

**Agreement Regarding Short-Term Student Exchange Between  
College of XXXXX, University of XXXXX,  
and  
College of XXXXX, Chang Gung University, Tao-Yuan, Taiwan**

The College of XXXXX, University of XXXXX, country and College of XXXXX, Chang Gung University, Tao-Yuan, Taiwan hereby affirm their intent to maintain a reciprocal exchange program for students as outlined in this agreement.

**I. Undergraduate Student Exchange**

- A. For undergraduate students, the major purposes of the exchange are to broaden their educational backgrounds through study in another university and in a different culture, to provide opportunity to pursue academic work not available at the home institution, to enhance the learning environments for the domestic students of both universities by increasing the international dimensions of the student body, and to build links that can foster future exchange of scholarship and research as students continue on to become teachers and leaders in their respective societies.
- B. Each institution agrees to receive students annually, depending on the interests of the students and the availability of funds. Each institution will attempt to select the same number of students annually. When this is not possible, the exchange must achieve an equal balance over a three-year period.
- C. The exchange period will be for one academic year, with the option of nominating students for only part of the year, when appropriate.
- D. Student stays will be restricted to a maximum stay of one academic year while on the exchange program. If a participating student stays longer, the student is responsible for making appropriate arrangements.
- E. Students are admitted to a non-degree status at the host institution for the duration of the exchange, unless special arrangements have been made and agreed to in advance. Students wishing to pursue a degree at the host institution must make the necessary application and secure sufficient financial funding on their own.
- F. Each institution nominates its own students for participation, but final admission is determined by the receiving institution.

Students from the University of XXXXX will be undergraduate or graduate students, with preference given to undergraduates. Students from Chang Gung University may be undergraduate or graduate students.

G. Student tuition and fees for the incoming students are provided by the receiving institution. Room and board costs are the responsibility of the participating student. Participating students are also responsible for international travel, travel in the host country, books, hospitalization and health insurance, and other incidental expenses beyond those provided for by the exchange agreement. University of Minnesota students on exchange are required to purchase the University-mandated international student insurance.

Any additional costs not normally covered by fees will be identified in advance and will be the responsibility of the incoming exchange student.

Courses offered at the University of XXXXX in University College, English as a Second Language, or courses requiring additional fees (such as music performance courses) will be available to participating students, but the additional cost of these courses must be paid by the participating international exchange student.

- H. Incoming students have access to the fields of study which are available to non-degree seeking students in the participating department or college, as long as they have the necessary qualifications as determined by the relevant department.
- I. The receiving institution informs the incoming students of current admission procedures and provides copies of any admission materials which students must complete.
- J. The receiving institution provides appropriate documents and authorization for the incoming exchange students to apply for a visa for the duration of the students' exchange program.
- K. The receiving institution provides incoming exchange students with information on arrival dates and arrangements, available academic program, insurance options, housing and travel options, if appropriate.
- L. Both institutions must establish mechanisms for publicizing the program, for handling administrative arrangements, and for reviewing and reporting on the program to their constituents. An official contact person at each institution facilitates all academic and administrative arrangements and assures that the agreed upon contract between the institutions is maintained.
- M. Both institutions provide orientation programs for participating students upon arrival. This orientation should include information on academic programs, registration procedures, and other academic guidelines.

- N. The receiving institution assists incoming exchange students in finding suitable housing arrangements. The cost of room and board is not included in the exchange program benefits.
- O. Both institutions must have mechanisms for granting credit to the incoming students for academic work completed while participating in the program. Credit must be reflected on an official institutional document and forwarded to the home institution's coordinator within two months of the student's completion of the program.
- P. Exchange students at both institutions are subject to the same rules and regulations that apply to students enrolled at the host institution, except for those rules and regulations, such as immigration regulations, which govern foreign student visitor status.

## **II. Execution of Agreement**

This agreement shall remain in effect until amended by mutual agreement or until canceled by either party. Cancellation requires one year's notice prior to the beginning of the academic year in which the cancellation becomes effective unless both parties agree to a shorter period.

For conditions of the exchange not covered by this memorandum of agreement and for problems which arise during the course of the exchange agreement, the two parties agree to consult and negotiate appropriate policies and resolutions.

Any revisions or modifications of the agreement shall be made in writing.

CHANG GUNG UNIVERSITY  
Tao-Yuan, TAIWAN

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Prof. XXXXX, Dean  
College of XXXXXX

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Date

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Prof. Ming-Je Tang  
President

UNIVERSITY OF XXXXX  
City, State, Country

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Prof. XXXXX, Dean  
College of XXXXX

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Date

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Prof. XXXXX  
Senior Vice President and Provost

Date

Date