

Memorandum of Understanding
Between
University of Chemistry and Technology, Prague
And
Handong Global University

University of Chemistry and Technology Prague and Handong Global University, wishing to establish relations between the two institutions, agree to cooperate with each other as follows:

Scope of Cooperation

Subject to mutual consent, the areas of cooperation will include any program offered at either institution as thought desirable and feasible on either side and that both sides think will contribute to the fostering and development of the cooperative relationship between the two institutions.

Cooperation shall be carried out through such activities as:

- a. Exchange of students and/or interns
- b. Exchange of faculty and/or staff
- c. Joint research activities and publications
- d. Participation in seminars and academic meetings
- e. Exchange of academic materials and other information
- f. Special short-term academic programs

The terms of cooperation for each specific activity implements under this Memorandum of Understanding shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity. Any such agreements entered into, as outlined above, will form appendixes to this Memorandum of Understanding. Each institution shall designate a liaison officer to develop and coordinate the specific activities and programs agreed upon.

Renewal, Termination and Amendment

This Memorandum of Understanding shall remain in force for an indefinite time from the date of the final signature, with understanding that it may be terminated by either party giving 12 months notice to the other party in writing, unless an earlier termination date is mutually agreed upon. The Memorandum of Understanding may be amended between two parties in writing as an addendum to this agreement.

In witness whereof, the parties hereto have offered their signatures:

For University of Chemistry and Technology, Prague

xxxxx

Rector

In Prague,

For Handong Global University

xxxxx

President

In Pohang,

Exchange Agreement
Between
University of Chemistry and Technology, Prague
And
Handong Global University

University of Chemistry and Technology Prague and Handong Global University, recognizing the educational and cultural exchanges, which can be achieved between our two institutions. Enter into this agreement to facilitate the exchange of students and scholars.

1. Definitions

- i) For the purposes of this agreement “home” institution shall mean the institution at which a student is registered and intends to graduate, and “host” institution shall mean the institution which has agreed to accept the student from the home institution
- ii) Semester or academic year shall normally refer to the period relevant to the host institution.
- iii) “Faculty” shall represent the appropriate academic entity at the respective institutions.

2. Purpose of the Agreement

- i) The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.
- ii) The purpose of exchanges between faculty members is to promote collaborative research, other educational developments, and to further mutual understanding.
- iii) The purpose of each student exchange is to enable students to enroll in subjects at the host institution for credit, which will be applied towards their degree at their home institution.

3. Responsibilities of Participating Institutions and Students

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.

- i) Each institution agrees to accept and enroll exchange students as full-time and “non-degree” for the duration of their exchange. Exchange students will be exempt from the host institution’s tuition fees.
- ii) Each exchange student will be provided with the same academic resources and supporting services that are available to all students at the host institution.
- iii) It is the responsibility of each exchange student to obtain official approval from his or her home institution for subjects taken at the host institution.
- iv) It is the responsibility of each exchange student to ensure that he or she obtains a copy of his or her official statement of results covering the subjects taken during the period of exchange. In addition, each institution will forward a copy of the statement of results to the home institution’s International Office.
- v) Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which the student enrolls. The home

institution will have responsibility for all matters concerning credit for subjects taken.

4. Number of Participants

- i) Subject to availability of suitable candidates, each institution will send to the other up to two students for each full academic year (or two students for winter semester and two students for spring semester), during the period of the agreement. The period of study for an exchange will be for one semester.

5. Selection and Enrolment of Students

It is expected that only highly motivated students of above-average academic quality will be selected to participate in an exchange program. The home institution will screen applications from its student body of exchange. Students, both undergraduate and post-graduate are eligible to participate if they.

- i) Have completed at least one year of study at their home institution
- ii) Are enrolled at their home and host institution for the full period of the exchange
- iii) Have an enrolment proposal, approved by their home faculty and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will inform the relevant International Office of subject to availability, including enrolment limitations and conditions.
- iv) Have obtained agreement from their home faculty that, upon successful completion of subjects at the host institution, full credit will be granted towards the degree at their home institution. In some circumstances, a student may undertake a clinical or practical assignment as part of a program;
- v) Have satisfied any language proficiency requirements of the host institution

Each institution will send the other completed applications for their students before the beginning of the entry semester. The host institution reserves the right of final approval on the admission of a student and will, where appropriate, establish language proficiency standards.

6. Financial Responsibilities of Institutions

Exchange students will be provided with the following by the host institution, at no cost to the student:

- Tuition
- Reports and statement of results (transcript)

7. Financial Responsibilities of Exchange Students

Exchange students will be financially responsible for:

- Travel to and from the host institution
- Orientation program
- Books, stationary, etc.
- Travel documentation, visas, etc.
- Accommodation and living expenses
- Health coverage relevant to the exchange institution and country
- Personal travel within the host country

The home institution shall satisfy itself that a candidate for exchange has the ability to meet all his or her financial responsibilities as detailed above.

8. Accommodation

The host institution guarantees accommodation on campus for incoming students. Students will be made aware that they are responsible for all costs associated with accommodation.

9. Exchange Student's Families

It is not anticipated that spouses and dependents will accompany an exchange student. Where such arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses and workload are the responsibility of the exchange student.

10. Faculty and Staff Exchanges

The two institutions agree in principle to the possibility of exchanges by general staff (administrative and technical) and faculty members. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members concerning exchange of accommodation, vehicles, etc.

11. Exchange Program Review

Both institutions will be responsible for a regular review of the exchange program on a yearly basis. The review is essential in order to make appropriate and mutually agreed modifications as may be required, and to identify new opportunities for cooperation in scholarship and research.

12. Period of agreement

This agreement will come into effect from the date of signature by both parties, and will remain in force for an indefinite period of time or until one or both of the institutions decide to put an end to this agreement with a six-month in advance written notice.

13. Notices

- i) Any notice or other communication under this agreement shall be given in writing and delivered by hand, sent by pre-paid post or facsimiled transmission.
- ii) The address for any such notice notices is as follows:

University of Chemistry and Technology Prague

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Head of Department of International Relations

Technická 3, 166 28 Praha 6, Dejvice

Tel: xxxxx

e-mail: xxxxx

Handong Global University

xxxxx

Deputy Director

Office of International Affairs

Heunghae-eup, Pohang, Gyeongbuk

791-708, Korea

Tel: xxxxx

Fax: xxxxx

e-mail: xxxxx

14. Signatures

This agreement constitutes the entire agreement between the parties. No amendments, consent or waiver of terms of this agreement shall bind either party unless in writing and signed by both parties.

In witness whereof, the parties hereto have offered their signatures:

For University of Chemistry and Technology

for Handong Global University

Prague

xxxxx

xxxxx

Rector

President