**EXCHANGE STUDENT AGREEMENT**

**between**

**COLLEGE/DEPARTMENT/CENTER NAME, UNIVERSITY OF TAIPEI**

**AND**

**COLLEGE/DEPARTMENT/CENTER NAME, UNIVERSITY NAME**

In recognition of the mutual benefits derived from scholarly interaction, **College/Department/Center Name, University of Taipei (UT) a**nd **College/Department/Center Name, University Name (XXX)**agree to establish this exchange and international student agreement*.*

1. **DEFINITIONS**

For the purpose of this agreement, "home" institution shall mean the institution at which the student intends to graduate, and "host" institution shall mean the institution which has agreed to accept the student from the home institution.

**“Exchange student”** shall refer to a student from either home institution attending the host institution as an exchange student during the fall or spring academic semester. Exchange students pay tuition and fees to their home institution.

**“Visiting student”** shall refer to a student from either home institution attending the host institution as a visiting student during the fall or spring academic semester. Visiting students pay tuition and fees to the host institution as in-state student.

1. **PURPOSE OF THE AGREEMENT**

The general purpose of this agreement is to establish a specific educational program between two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned. The purpose of each exchange and visiting student is to enable students to enroll in subjects at the host institution for credit which will be applied towards their degrees at their home institution and to experience a new culture and way of life.

1. **EXCHANGE AND VISITING STUDENT**
	1. **NUMBER**

College/Department/Center Name, University of Taipei and College/Department/Center Name, University Name and are prepared to accept students for one semester up to one academic year. The exchange program will be based on the principle of reciprocal during the duration of this agreement. On the annual basic, each party will nominate up to **FIVE** qualified students to the others. If there are additional students recommended by home institution, their applications would be regarded as visiting students instead of exchange students.

If there are some other students recommended by home institution willing to apply for host institution, their applications would be regarded as visiting students instead of exchange students.

* 1. **QUALIFICATIONS**

Each exchange or visiting student should demonstrate his/her academic proficiency by a certified transcript which meets minimum standards as determined by the host institution. Candidates are to be undergraduate or graduate students pursuing a degree at the home institution. The home university will ensure that the selected students are in good academic standing.

* 1. **Language Proficiency**

Each exchange or visiting student should demonstrate proficiency in the language of instruction at the host institution. Each host institution is responsible for establishing its own requirements. Each exchange student should provide language certificate for regard level.

UT: There is no any specific requirement on Chinese and English language proficiency. However, students should have the basic communication ability with either one of the languages.

(XXX): ……..

* 1. **Application Materials**

Prior to final selection of students, the home institution will provide a certified, English-language transcript of coursework completed to the International Office of the host institution. Additional performance and academic background records, including English Proficiency exams, should also be provided.

* 1. **Immigration and visa requirements**

All exchange and visiting students must ensure that they adhere to all relevant immigration and visa requirements of both countries.

* 1. **Acceptance**

A list of selected candidates for the following semester or academic year will be sent by the home institution on or before the deadline provided by the host institution. The host institution will have final determination of course placement of exchange and visiting student candidates. Each institution reserves the right of prior approval of all students nominated.

* 1. **Program EXTENSION**

Requests for extension of stay, not to exceed two semesters or one academic year, are subject to approval by both institutions.

1. **COST**
	1. **Tuition and Fees**

Exchange students will pay tuition and fees to the home institution. Visiting student will pay tuition and fees to the host institution. Visiting student studying at College/Department/Center Name, University Name who live in campus housing will pay a package price including regular in-state tuition and fees to the College/Department/Center Name, University Name and will be responsible for all applicable host institution fees, including, but not limited to, international student fees, fees associated with required health screenings and placement exams fees that are not included in the package price.

* 1. **Financial Support**

Each exchange student shall be responsible for his or her own costs and expenses at the host university without limitation on his or her costs and expenses in travel, accommodation, etc. All additional financial support arrangements must be agreed upon by each unit or department providing support and will be outlined in a separate agreement applicable to the respective student or student cohort for the term(s). Financial assistance or scholarships awarded by the host intitution to exchange students must be reported to the home institution in order to comply with financial aide guidelines.

