

STUDENT EXCHANGE AGREEMENT

Between

University of West Bohemia

(UWB)

and

National Taipei University of Technology

(Taipei Tech)

1. Introduction

The objective of this Agreement for University-wide Exchange programme for Students (hereafter abbreviated as “Agreement”) is to establish an undergraduate and postgraduate student exchange programme between University of West Bohemia (hereafter UWB) and National Taipei University of Technology (hereafter TAIPEI TECH).

2. Number of Exchange Students

A maximum of five (5) 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 four 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.
- 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 non-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 appropriate authority at the host university will arrange an orientation programme for the exchange students.
- c) 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 student at the host university.
- 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 I.

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 medical/health insurance coverage throughout the period will be a requirement for exchange students and provide proof of Covid-19 inoculation or a negative result of Covid-19 PCR test if required either by the host institution or the laws of the host country.
- c) The exchange students shall meet all immigration requirements of the host country.
- d) 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, personal and living expenses, all books, equipment, consumables, hospitalization, health insurance, and other incidental expenses, including any debts/costs of damages incurred for the duration of their study abroad. 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 years period automatically unless one of the partners gives notice of termination no 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 West Bohemia

National Taipei University of Technology



Ing. Dita Hommerová, Ph.D., MBA

Thomas Chung-Kuang Yang, Ph.D.

Vice-Rector for Internationalization

Vice President

Date: 15. 06. 2021

Date: 05/03/2021

ANNEX1 OFFICIALS AT STUDENT EXCHANGE PROGRAM UNIVERSITIES

<u>University of West Bohemia</u>	ACTIVITY	<u>National Taipei University of Technology</u>
<p>International Office UWB Incoming Students Coordinator Ms. Eva Kotoučová ekotouc@rek.zcu.cz +420 377 635 799</p> <p>Academic Counselling: Faculty of Applied Sciences FAV UWB Vice-Dean for Internationalization and External Relations: Assoc. Prof. Pavel Baroch, PhD. pbaroch@fav.zcu.cz +420 377 632 006</p> <p>Faculty of Electrical Engineering FEL UWB Vice-Dean for International Relations and Projects: Ing. Jan Michalík, Ph.D. jmichali@fel.zcu.cz +420 377 63 40 06</p> <p>Ladislav Sutnar Faculty of Design and Art FDULS UWB International Vice-Dean for Creative Activities: Mgr. Arnošt Marks amarks@fdu.zcu.cz +420 377 636 708</p>	<p>Administration, Application, Registration, Academic Counselling, Orientation & Welfare</p>	<p>Office of International Affairs Program Manager Mr. Lio Lin liolin@ntut.edu.tw +886-2-2771 2171 ext.6505</p> <p>Coordinator Mr. Zack Peng cxp351@mail.ntut.edu.tw +886-2-2771 2171 ext.6526</p>

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