

NTUE and Overseas University/Academic Institution Academic Exchange and Collaboration Memo Guideline

Amended upon the 69th Administrative Meeting, dated Apr. 27th, 2011

Amended upon the Administrative Meeting, dated Dec. 31st, 2014

- A. National Taipei University of Education (hereafter the University), in order to improve international academic exchange and collaboration of its academic units, encourages said units to sign collaborative and exchange agreements with overseas universities or academic institutions in accordance with the professional field of the respective academic units. This NTUE and Overseas University/Academic Institution Academic Exchange and Collaboration Memo Guideline (hereafter the Guideline) is set forth to accomplish said objective.
- B. Academic Exchange and Collaboration Memo (hereafter the Memo) can be divided into University Level as well as College/Department/Institute Level, and shall be raised by one party between the University and the Overseas University/Academic Institution. The signing parties involved shall be as follows:
- (1) For University Level Academic Exchange and Collaboration Memos - the party shall be the Division of International Affairs of the Research and Development Office (hereafter Division of International Affairs, R&D Office).
 - (2) Academic Exchange and Collaboration Memos of College, Department or Institute level - the party shall be each respective college, department or institute.
- C. The signing of the Academic Exchange and Collaboration Memo should be in accordance with the following principles:
- (1) Both parties are equals and mutually beneficial
 - (2) Diverse regional, national, university and departmental considerations
 - (3) Academic reputation of the other party, its academic background (especially for its colleges, departments and institutes), and the conditions offered and whether or not it suits the direction of the University's academic development.
 - (4) Memos shall be valid for a maximum of 5 years, with the option of renewal or continuance 6 months prior to its expiration date.
- D. For the University to sign a Memo with an overseas University (or academic institution), the following administrative procedure must be followed:
- (1) For Memos of the University Level, shall be submitted to the International and Cross-Strait Affairs Committee for approval before signing, then submitted to the Administrative Meeting for review; renewal or continuation of existing contracts that do not fundamentally change in nature shall be submitted directly to the Administrative Meeting for review.
 - (2) For Memos of the College, Department or Institute Level, the notion must be passed by the respective College, Department or Institute Meeting, before being submitted to the Division of International Affairs, R&D Office for review.
- E. For a memo proposal to be considered at the Administrative Meeting or the International and Cross-Strait Affairs Committee, the following documentation shall be submitted to the Division of International Affairs, R&D Office:
- (1) Application Form
 - (2) Introduction of the Overseas University (or Academic Institution) of the proposed memo (excluding renewals or continuation).
 - (3) Memo Draft

- F. After the memo is in effect, the Memo of a University Level shall be kept at the Division of International Affairs, R&D Office, College, Department or Institute level Memos shall be kept at the responsible party, with a copy of it sent to the Division of International Affairs, R&D Office for filing purposes. Should the Memo require amendments, such as termination, alterations, the same shall apply.
- G. The R&D Office along with the College, Department or Institute shall regularly assess the implementation status of the Memo to serve as a reference for renewal or amendment.
- H. After being passed during the University Administrative Meeting, the Guideline shall be submitted to the President for review before being implemented.