



**Exchange Agreement
between
National Dong Hwa University, Hualien County, Taiwan, R.O.C.
and
Politeknik Negeri Cilacap, Cilacap, Indonesia**

No : 041/PL.43/HK.07.00/2020

National Dong Hwa University and Politeknik Negeri Cilacap, recognizing the mutual benefits of fostering academic exchange and partnership, hereby enter into the following agreement in accordance with the terms and conditions set forth herein.

Article 1-Objective

1.1 The purpose of this agreement is to establish academic and scholarly cooperative relations between National Dong Hwa University and Politeknik Negeri Cilacap that are of mutual interest to both parties.

Article 2-Scope and Field of Cooperation

- 2.1 The following programs are to be administered by both parties:
- (a) Exchange of information and materials that are of mutual interest.
 - (b) Assistance of the visits by staff and faculty.
 - (c) Joint publications or research between faculty and staff.
 - (d) Exchange of students under conditions and circumstances stated in Article 4 of the agreement.
 - (e) Exchange of faculty and researchers under conditions and circumstances stated in Article 5 of the agreement.

Article 3-Funding & Logistics

- 3.1 The parties agree to abide by the principles of reciprocity and parity regarding the provision of funding, manpower and logistics, as well as the sharing of finding, of joint research projects. Both universities agree that all financial arrangements are to be negotiated and are subject to the availability of funds.

Article 4-Terms for Exchange Students

- 4.1 Each university may exchange TWO full-time students for a full year exchange upon mutual agreement.
- 4.2 The exchange students must satisfy the language proficiency requirements for admissions or take appropriate language instruction prior to the beginning of their academic program as determined by the regulations of the host university.

- 4.3 The exchange students may apply to any academic program offered at the host university as a full-time, non-degree students at a level determined by the host university. The host university reserves the right to exclude students from restricted enrollment programs.
- 4.4 The host university has the right to reject or withdraw from the exchange students not found to be in good financial and/or academic standing prior to or during the program. The host university will undertake to advise the home university of any such withdrawal from the program.
- 4.5 Any academic credit earned at the host university may be transferred to the home university in accordance with procedures determined by the latter.
- 4.6 Any extension of stay beyond the original determined length must be approved by both universities. A non-degree exchange student who wants to apply for degree status must reapply to the host university and follow the appropriate application procedures of the host university.
- 4.7 Exchange students pay tuition fees at their home university.
- 4.8 Each university should assist exchange students with arrangements for room and board facilities and provide appropriate information and advice.
- 4.9 All exchange students will be responsible for all expenses at host university, except for tuition, during their attendance at the host university, including accommodation, books, meals, transportation, and other personal and medical expenses. Prior to the term of exchange, the host university will provide the students with an estimate of the expenses to be expected during the period of attendance at the host university. Both universities should assist students with arrangements for room and board facilities and provide appropriate information and advice.
- 4.10 Each student will purchase at their own expense medical insurance, which conforms to requirements established by the host university for other incoming international students.

Article 5-Terms for Exchange Faculty and Researchers

- 5.1 Each university may arrange for members of its faculty and/or research staff to visit the other university for research and/or teaching. The maximum total accumulated time of all visits within one academic year will be twelve months. Both universities should try to equalize the number per academic year of visiting faculty and research staff as well as the total accumulated time per academic year of all such visits between the two universities.
- 5.2 A visit will normally not exceed a period of six months. Costs for the visit (accommodation, travel, meals, other personal expenses, required health insurance, etc.) will be paid for by the visiting faculty and researchers.
- 5.3 Salary of the visiting faculty and researchers for the visiting period will be provided by the home university.

Article 6-Duration & Termination

6.1 This agreement will become effective on the day of signature by the representatives of the respective universities. We thereby mutually agree to extend the Memorandum of Agreement and continue our exchange program partnership on an ongoing basis, to be reviewed periodically by both parties. This agreement is subject to revisions, renewal, or cancellation at any time by each of the parties and by mutual consent. Should either wish to terminate the agreement, they must notify the other party in writing one year prior to date of termination.

Article 7-Miscellaneous

7.1 No monetary considerations will be exchanged between the institute parties herein to this agreement.

In witness of the above, the agreement is to be executed in two identical copies, both in English, by authorized representatives of both parties will retain one copy of the agreement.

**For National Dong Hwa University,
Hualien County, Taiwan, R.O.C.**



Dr. Han-Chieh Chao

President

Date: Oct. 12 2020

**For Politeknik Negeri Cilacap,
Cilacap, Indonesia**



Dr. Ir. Aris Tjahyanto, M.Kom.

Director

Date: Oct. 12 2020