

Memorandum of Understanding
Regarding
the Exchange of Students
Between

Faculty of Arts,
The University of Hong Kong

And

The Department of Foreign Languages and Literatures,
International Master's Program in Inter-Asia Cultural Studies,
National Chiao Tung University, Taiwan

This Memorandum of Understanding is made between *the Faculty of Arts at the University of Hong Kong*, and *the Department of Foreign Languages and Literatures, International Master's Program in Inter-Asia Cultural Studies at National Chiao Tung University*.

The Faculty of Arts on behalf of University of Hong Kong and *the Department of Foreign Languages and Literatures* on behalf of National Chiao Tung University are responsible for coordination of all activities related to the implementation of this agreement.

Both parties agree to the following provisions:

1. Number of Exchange Students and Duration of Exchange

- (a) Commencing with the 2016 /2017 academic year, and in each succeeding year during the term of this Memorandum of Understanding, each party shall annually nominate two (2) full-year equivalent students as exchange students to the partner university.

HKU will nominate senior-level undergraduate students to undertake undergraduate courses at the Department of Foreign Languages and Literatures, or graduate courses at International Master's Program in Inter-Asia Cultural Studies.

NCTU will nominate undergraduate students to undertake any undergraduate courses offered by different programs in the Faculty of Arts at HKU.

- (b) The period of exchange shall be one academic semester or one academic year. In the case of HKU, the first academic semester runs from September through December, and the second academic semester runs from January through May. In the case of NCTU, the first academic semester runs from September through January, and the second academic semester runs from February through June.
- (c) For the purposes of balancing the number of students exchanged, two (2) exchange students participating in one (1) academic semester shall be counted as equivalent to one (1) exchange student participating in one (1) academic year. Any variance in the number of exchange students each year may be negotiated and agreed by the two parties before recruitment of students.
- (d) If either party is unable to send two (2) full-year equivalent exchange students any year during the term of this Memorandum of Understanding, it will be eligible to send additional students in the following year to make up for the imbalance in the previous year. However, once a student from either university has registered in the host university, the quota is considered filled even if the student fails to complete the semester/year of study for any reason.
- (e) If an imbalance of exchange places exists at the time of written termination of this Memorandum of Understanding, the university having hosted a larger number of exchange students shall be entitled to rectify any imbalance by sending additional students to the other university under the terms of this Memorandum of Understanding, within one (1) year from the date this Memorandum of Understanding officially terminates.
- (f) Exchange students will continue as candidates for degrees at their home universities and will not be candidates for degrees at the host universities.

2. Selection, Course and Enrollment

- (a) Exchange students will be selected by their home universities on the basis of the following criteria while final approval rests with the host universities:
 - (i) Students shall have completed at least one year of university study prior to participation in the exchange; and
 - (ii) be in good academic standing; and
 - (iii) have achieved an English proficiency score of 6.5 in IELTS Academic Module (or the equivalent in TOEFL) if they are not native English speaker.
- (b) The deadline for forwarding completed application packages to HKU is May 15 for the first semester and November 15 for the second semester. The deadline for HKU to forward completed application packages to NCTU is March 31 for the next academic year; applicants should specify in their applications the intended exchange period. The host

university will inform the home university of final admission decisions within two (2) months after the application deadline.

- (c) Exchange students shall pursue an academic program developed in consultation with the students' home universities. The host universities will permit the exchange students to enroll in a normal course load and in all courses, provided they meet the host universities' prerequisites and language proficiency requirements. It is understood that quota limitation, normal timetabling and scheduling constraints apply to all students.
- (d) Following the appropriate regulations of the home universities, any academic credit received during the course of the exchange may be transferred to the home universities
- (e) Exchange students shall be subject to the rules, regulations and discipline of the host universities and all relevant local laws.
- (f) The host universities will provide the home universities with an official transcript on each exchange student at the completion of the exchange.

3. Fees

- (a) Exchange students will pay normal tuition and fees to the home universities. Neither university as the host university will charge each other or the exchange students for tuition or application fees.
- (b) It is understood that student housing is not guaranteed by either university. Both universities will do their best to assist exchange students in finding accommodation on or near the campus by providing such information as is appropriate.
- (c) Exchange students will be responsible for personal health and hospitalization insurance coverage. Both universities will offer basic outpatient health care to all exchange students as can be provided by and at their respective University Health Service. Any medical expenses that exceed the coverage of such service shall be borne by the exchange students and their families.
- (d) Exchange students will be responsible for their own international and domestic travel arrangements and the associated costs, as well as for expenses of meals, study materials, local transportation, personal expenses, passport, visa applications and all other general living expenses.

4. Amendment, Renewal and Termination

- (a) This Memorandum of Understanding shall take effect from the date of the last signature for a period of five (5) years and may be modified or revised by mutual written consent.
- (b) The Memorandum may be renewed by mutual agreement through an exchange of letters confirming the renewal.

- (c) The Memorandum may be terminated by either party provided that six (6) months written notice is given to the other party. In the event of cancellation of this Memorandum of Understanding, both universities shall provide regular support services as outlined herein for the existing exchange students until the end of their exchange.

On behalf of
Faculty of Arts
The University of Hong Kong

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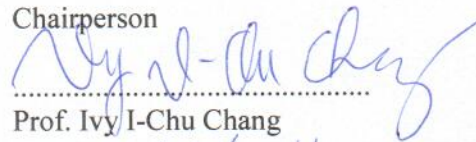


Prof. Derek Collins

Date .. 18/2/2016

On behalf of
Department of Foreign Languages and
Literatures
National Chiao Tung University

Chairperson



Prof. Ivy I-Chu Chang

Date .. 19/01/2016

On behalf of
International Master's Program in Inter-
Asia Cultural Studies
National Chiao Tung University

Director



Prof. Kuan-hsing Chen

Date .. 19/01/2016