

Letter of Intent
between
the National Taipei University of Technology (Taipei Tech)
and
the University of Applied Sciences Potsdam (FH Potsdam)

In order to implement a program of student and staff exchange, the National Taipei University of Technology and FH Potsdam hereby agree that:

1. The exchange program shall be administered through the National Taipei University of Technology and FH Potsdam.
2. Each university may send up to three undergraduate students each semester. The exchange is based on reciprocity, i.e. an equal number of students from each university participate during the term stipulated by the agreement.
3. The duration of the stay at the host university is laid down at one semester.
4. The designated students must have completed at least three semesters (one and a half academic years) of study at the home institution before beginning the exchange period and have demonstrated superior academic achievement and fluency in the language of instruction. While students nominated by the home university will generally be accepted by the host university, the latter reserves itself the right to the final decision concerning the admission of applicants.

5. FH Potsdam will forward a list of the students nominated for the exchange program including the documents required by Taipei Tech each year by April 15th for the fall semester or October 31st of the previous year for the summer semester. Taipei Tech will inform the FH Potsdam of the final decision concerning the admission as soon as possible.
6. Taipei Tech will forward a list of the students nominated for the exchange program including the documents required by the FH Potsdam each year by June 1st for the fall semester or November 1st of the previous year for the summer semester. FH Potsdam will inform of the final decision concerning the admission as soon as possible.
7. It is the responsibility of the individual student to apply for a visa in time.
8. Students accepted by FH Potsdam will have the status of a "non-degree seeking exchange student". Students accepted by Taipei Tech will have the status of a "non-degree student".
9. Students from Taipei Tech may enroll at FH Potsdam - subject to the usual university regulations and policies - in all courses offered. Students from FH Potsdam may enroll at Taipei Tech - subject to the usual university regulations and policies - in all courses offered. Students with inferior language proficiency may be admitted to language courses offered (German/English as a foreign language).

10. Any academic credit that the student receives from the host institution is fully transferable to the home institution in accordance with procedures determined by the home institution.
11. Each host institution will free the exchange student from the payment of tuition.
12. Exchange students shall provide individually for their living expenses, transportation, passports, visas, books and other personal expenses.
13. Both universities will assist exchange students in all practical and academic matters, especially concerning accommodation and academic integration.
14. Each institution reserves the right to dismiss an exchange student at any time due to academic or personal misconduct. The dismissal of a student shall not abrogate the agreement regarding other participants.
15. Upon completion of their studies at the host university, the exchange students must return to their home university. No extension will be authorized unless otherwise agreed upon by the home university.
16. This agreement will remain in effect for an initial period of three years. Thereafter it shall automatically be renewed annually. After the initial period of three years, either university may terminate the

agreement by giving written notice ten months prior to the beginning of an academic year.



National Taipei University of
Technology

Prof. Dr. Wenlung Li

Date 09/05/2017

Acting President

University of Applied Sciences
Potsdam

Prof. Dr. Eckehard Binas

Date

President