

Operation Guidelines of Written Agreements on Academic Cooperation with Overseas Education and Research Institutions

2020.11.18 approved, 1st Semester, 3rd Administrative Meeting

- I. This *Operation Guidelines of Written Agreements on Academic Cooperation with Overseas Education and Research Institutions* (hereinafter referred to as “the Guidelines”) have been formulated by National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) in order to regulate any written agreement (hereinafter referred to as “the Agreement”) on academic cooperation between NDHU and higher education and research institutions abroad and in Mainland China (hereinafter both referred to as “Overseas Education and Research Institutions”).
- II. All NDHU academic sectors signing a written agreement with any overseas education and research institution shall comply with the Guidelines unless otherwise specified by laws or other NDHU regulations.
- III. The term, Agreement, stipulated in the Guidelines refers to all written agreements signed between any NDHU academic sector and overseas education and research institutions and stating the academic (or) research consensus, commitment or agreement of the parties involved regardless of the names and manners.
- IV. The level of any written agreement signed between the University and overseas education and research institutions shall refer to the NDHU sector to be executing the cooperation. The competent authorities of different levels are:
 - (I) The Office of International Affairs (hereinafter referred to as “the OIA”) oversees University-level written agreements, and those involving at least three NDHU Colleges.
 - (II) The pertinent NDHU College or designated sector(s) deals with College-level and intra-College written agreements.
 - (III) The pertinent Department/Institute or College-affiliated sector(s) deals with Department/Institute-level written agreements, and those involving College-affiliated sectors.
- V. The competent authorities shall realistically review and verify whether or not the desired written agreement takes proper care of the following matters.
 - (I) Both parties are equal and mutually beneficial.
 - (II) The cooperative relationship shall benefit the academic development of both parties.
 - (III) Both parties shall assign dedicated sectors or persons to promote and execute the cooperation in question and other pertinent matters.

- (IV) The content of academic cooperation shall be specific, clear, and feasible.
 - (V) In accordance with the *Guidelines for Reviewing Alliances or Cooperative Behaviors Agreed in Writing between School at all Levels and Schools in Mainland China*, any Agreement with Mainland Chinese organizations or institutions shall be submitted to the Ministry of Education for approval in advance.
- VI. All written agreements with overseas education and research institutions shall be handled in accordance with the following administrative procedures before signing.
- (I) All University-level written agreements and those involving at least three NDHU Colleges shall be formulated in writing by the OIA with the other party, reviewed by the Dean of OIA, and signed by the President of NDHU or the authorized pertinent competent authority.
 - (II) All NDHU College-level, intra-College (inter-sector, inter-Department or inter-Centers) written agreements shall be formulated in writing by the pertinent competent authority with the other party, submitted to the OIA, reviewed and approved by the President, and then signed by the pertinent Dean of College or the authorized pertinent competent authority.
 - (III) All Department/Institute-level written agreements or those involving College-affiliated sectors or centers shall be formulated in writing by the pertinent competent authority with the other party, submitted to the OIA, reviewed and approved by the President, and then signed by the pertinent Director of Department/Institute or the authorized pertinent competent authority.
- VII. Regarding any proposal made in accordance with Article VI of the Regulations, the competent authority shall enclose the drafts of all texts stipulated in or required by the Agreement.
- VIII. The content of the Agreement shall include cooperation items (exchange of students, cooperative research, academic seminars, etc. for instance), cooperation period, and termination conditions. The Agreement regarding dual-degrees shall be implemented in accordance with the NDHU *Implementation Regulations of Joint Dual-Degree with Overseas Universities* and other pertinent regulations.
- IX. The competent authority shall send the scanned file of the contract to the OIA for reference within 30 days upon the signing of the Agreement; the original copy of the contract shall be kept by the competent authority. The same process shall apply to all modifications, such as termination and amendments.
- X. The Guidelines have been approved at the Administrative Meeting before implementation.

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