



**AGREEMENT ON STUDENT EXCHANGE
BETWEEN
HO CHI MINH CITY UNIVERSITY OF EDUCATION
AND
NATIONAL PINGTUNG UNIVERSITY**

I. Preamble

The purpose of this Agreement is to establish a platform to foster a student exchange program between National Pingtung University (hereinafter referred as “NPTU”) and Ho Chi Minh City University of Education (hereinafter referred as “HCMUE”) in order to enhance each institution’s teaching, learning, and international objectives. NPTU and HCMUE agree to institute this exchange program under the following terms.

II. Duration and Number of Participants

- a. The duration of the exchange for students will normally be either one academic year or one semester. Exceptions can be made upon mutual consent.
- b. Each year both universities may send up to 5 (five) full-time undergraduate and/or graduate students. This can only be exceeded by mutual consent.
- c. The limitation on the number of participants is not applicable in the case of studying-abroad students.

III. Balance of Exchange

Both institutions will review the program annually for any imbalances in the number of exchange students and will adjust the number of students appropriately throughout the duration of the Agreement.

IV. Selection of Participants and Admission

- a. Exchange students must fulfil all admission requirements of the host institution.
- b. The home institution will screen applicants from its institution for exchange. The host institution will reserve the right to make final judgment on the admissibility of each student nominated for the exchange.
- c. The exchange students participating in the exchange program should normally have completed at least one year of their degree program at their home institution. The students must be recommended by the home institution not only for academic achievement but also for maturity, conduct, and motivation.
- d. Students participating in this program will continue to be as candidates for the degree at the home institution. Credit transfer for undertaken work will be subject to the discretion of the home institution. However, the home institution will do its utmost in order to accredit the

course achievements so that the students are able to complete at the host institution and avoid any unnecessary extension in their degree courses.

- e. The exchange students will enjoy the same rights and privileges, and will be subject to the same rules and regulations as the students of the host institution.
- f. The students will be bound by the rules, regulations and procedures of both institutions while they are participating in the exchange program.
- g. Any other cooperative projects agreed by both parties can be added to this agreement in the written form of a separate signed addendum.

V. Financial

- a. The exchange students shall pay tuition fees to their home institution. No exchange students will be charged tuition fees by the host institution. However, the students may need to pay a fee for additional courses if desired, e.g. intensive language courses.
- b. Overseas students will be charged tuition fees by host institutions.
- c. Administrative fees that are charged to all students may be levied.
- d. Students will pay residence fees for the halls or other residences in which they are accommodated. The students will be responsible for the costs of food, medical insurance, traveling and all other incurred personal expenses while participating in the exchange program.

VI. Responsibilities

- a. At the conclusion of the exchange, the host institution agrees to provide an official transcript on the achievements of the exchange student.
- b. NPTU and HCMUE agree to assist each exchange student by:
 - providing pre-departure materials and post-arrival orientation;
 - providing the necessary documents and information to enable the exchange student to obtain the correct permit /visa;
 - arranging appropriate accommodation, if required;
 - providing airport pick-up service, if required;
 - providing arrival assistance, if required;
 - establishing an institutional body, or utilizing an existing body, to oversee the exchange program, and to consider and rule on those policy matters related to the program;
 - designating an administrative contact to deal with all correspondences related to this program;
 - providing student support and advisory services.

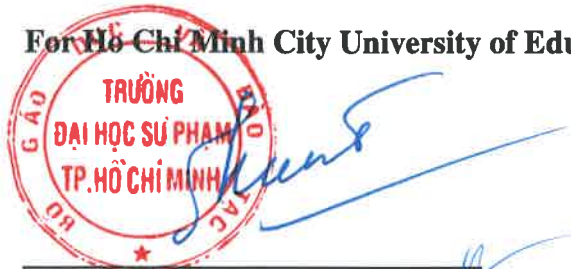
VII. Other Details

- a. This Agreement may be amended by mutual consent at least six (06) months in writing given by either university.
- b. This Agreement will remain in effect for five (05) years from the day both representatives affix their signatures. At the end of the five-year period, it will be renewed automatically if neither party has expressed in writing a wish to terminate or amend the agreement six months prior. After ten years, the agreement will be subjected to an official renewal.

- c. In the event of termination, exchange students will be allowed to continue their enrollment until their courses of study are completed.
- d. This Agreement is prepared in English, and the text shall be regarded as official. Each party shall retain one signed copy with the same effect.

In witness, therefore, the parties have set their respective signatures on this agreement:

For Ho Chi Minh City University of Education For National Pingtung University



**Assoc. Prof. Dr. Huynh Van Son
Vice-Rector**

Date: March 18th, 2019

**Prof. Dr. Mike Y. K. Guu
President**

Date: March 28th, 2019