

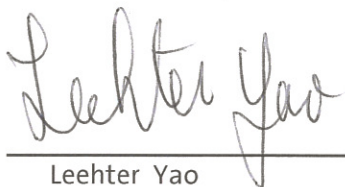
## MEMORANDUM OF UNDERSTANDING

between  
**National Taipei University of Technology**  
Taiwan  
and  
**University of Applied Sciences Potsdam**  
Germany

National Taipei University of Technology and University of Applied Sciences Potsdam, to develop cooperation and academic exchange in education and research between the two universities, have agreed as follows:

1. Based upon the principles of respect for each other's independence and of mutual benefit, the two universities will carry out the following activities:
  - a. Joint research activities
  - b. Exchange of professors, researchers and staff
  - c. Exchange of students
  - d. Exchange of scientific materials, publications and information
2. In order to carry out above the mentioned activities, a detailed plan is to be formed after consultation between the two universities.
3. The agreement may be revised or terminated upon mutual consultation and consent between the two universities.
4. This agreement comes into force on the day when representatives of the two universities affix their signatures, and is valid for 5 years. This agreement is renewed automatically as long as neither party gives notice of termination to the other.
5. The notice of termination of the agreement needs to be given six months in advance.
6. The agreement is executed in a set of two copies, and either university retains one copy.

*National Taipei University of Technology      University of Applied Sciences Potsdam*



Leehter Yao  
President

March 1, 2016

Date



Ekehard Binas  
President

11.2.16

Date

# **STUDENTS EXCHANGE AGREEMENT**

between

**National Taipei University of Technology**

and

**University of Applied Sciences Potsdam**

## **1. Introduction**

The objective of this Agreement for University-wide Exchange Programme for Students is to establish an undergraduate and postgraduate student exchange programme between University of Applied Sciences Potsdam (hereafter FHP) and National Taipei University of Technology (hereafter TAIPEI TECH).

## **2. Number of Exchange Students**

A maximum of two (2) students will be exchanged between both universities in each semester. The number of students may be amended by mutual agreement before end-January each year.

## **3. Application, Selection Process and Programme of Study**

- a) The home institution will screen applications from its students and recommend students to the host institution for invitation. The host institution must be notified of the recommendation at least three months prior to the intended commencement date of the exchange period.
- b) Upon completion of their exchange period at the host institution, the host institution will provide the home institution with transcripts of the academic results of the exchange students and a certificate.
- c) While at the host institution, exchange students will take courses with the approval of their home institution's academic advisors. A learning agreement will be drawn up, containing the details of the student's study programme at the host university. The learning agreement is drawn up and signed by the three parties involved (student, home institution, host institution) before the start of the exchange period.
- d) The host institution will evaluate the academic performance of all exchange students using the same criteria used for students enrolled in the programme of the host institution.
- e) The host institution will make available to the exchange students those student services generally available to all students enrolled in its study programmes during the period of study under the exchange programme.
- f) Prior to departure from the home country, the home institution will provide the exchange student with a detailed briefing on the host institution. The host institution will provide the home institution with the material necessary to provide such a briefing.

## **4. Registration and Administration**

- a) The student participating in the student exchange programme will be registered as a non-degree, non-graduating or not-for-degree student for the duration of study at the host university. This Agreement excludes any expectation of a transfer to the graduating programme of the host university.
- b) The host university will issue a notification of results to the exchange student's home university upon completion of the duration of study. The home university should determine the academic credit to be granted to their exchange student for modules/courses completed after the duration of study at the host university.
- c) In the event there is an academic appeal by the exchange student, while participating in the exchange programme, the academic appeal process of the host institution will apply.
- d) Each university will appoint a Student Exchange Coordinator to administer the terms of this agreement. The appropriate officials for both partner universities are listed in annex 1.

## 5. Fees & Expenses

Each exchange student will register and pay tuition fees at their home institution. Exchange students will be registered as such at the host institution for the agreed period of study, and the host institution will not charge the exchange student any tuition fees for that period.

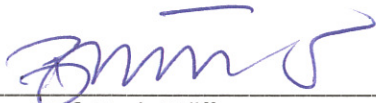
## 6. Student's Obligations

- a) Exchange students are responsible for securing their own accommodation. However, the host institution will provide incoming exchange students with assistance in making accommodation arrangements for the exchange period, provided all application procedures are fulfilled.
- b) Purchase of health insurance coverage throughout the period will be a requirement for exchange students.
- c) While participating in the exchange programme at the host institution, the exchange student will be responsible for the cost of travel expenses to and from the host country, accommodation in the host country, all books, equipment, consumables, hospitalization, health insurance, and other incidental expenses. The host institution bears no responsibility for providing funds to an exchange student for any purpose.