* 1. **Room and Board**

Each student will receive assistance from the host institution in the arrangement of suitable on/off -campus accommodation for the duration of the program. The cost of accommodation, including meals, is the responsibility of the exchange student.

* 1. **Transportation**

Exchange or visiting student are responsible for international transportation and domestic transportation costs (unless special arrangements are made by the home institution).

* 1. **Medical Insurance**

The host institution will provide students with a suitable insurance plan providing sufficient medical coverage. Insurance is mandatory for all participants; the cost of the insurance will be paid by the exchange or visiting student. If a student has his/her own insurance, this must be provided to and meet the minimum standards of the host institution before the beginning of the student’s academic program at the host institution.

* 1. **FAMILIES**

It is not anticipated that spouses or dependents will accompany exchange or visiting student. Where such an arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses incurred by accompanying spouses or dependents are the responsibility of the individual student.

1. **Academic Provisions**
	1. **ACADEMIC STANDARDS**

Exchange or visiting student will conform to the host institution requirements and will be subject to all rules and procedures as specified in the institution's handbook for the academic year in which they enroll, as well as all course policies and expectations outlined in course syllabus.

* 1. **Course Enrollment**

Exchange or visiting student demonstrating appropriate proficiency in the language of instruction at the host institution may participate in undergraduate or graduate academic courses offered by the host institution upon approval by the respective academic department(s). In selecting courses, students may choose from the range of courses offered at the host institution for which they meet the academic pre-requisites. The host institution will inform the home institution about requested courses which may have limited enrollment and will make every effort to assist students in enrolling in such courses.

* 1. **ACADEMIC PROGRESS**

Throughout the academic program, faculty at the host institution shall assess students’ performance and issue grades in accordance with the system in use at the host institution. Upon completion of the program, the host institution will provide the home institution with official academic transcripts for each exchange student. This transmission of the official academic transcripts should occur within a two-week time period from the verification and posting of grades.

* 1. **RESOURCES**

Each exchange or visiting student will be provided with the same academic resources and support services as are normally provided to regular students at the host institution of the same academic level. An academic adviser will be designated to assist students enrolled in the program.

1. **ADMINISTRATION**
	1. **ANNUAL PROGRAM CALENDAR**

Exchange or visiting student may attend the host institution for an academic year or for either regular academic semester. Visiting student may attend the host institution during any summer session. A student who leaves the program early for any reason is not entitled to a refund of tuition or fees paid or any accommodation charges assessed. Program duration shall not exceed one academic year.

The academic calendar for each institution is listed below:

University of Taipei:

 Fall/Winter: August – January

 Spring/Summer: February – July

 University Name:

 First semester: August –December

 Second semester: January - May

* 1. **DESIGNATED PROJECT COORDINATOR**

Both the host and home institutions will designate a primary contact person within each respective International Education department to coordinate and supervise matters relevant to this agreement. This individual will be responsible for providing all participants with orientation on all essential regulations and procedures to ensure the health, safety, progress and the wellbeing of each participant. The designated person will periodically, and upon request, provide relevant and timely information to the home institution on matters related to exchange and visiting student.

* 1. **PROGRAM REVIEW**

Both institutions will be responsible for post-program review to include student evaluations conducted by the host institution prior to or upon program completion. This review may make appropriate and mutually agreed upon modifications as required.

* 1. **TERMINATION**

This Agreement shall be in force for a period Five (5) years from the date of its enactment and shall be renewable by mutual written consent at the end of that period. This agreement may be terminated prior to that time on condition that notice of intent to terminate is provided by the initiating institution at least ninety (90) days prior to termination. This agreement may be amended or modified at any time by the mutual consent of the cooperating institutions. The termination of this agreement shall allow for any participants who have commenced studies at the host institution at the date of the termination to complete their approved course of study under the conditions of this agreement.

**E.** In witness whereof, the parties shall sign the document.

**Signed on behalf of Signed on behalf of**

**University of Taipei University Name**

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Name Name

Title, College/Department/Center Name Title, College/Department/Center Name

 Date: Date: