



**Addendum to the Memorandum of Understanding
Between
National Chung Hsing University
and
on
Student Exchange Programs**

This addendum to the Memorandum of Understanding signed by _____ (hereinafter referred to as _____) and the National Chung Hsing University (hereinafter referred to as NCHU) on _____, contains the terms of agreement under which _____ and NCHU (hereinafter referred to individually as Party and collectively as the Parties) will conduct Student Exchange programs.

I. Definitions

1. “Home university”: The university at which an exchange student is enrolled in a full-time degree program.
2. “Host university”: The university at which an exchange student participates in a program of study and/or research.
3. “Exchange program”: Any non-degree program offered by a host university.

II. Terms and Conditions

1. Number of Students

- 1.1. Within the period of each academic year, each Party may exchange up to **two** full-time undergraduate or postgraduate students for one academic year of study and/or research at a host university, or up to **four** students for one semester each of study.
- 1.2. Based on the principle of reciprocity, both parties reserve the rights to make necessary adjustments regarding the exchange program.

2. Selection of Exchange Students

- 2.1. The home university shall recommend students for participation in the exchange programs. Students nominated for participation in the exchange programs must have successfully completed at least one full year of academic study at their home university, with a grade point average of 3.0 on a 4.0 scale, or an equivalent level of academic achievement mutually recognized by the Parties.

- 2.2. The host university reserves the ultimate right to determine the eligibility of each student nominated by the home university for participation in the exchange program.

3. Language Requirements

In addition to successfully satisfying a host university's criteria for admission to the exchange program:

- 3.1. NCHU students must have a level of proficiency in either the ____ and/or the English language which is deemed by ____ to be sufficient for successful participation in an exchange program.
- 3.2. ____ students must have a level of proficiency in the English and/or the Chinese language which is deemed by NCHU to be sufficient for successful participation in an exchange program.
- 3.3. The Parties will agree on standard tests in language proficiency which will be used to determine the level of ability of a nominated exchange student.

4. Academic Program

- 4.1. Prior to the arrival of the exchange student at the host university, the Parties shall decide upon the faculty, school, department and/or division at the host university, and appoint an academic advisor.
- 4.2. To the extent that the level of language proficiency allows, an exchange student has the same obligation of choice in selecting a course of study as may be enjoyed by the regular student at the host university.
- 4.3. At the end of each academic year, the host university shall compile a confirmation of stay and an academic transcript of the work undertaken by the exchange student, and shall forward the completed transcript to the competent office of the student's home university.

5. Student Status

- 5.1. Exchange students shall at all times remain enrolled as full-time degree students at their home university. They shall not be considered as candidates for degree programs at the host university.
- 5.2. Exchange students shall be registered as non-degree students at the host university and shall enjoy the same rights regarding access to medical, sports and other facilities normally extended to international students at the host university.
- 5.3. Exchange students shall be subject to the laws and customs of the host country, and the rules of the host university.

6. Application Deadlines

- 6.1. Students applying to study for one full academic year shall submit all of the required application documentation by the recruitment date indicated by the host university. The host university shall announce its decisions on the acceptance of students at least one month prior to the date of the commencement of the academic year in which the students are applying to study.
- 6.2. The host university shall announce its decision on the acceptance of students at least one month prior to the date of the commencement of the academic semester in which the students are applying.

7. Financial Arrangements

- 7.1. Exchange students shall continue to pay the regular tuition fees and other necessary fees may be required by the home university.
- 7.2. Exchange students are exempt from tuition fees at the host university.
- 7.3. At the discretion of the host university, exchange students may be required to pay fees normally charged by a host university to their regular student body.
- 7.4. Exchange students shall bear the expenses incurred pursuant to their course of study at the host university. Such expenses include, but not limited to, national and international travel, accommodation, medical/health insurance, and all living expenses.

8. Accommodation

- 8.1. The host university shall provide an exchange student with information on the availability and cost of accommodation for the duration of their stay at the host university.

9. Visa Arrangements

- 9.1. Each exchange student shall be responsible for obtaining a visa and all other related documents required for their period of study at the host university.
- 9.2. The host university shall provide an exchange student with all of the necessary documentation to support their visa application.

10. Health Insurance

- 10.1. Exchange students are required to have Health insurance coverage as may be required by the host university for the duration of their period of study.
- 10.2. Exchange students shall bear the cost of mandatory Health insurance.

11. Termination of a Student's Course of Study

- 11.1. In the event that an exchange student's academic work and/or behavior is assessed by the host university as below the acceptable standard of the host university, the host university may expel his/her status and advise the student to return to their home university.
- 11.2. The host university shall not invoke their right of expulsion without prior consultation with the student's home university.
- 11.3. In the event of an exchange student withdraws his/her courses at the host university, the latter shall immediately inform the student's home university.

12. Duration, Renegotiation and Termination of This Addendum

- 12.1. This addendum shall enter into effect from the date duly signed by the Presidents of the respective universities. The effective period is five years and it shall be extended automatically if neither party expresses an intention to terminate or modify this addendum. Should either university wish to terminate this addendum, a written notice shall be given six months in advance of the specified termination date.
- 12.2. Either Party may, by tendering a six-month written notice of their intention, request the revision of a part of this addendum. The revision of any part of this addendum may only be made upon mutual consent of the authorized representatives of the Parties.
- 12.3. Either party may, by tendering a six-month written notice of their intention, request the termination of this addendum in advance of its expiration date. Should such termination be mutually agreed by the Parties, all students who have already commenced studies under the terms of this addendum shall be allowed to complete their studies under the terms and conditions applying at the time when the notice is received.

_____ (signature)

Prof. Dr. Fuh-Jyh Jan
President
National Chung Hsing University

Date: _____

_____ (signature)

Name of Representative
Title
Name of University

Date: _____