## 7. Duration of Agreement

This Agreement shall be effective for five years from the date signed and is to be renewed for a further five year period automatically unless one of the partners gives notice of termination not later than six months prior to the expiry of the agreement. The terms of this Agreement may be amended at any time subject to mutual written agreement by both parties.

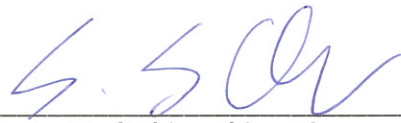
*University of Applied Sciences Potsdam*



Name: Prof. Boris Müller  
Function: Dean

Date: 11.2.16

*National Taipei University of Technology*



Name: Prof. Shiao-Shing Chen  
Function: Dean

Date:



# ANNEX 1 OFFICIALS AT STUDENT EXCHANGE PROGRAM UNIVERSITIES

<b>University of Applied Sciences Potsdam</b> FHP	<b>ACTIVITY</b>  <b>Abbreviation</b>	<b>National Taipei University of Technology</b> TAIPEI TECH
University of Applied Sciences Potsdam Kiepenheuer Allee 5, 14469 Potsdam, Germany +49/331/580 2000	<b>Address of the Institution</b>	National Taipei University of Technology 1, Sec. 3, Zhongxiao E. Rd., Taipei 10608 Taiwan, R.O.C. +886-2-2771-2171 #6500
President of University of Applied Sciences Potsdam <b>Eckehard Binas, Prof. Dr. (phil.)</b>	<b>President's Name and Title</b> <small>(legal representative)</small>	President of National Taipei University of Technology <b>Leehter Yao, Prof. Ph.D</b>
Manager of International Affairs, Institutional Erasmus Coordinator <b>Uta Kotulla, Dr.</b> kotulla@fh-potsdam.de Tel. +49/331/580 2020	<b>Administration of SEP</b>	Dean, <b>Prof. Shiao-Shing Chen</b> hd6501@ntut.edu.tw +886-2-2771-2171 ext 6501  Office of International Affairs Office (OIA)
vice-Dean, <b>Prof. Constanze Langer</b> langer@fh-potsdam.de +49/331/580 1451  Incoming/Outgoing exchange students Manager <b>Friederike Binder</b> binder@fh-potsdam.de +49/331/580 2015  International Office of University of Applied Sciences Potsdam international@fh-potsdam.de	<b>Application &amp; Registration</b>	vice-Dean, <b>Michael Tanangkingsing</b> miguelntut@gmail.com +886-2-2771-2171 ext 6521  Incoming/Outgoing exchange students Manager <b>Lio Lin</b> liolin@ntut.edu.tw +886-2-2771-2171 ext 6505  Office of International Affairs Office (OIA)
Department of Design <i>Departmental Coordinators</i> <b>Meissner Anouk</b> meissner@fh-potsdam.de +49/331/580 1436 or 1401  Department of Architecture and Urban Planning <i>Departmental Coordinators</i> <b>Heilmann Inga</b> heilmann@fh-potsdam.de +49/331/580 1211	<b>Academic Counselling</b>	Administrator, Dean's Office
The FHP does not provide any student residencies. You have to apply at <a href="https://www.studentenwerk-potsdam.de/fileadmin/forms/stwp_bewerbung/">https://www.studentenwerk-potsdam.de/fileadmin/forms/stwp_bewerbung/</a> Please apply right after being accepted for the exchange programme.	<b>Halls &amp; Other Accommodation</b>	Office of International Affairs Office (OIA)

<p>FHP Connect Student Advisory Service</p> <p><a href="http://www.fh-potsdam.de/informieren/service/studierendenservice/international-office/fhp-connect/">http://www.fh-potsdam.de/informieren/service/studierendenservice/international-office/fhp-connect/</a></p> <p>fhp-connect@fh-potsdam.de</p>	<p><b>Orientation &amp; Welfare</b></p>	<p>Office of International Affairs Office (OIA)</p>
<p>German. In some departments e.g. Culture Work and Design selected courses are taught in English.</p>	<p><b>Language of Instruction</b></p>	
<p><a href="http://www.fh-potsdam.de/informieren/service/studierendenservice/studienorganisation/semesterzeitplaene/">http://www.fh-potsdam.de/informieren/service/studierendenservice/studienorganisation/semesterzeitplaene/</a></p> <p><b>Winter Semester:</b> October-March <b>Summer Semester:</b> April-September</p> <p>Winter term 01.06. Summer term 01.11.</p>	<p><b>Study Period</b></p> <p><b>Application Deadline</b></p>	