

NDHU Guidelines for Establishing Written Agreements on Academic Cooperation with Overseas Educational and Research Institutions

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Article 1

In order to regulate the establishment of academic cooperation agreements (hereinafter referred to as “agreements”) between National Dong Hwa University (hereinafter referred to as “NDHU” or “the University”) and overseas educational and research institutions including institutions in Mainland China (hereinafter collectively referred to as “overseas educational and research institutions”), this *Guidelines for Establishing Written Agreements on Academic Cooperation with Overseas Educational and Research Institutions* (hereinafter referred to as “the Guidelines”) has been formulated.

Article 2

All academic units of the University shall adhere to the Guidelines when entering into agreements with overseas educational and research institutions, unless otherwise required by laws or other NDHU regulations.

Article 3

The term “agreement” as used in the Guidelines refers to any written agreement established between the University’s academic units and overseas educational and research institutions that records mutual consensus, commitments, or understandings regarding academic and/or research matters, regardless of the agreement’s title or form.

Article 4

The level of cooperation in the agreements is determined based on the organizational level of the unit within the University that implements the agreement. The host unit for the agreement is

determined as follows:

1. University level agreements or agreements involving three or more colleges are administered by the Office of International Affairs (hereinafter referred to as “the OIA”).
2. Agreements at the college level or involving cooperation among units within a college shall be coordinated by the appropriate college or its designated unit.
3. Agreements at the department or institute level, or involving affiliated units of a college, shall be administered by the relevant department, institute, or affiliated unit.

Article 5

The following issues should be carefully considered by the host unit when establishing an agreement:

1. The principle of equality and reciprocity between the two parties.
2. The cooperation must benefit the academic development of both parties.
3. A designated unit or individual from each party must be responsible for promoting and implementing the cooperation.
4. The content of the academic cooperation must be specific, clear, and feasible.
5. Agreements with institutions from Mainland China must comply with the *Guidelines for Reviewing Alliances or Cooperative Behaviors Agreed in Writing between School at all Levels and Schools in Mainland China* formulated by the Ministry of Education and must be pre-approved by the Ministry of Education.

Article 6

The following administrative procedures must be followed when entering into agreements with overseas educational and research institutions before they can be signed:

1. Agreements at the university level or involving three or more colleges must be drafted by the OIA in collaboration with the counterpart institution and shall be reviewed by the Dean of the OIA. Upon approval by the President or an authorized supervisor, the agreement may be signed.
2. Agreements at the college level or involving collaboration between units, departments, or centers within a college shall be developed by the host unit in collaboration with the partner institution, co-signed by the OIA, and submitted to the President for approval. Upon approval,

the agreement may be signed by the dean of the college or an authorized supervisor.

3. Agreements at the department, institute, or affiliated unit level will be developed by the host unit in collaboration with the partner institution, co-signed by the OIA, and submitted to the President for approval. Upon approval, the agreement may be signed by the head of the department or institute, or an authorized supervisor.

Article 7

When submitting a proposal under Article 6 of the Guidelines, the host unit must include a draft of all versions of the agreement.

Article 8

The content of the agreement must include details such as the cooperation projects (e.g., student exchange, joint research, academic conferences), the duration of the cooperation, and the conditions for terminating the agreement. Agreements related to dual-degree programs shall be handled in accordance with the *NDHU Regulations for Implementing Dual-Degree Programs in Cooperation with Overseas Universities* and relevant regulations.

Article 9

The host unit shall submit a scanned copy of the signed agreement to the OIA within 30 days for retention, while the original agreement shall be retained by the host unit. The same procedure shall be followed for any subsequent amendment or termination of the agreement.

Article 10

The Guidelines have been approved at the Administrative Meeting prior to its implementation.

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