MEMORANDUM OF AGREEMENT

*Between*

***College of ○○○ (Department of ○○○)***

***University of ○○○***

***○○○***

*and*

***College of ○○○ (Department of ○○○)******National Taipei University of Education***

***Taiwan, ROC***

National Taipei University of Education’s (NTUE) *College of ○○○(Department of ○○○)*, in Taiwan and *College of ○○○(Department of ○○○),University of ○○○*, jointly agree to implement this Memorandum of Agreement set forth below.

**I. Objectives**

A collaborative graduate program is to be developed between the *College of ○○○(Department of ○○○)* at NTUE and *College of ○○○(Department of ○○○)*at the *University of ○○○*. The program will admit and educate advanced students originated from NTUE pursuing Master of ○○○ and Doctor of ○○○ degrees in the ○○○ Programs, which are based in the Department of Administrative and Policy Studies at the *University of ○○○*. The collaborative program will foster international education and research between the two Schools of Education centered on student participation. The program will award an MA or PhD degree by NTUE and an MA or PhD degree by the *University of ○○○* to the students who successfully complete program requirements.

**II. Structure of the program**

A. Program coordinators

 The program will have two coordinators, one from each university: at NTUE and ○○○ at the *University of ○○○*.

B. Admission of students

1. Students from NTUE will be nominated by methods determined by NTUE and the criteria are given as follows

a. Qualifications of application: All currently enrolled MA and doctoral graduate students within the *College of ○○○ (Department of ○○○)* at NTUE are eligible.

b. The deadline of the application should be submitted to the *College of ○○○ (Department of ○○○)* at least *○○* months before the international students’ admission application deadline to the *University of ○○○* for the enrolled semester.

c. A committee consisting of at least four faculty members from NTUE will review the qualification of applicants and recommend a list of nominated applicants to be admitted to the program. The list of nominated applicants to be admitted to the program will be determined by the faculty meeting of NTUE.

1. Once nominated, students will be evaluated for *University of ○○○* admission by methods determined by the ○○○ Program within the *Department of ○○○*.
2. Application and admission to the *University of ○○○* will be the same as those for other international applicants, including:
3. a complete graduate-school application including application fee;
4. TOEFL scores of ○○○ (paper), ○○○ (computer-based) or higher.
5. Number of students: the estimated number of students enrolling the program is between ○○ (ex.3-5) per academic year (○○ masters students and ○○ doctoral students).

C. Program requirements

 i. Co-advising requirement

The students are required to be co-advised by two faculty members, one from each university.

 ii. Course requirements

 While at NTUE, the students are required to take a minimum of ○○ (○○) *University of ○○○*-equivalent credits of ○○○ courses (ex. Education courses). Upon arrival at the *University of ○○○*, students are required to take a minimum of an additional ○○ (○○) course credits at the master’s level and ○○ (○○) course credits at the doctoral level. The overall course-credit requirement is similar to the requirement of a regular *University of ○○○* student. In addition, students may be required to take English-language courses in accordance with the *University of ○○○* requirement for international students.

 iii. Thesis/Dissertation requirement

While at NTUE, the students are encouraged to take some thesis credits to engage in the early phase of thesis/dissertation research. At the *University of ○○○*, participating students are required to take a minimum of ○○ (○○) thesis credits (○○ [○○] dissertation credits) and conduct research with interactions with the two co-advisors. The thesis/dissertation should be approved by a committee consisting of at least three faculty members from NTUE and the *University of ○○○* including the two co-advisors. In the case when a committee member cannot attend the oral presentation, a written review can be a substitute.

vi. Residence requirement

While at the *University of ○○○*, students are required to study in the selected program for a minimum of one year and a maximum of three years. Students must finish a master’s degree program within four years (five years for doctoral students), in addition to at most two years of leave of absence. Otherwise, students fail to be awarded a degree by NTUE or the *University of ○○○*.

D. Degrees

 Upon successful completion of all program requirements, the students will be awarded a joint MA or PhD degree by NTUE and the *University of ○○○*. In the case where students cannot fulfill either the course or thesis requirement at the *University of ○○○*, they can return to NTUE and receive an MA or PhD degree from NTUE after completing the required courses and thesis or dissertation. But the *University of ○○○* will not award them a degree. Credits taken at the *University of ○○○* with grades B- or above will be counted toward the degree of NTUE.

1. Tuition

During their residence at NTUE, the students will pay full tuition as regular students.

 During their residence at the *University of ○○○*, students will pay full tuition in accordance with tuition payment by the *University of ○○○* international students.

**III. Housing and insurance**

1. Students in the program will have access to standard accommodations (i.e., room and board) at the *University of ○○○*. *The international student office* can assist in arranging housing if students complete the appropriate forms by the standard deadlines. Payment for such provisions will be made by each individual student in accordance with housing standard requirements and deadlines.
2. The students are required to purchase the health insurance plan provided by the *University of ○○○*, or obtain a waiver by providing to *the international student office* proof of alternate coverage that meets the *University of ○○○*’s Minimum Standards.
3. **Expenses**

As a prerequisite for acceptance into the program, NTUE shall ensure that the documentation of full financial support is provided by each participating student. This includes, but is not limited to, tuition and fees, insurance, travel expenses, and living expenses. For the student to obtain an appropriate U.S. visa in a timely manner, documentation of this support must be provided to *College of ○○○(Department of ○○○)*and *University of ○○○* at the time of the admission offer.

1. **Administration**

Responsibility for insuring compliance with program requirements and visa regulations will rest with the program coordinators. Should a student fail to meet the requirements or regulations, it is the responsibility of the academic departments and the coordinators of the program to inform the Responsible Officer (i.e., at the *University of ○○○*, the international student office representative and at NTUE, the Dean of Office of Academic Affairs).

1. **Equal Access Policy**

Both institutions are committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by the respective *University of ○○○* and NTUE policies or by government authorities. Neither institution discriminates against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. *University of ○○○* and NTUE shall abide by these principles in the administration of this agreement, and neither institution shall impose criteria for the sponsorship of graduate study at the *University of ○○○* which would violate the principles of non-discrimination.

1. **Evaluation**

The offices responsible for administering the agreement shall jointly review the program every three years to assess its effectiveness in promoting the institutions’ respective international education goals. This agreement will be effective for five years, subject to revision or modification by mutual written agreement, unless terminated by either party in the form of a written notice submitted at least eight months in advance of the academic year in which the termination is to become effective.

1. **Mutual Treatment**

Graduate students in the Department of Administrative and Policy Studies at the *University of ○○○* could adopt the regulations of the Taiwan Ministry of Education, CCU, and this memorandum to apply to be awarded a joint degree by NTUE and the *University of ○○○*.

1. **Dispute resolution**

If any disputes arise between the parties, they must first make every effort to resolve their differences by common agreement. If resolution cannot be obtained, the dispute would then be submitted to arbitration by an independent arbiter and at a site mutually agreeable to all participants involved in the controversy.