

University of Taipei

Guidelines Governing the Establishment of Collaborative Agreements with Schools and Organizations

Approved at the First Meeting of the Executive Council on October 11, 2005

Amendments Approved at the Ninth Meeting of the Executive Council on May 10, 2011

Amendments Approved at the Second Meeting of the Executive Council on September 10, 2013

Amendments Approved at the Fourth Meeting of the Executive Council on December 6, 2016

Amendments Approved at the Third Meeting of the Executive Council on November 6, 2018

1. These Guidelines were formulated in order to promote the establishment of collaborative agreements between University of Taipei (“the University”) and other schools/organizations, as well as boost the University’s academic position and reputation.
2. A collaborative agreement must be signed in order to establish a collaborative relationship (please refer Appendix I for sample agreements in English and Chinese). The idea of a collaborative exchange may be proposed either by the University or another school/organization. Proposals will be considered in accordance with the following principles:
 - (1) Collaboration is on an equal basis and is mutually beneficial.
 - (2) Collaboration can diversify academic exchange in the region, the nation, the University, and its Colleges, Departments, Graduate Institutes, and Centers.
 - (3) The academic position and academic background (i.e. colleges, departments, graduate institutes, and centers) of the partner institution, or the conditions provided by the partner institution, correspond with the University’s direction of development.
 - (4) Academic collaboration with schools or organizations in mainland China must be managed in accordance with Guidelines Governing Partnerships and Written Agreements with Schools and Universities in Mainland China.
3. There are two categories of collaborative agreements: inter-university and inter-college (or at the level of departments, graduate institutes, and centers). Details on the written content of collaborative agreements and signing procedures are as follows:
 - (1) Inter-university collaborative agreement: written content and the assignment of responsibilities contained in collaborative agreements with domestic partners will be managed by the Office of Research and Development; agreements with partners from overseas will be managed by the Office of International Affairs. The collaborative agreement will be submitted to the Executive Council for review and then to the President to sign.

- (2) Inter-college (or between departments, graduate institutes, and centers) collaborative agreement: the College (Department, Graduate Institute, or Center) is responsible for discussing the written content of the collaborative agreement. After the agreement is reviewed and passed by the College (Department, Graduate Institute, or Center) Affairs Council, it will be submitted to the President for approval, and then signed by the heads of the Colleges (Departments, Graduate Institutes, or Centers) of both parties.

Please refer to Appendix III for a flowchart of the signing procedures.

4. There are four methods to sign a collaborative agreement. The signatory administration may select one of the following based on the practical circumstances:
 - (1) A representative from the partner visits campus to sign the agreement.
 - (2) The President or College Dean (or Director of a Department, Graduate Institute, or Center) visits the partner school/organization to sign the agreement.
 - (3) An instructor from the University travels with a copy of the collaborative agreement to the other school/organization in order to perform the signing.
 - (4) The collaborative agreement is sent via mail to be signed by both parties.

The Office of Research and Development will retain the original copy of an inter-university collaborative agreement with a domestic partner; the Office of International Affairs will retain the original copy of an inter-university collaborative agreement with a partner from overseas. The original copy of an inter-college (department, graduate institute, or center) collaborative agreement will be retained by the College (Department, Graduate Institute, or Center).

The Office of Research and Development will keep one photocopy of an inter-college collaborative agreement with a domestic partner; the Office of International Affairs will retain one photocopy of an inter-college collaborative agreement with a partner from overseas. A collaborative agreement is valid for up to a maximum of five years. Unless either party has an objection before the date of expiration, the collaborative agreement may be renewed automatically.

5. Where time is a pressing factor and a collaborative agreement cannot be sent for review, permission to sign the agreement may be obtained in advance, and then proper procedures completed afterward.
6. The collaborative agreement will be assessed by both parties during the first half year. The assessment will serve as a reference when deciding to renew or modify the agreement.
7. Funds required for a collaborative agreement will be covered by the

relevant funding categories. A collaborative agreement that was not approved will not receive funding.

8. These Guidelines were passed by the Executive Council and implemented after the approval of the President.