MEMORANDUM OF UNDERSTANDING ON ACADEMIC COOPERATION
BETWEEN NATIONAL CHEGCHI UNIVERSITY (Taiwan, R.O.C.) AND
WESTERN WASHINGTON UNIVERSITY (U.S.A)

Introduction

The purpose of this Memorandum of Understanding on Academic Cooperation is to further mutual understanding and cooperation between National Chengchi University and Western Washington University, Bellingham, Washington, USA, and to enhance each institution's teaching, learning, research and internationalization objectives through such interaction. National Chengchi University and Western Washington University agree to institute an exchange program of students and faculty for teaching and research purposes under the following terms:

1. Exchange of Students

Western Washington University and National Chengchi University will exchange 2 students for one or more terms or for the length of an academic year. These students will be regular matriculating students of the sending institution and will be received by the host institution as non-degree seeking students. Each year, the parties to this Agreement will nominate qualified students to be part of this exchange. Application for admission of an exchange student shall be presented to the host institution in accordance with the regulations of the host institution and at least four months prior to the beginning of the semester/term for which the student is applying.

Both institutions will review this program annually for any imbalances in the number of exchange students, and will adjust the number of such students over the duration of the Agreement, as necessary, to maintain a reasonable balance in the exchange. The number of students exchanged each year may be increased by mutual consent.

2. Selection of Exchange Students, Program Admission and Transfer Credit

The home institution will nominate applicants from its institution for the student exchange program. The host institution reserves the right of making final judgment on the admissibility or each student nominated for the exchange.

The exchange student must satisfy all program admission requirements. Course work at the host institution will be determined through close consultation between the sending and receiving institutions.

Each host institution will require candidates to complete all admission materials and meet all visa requirements prior to the commencement of their studies.

Students participating in this program will continue as candidates for the degree of their home institution. Transfer of credit for work undertaken at the host institution will be subject to the discretion of the home institution.

3. Exchange of Faculty and Staff

National Chengchi University and Western Washington University may exchange faculty and staff for teaching, research and other academic purposes for one or more terms or for an academic year. Applications for such exchanges must be received by the host institution no later than six months prior to
the commencement of the proposed exchange. Shorter-term visits for research or teaching purposes can also be organized with adequate notice as well as summer teaching or research exchanges.

In all instances, the sending and receiving institutions will engage in close consultation as to the length and timing of such exchanges and the resources required to facilitate such exchanges of faculty or staff. A formal letter of acceptance under the provisions of this Agreement will be sent by the host institution to the proposed exchange participant no later than four months prior to the start of the exchange.

Normally, the faculty and staff will be provided with necessary office space, library and support services while on the host campus. Unless specifically noted in the letter of acceptance, the salaries and benefits of faculty or staff being exchanged are the responsibility of the home institution.

4. Financial

All participating exchange students or faculty and staff participants shall pay all necessary tuition, mandatory fees, and other compulsory charges to their home institution. All payments for travel, medical insurance, accommodation, food, books and any supplemental course fees and supplies while on this exchange program shall be the responsibility of the individual participant. Neither institution shall be held liable for such costs.

Exchange students, faculty and staff are required to have arranged for full medical and dental insurance prior to departure from their home country. Exchange students, faculty and staff are required to have full medical coverage including repatriation and medical evacuation during the entire length of their exchange program.

Any incidental fees for campus services at the host institution over and above those specified in this Agreement shall be met by the visiting student, faculty or staff member. These fees shall be no greater than those normally paid by students, faculty or staff members of the host institution.

5. Accommodations

Each party will provide the other party with timely information and applications for suitable student, faculty or staff housing. Suitable housing might include university residences, dormitories, private apartments, or accommodation with local families. Information regarding campus eating establishments, meal plans and self-catering arrangements will be provided to all exchange participants. Each school will do its best to provide office space for exchange of scholars.

6. Promotional Materials

Each university will provide to the other any available academic catalogs, informational brochures and other appropriate materials that might assist in the promotion of the Exchange Program and in the advising of possible participants. Each university will direct the other to other useful web-based information regarding the institution and its academic calendar, programs, policies and procedures.

7. Responsibilities

Western Washington University and National Chengchi University agree to accept the prescribed number of students, to enroll them as full-time non-degree students for either one or two terms or for of the academic year as set forth by this Agreement.
National Chengchi University and Western Washington University agree to accept as equivalent each other's tuition fee level, residence provisions, length of academic year, teaching methods, examinations, and related provisions.

Western Washington University and National Chengchi University agree to provide each exchange student or faculty or staff member with the necessary documents to enable them to obtain the appropriate visas.

At the conclusion of the exchange, National Chengchi University and Western Washington University agree to provide an official transcript for the exchange student.

Western Washington University and National Chengchi University agree to assist each exchange participant by:
- providing pre-departure materials, and a post-arrival orientation,
- arranging appropriate accommodation,
- providing arrival assistance and temporary accommodation, if required,
- designating an administrative contact to deal with all questions or correspondence related to this program.

8. Other Responsibilities

Exchange students, staff and faculty shall be entitled to the use of the host institution’s facilities on the same basis as students, staff and faculty of the host institution. Exchange participants may be required to cover some costs associated with the use of these facilities.

Dependents are permitted to accompany the exchange student, staff or faculty exchange participants. Information regarding possible accompanying dependents should be submitted to the host institution at the time of the initial application by the student, staff or faculty member desiring to participate in this program. Every effort will be made to accommodate these requests; however, the host institution will make the final decision whether they can honor them. All costs and applications associated with dependent airfares, visas, accommodation, insurance and other matters are the full responsibility of the exchange student, faculty or staff member.

9. Liability

Each party to this Agreement will be responsible for its own negligent acts and omissions and the negligent acts and/or omissions of its own employees, officers, volunteers or agents. The terms of this provision shall survive the termination of the contract.

10. Renewal, Termination, and Amendment

This Agreement will commence from the date of signing, and continue thereafter for a period of five (5) years, subject to revision or modification by mutual agreement.

For conditions of the exchange not covered by this Agreement, or for problems that arise during the course of the Memorandum of Understanding Cooperation Agreement, both parties agree to refrain from unilateral action and to consult and negotiate mutually acceptable decisions.

Amendments to this Memorandum of Understanding Cooperation Agreement may be made at any time, by correspondence, and only when agreed upon by both parties. Any amendments shall be added to the terms as appendices.
Either institution may terminate this agreement by giving notice in writing to the other institution of no less than six (6) months. Any student who may have commenced at either institution before the date of termination may complete their courses of study by special agreement by the two institutions.

The institutions shall confer concerning the renewal of this agreement six (6) months prior to its expiration.

Western Washington University designates Roger Gilman, Interim Executive Director, and National Chengchi University designates the Dean of the Office of International Cooperation, as their respective representatives for the full implementation of this agreement.

National Chengchi University

Se-Hwa Wu, Ph.D. Date
President

Shu-Heng Chen, Date
Dean
Office of International Cooperation

Western Washington University

Bruce Shepard Date
President

Catherine Riordan Date
Provost

Assistant Attorney General Date