level and Schools in Mainland China* and relevant regulations, including the prohibited use of the word "agreement."
- Article 11 An MOU for double degree programs must also abide by *National Taiwan Normal University and Overseas Universities Dual Degree Implementation Regulations* and related rules.
- Article 12 These Guidelines have been approved by the University's Academic Directors Report and implemented upon official announcement and publication by the President; future implementation will follow the same process as above upon amendment.