
	<h2 style="color: #008080;">Memorandum of Understanding</h2>	 <b>UNIVERSITY OF CHEMISTRY AND TECHNOLOGY PRAGUE</b>
	Contact NTUB: xxxxx Contact UCT Prague: School of Business	

<b>National Taipei University of Business</b>  No.321 Sec. 1 Jinan Rd. Zhongzheng District Taipei City 100 Taiwan	<b>University of Chemistry and Technology Prague</b>  <div style="text-align: right;">         Technická 1905/5          16628 Prague 6          Czech Republic       </div>
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In accordance with a mutual desire to promote international academic, cultural and scientific exchange, National Taipei University of Business (NTUB) and the University of Chemistry and Technology, Prague (UCT Prague), have agreed to cooperate within the framework of the principles mentioned below.

**I.**

Scientific and educational cooperation shall be undertaken in areas of mutual interest. Such cooperation will be carried out on the basis of equal and mutual advantage.

**II.**

The cooperation between NTUB and UCT Prague will be implemented in the following ways:



- Exchange of pre-graduate, graduate and postgraduate students (Bachelor, Master and PhD students);
- Exchange of teachers for short term teaching assignments;
- Agreements on double degree programs;
- Joint supervision of a doctorate;
- Development of joint research programs;
- Organization of the bilateral joint symposiums, seminars and conferences.

**III.**

Each University shall ensure, in compliance with its respective laws and regulations, the assistance and support for scholars who are temporarily residing on its territory, under the provision of this memorandum.

**IV.**

This Memorandum does not result in any financial obligations. Each institution will be responsible for seeking funds to support its involvement in the cooperative

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activities contemplated under this Memorandum of Understanding, and all such activities will be dependent upon the budgetary appropriations of the parties.

**V.**

The terms of cooperation for each activity implemented under this Memorandum shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity. Any such agreement entered into, as outlined above, will form an Annex to this Memorandum of Understanding.

**VI.**

All participants of the exchange programs are required to have a valid health insurance policy covering all medical expenses and a valid insurance covering property damage caused to the host institution for the territory of the host country over the entire period of their stay.

Participants have to fulfill all the conditions required by the immigration authority of the host country.



**VII.**

The present Memorandum was prepared in English in two copies. Both of them have the same legal power.

**VIII.**

The Memorandum is valid for 5 (five) years from the day it was signed by the last of the parties. Both parties have right to suggest the amendments to the Memorandum. Any of these amendments is valid when made in written form and numbered. The amendment must be confirmed by both parties.

The Memorandum can be terminated by either party subject to notice in a written form to be received by the relevant partner no less than 3 months before the expiration of the Memorandum.

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On behalf of:  
**National Taipei University of Business**

On behalf of:  
**University of Chemistry and Technology, Prague**

\_\_\_\_\_

\_\_\_\_\_

**xxxxx**  
 President

**xxxxx**  
 Rector

Date : \_\_\_\_\_

Date : \_\_\_\_\_

## ANNEX I

### To the Memorandum of Understanding concerning Inter-institutional agreement on Higher Education Student and Staff Mobility

Based on the Memorandum of Understanding signed on \_\_\_\_\_ the institutions named below agree to cooperate in exchange of students and/or staff.

#### A. Information about higher education institutions

Full name of the institution / country	Abbreviation of the institution	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Chemistry and Technology, Prague  Technická 1905/5 166 28 Praha 6 Czech Republic	UCT Prague	<b>Head of Department of International Relations</b> XXXXX Phone: XXXXX XXXXX  <b>Incoming students:</b> XXXXX XXXXX  <b>Outgoing students:</b> XXXXX XXXXX  <b>School of Business:</b> XXXXX International Office Manager XXXXX	<a href="http://www.vscht.cz">www.vscht.cz</a> for students: <a href="http://www.study.vscht.cz">www.study.vscht.cz</a>  <a href="https://business.vscht.cz">https://business.vscht.cz</a>
National Taipei University of Business  No.321, Sec. 1, Jinan Rd., Zhongzheng District, Taipei City 100, Taiwan	NTUB	<b>Dean, Office of International Affairs</b> XXXXX XXXXX  <b>Incoming students:</b> XXXXX XXXXX  <b>Outgoing students:</b> XXXXX XXXXX	<a href="https://oia.ntub.edu.tw/index.php?Lang=enA">https://oia.ntub.edu.tw/index.php?Lang=enA</a>



## B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration]	Student Mobility for Traineeships
UCT Prague	NTUB	0311	Economics	1, 2, 3	1 student x 5 months	1 student x 5 months
		0413	Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months
NTUB	UCT Prague	0311	Economics	1, 2, 3	1 student x 5 months	1 student x 5 months
		0413	Management and administration	1, 2, 3	1 student x 5 months	1 student x 5 months

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration]	Staff Mobility for Training
UCT Prague	NTUB	0311	Economics	2 x 5 days	2 x 5 days
		0413	Management and administration		



NTUB	UCT Prague	0311 0413	Economics Management and administration	2 x 5 days	2 x 5 days
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### C. Recommended language skills

The sending institution, following the agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
			Student Mobility for Studies	Staff Mobility for Teaching
UCT Prague	English		B2	B2
NTUB	English		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

### D. Respect of fundamental principles and other mobility requirements

The higher education institutions agree to:

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

<sup>1</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



## E. Calendar

- Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term* [month]	Spring term* [month]
UCT Prague	30th June (31st May if the participant needs visa)	30th November (31st October if the participant needs visa)
NTUB	30 <sup>th</sup> April	31 <sup>st</sup> October

[\* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 6 weeks.
- A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
- A Confirmation of Mobility Period will be issued upon departure of the student or staff member by the receiving institution.

## F. Information

About	UCT Prague	NTUB
	(for up to date information, please see web pages)	
Grading system	UCT Prague uses the <b>ECTS credit system</b> .	NTUB uses US credit system
Visa	Students and staff with non-EU nationality should inform the International Office at UCT Prague by e-mail (xxxxx) about the town where they have applied for the VISA in their home country. Acceptance letters in Czech and English languages will be sent to the International Office of the sending university. <a href="http://www.mvcr.cz/mycren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx">http://www.mvcr.cz/mycren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx</a>	Acceptance letters (electronic version) in English languages will be sent to the students
Insurance	We accept EU health insurance card, students with non-EU nationality should show their insurance contract at arrival.	Students who attend the NTCB exchange program are required to carry your own medical and accident insurance plans worth a minimum of TWD 2,000,000 (approx. USD\$ 66,000) valid for the whole exchange period.
Housing	Accommodation is available at UCT Prague dormitories. Participants are obliged to book a room on their own by sending an application form to xxxxx. More information on: <a href="https://study.vscht.cz/erasmusplus/apply-to-erasmus">https://study.vscht.cz/erasmusplus/apply-to-erasmus</a>	Off-campus housing, please check <a href="https://stud.ntub.edu.tw/p/406-1007-67928,r1074.php?Lang=zh-tw">https://stud.ntub.edu.tw/p/406-1007-67928,r1074.php?Lang=zh-tw</a> or contact xxxxx
Special needs	Mobilities of students and staff with disabilities are arranged on an individual basis.	None.



Academic Calendar	Winter Semester: Mid-SEPTEMBER – Mid-FEBRUARY Summer Semester: Mid-FEBRUARY – End of JUNE	Fall Semester: Mid-SEPTEMBER – Mid-January. Spring Semester: Mid-FEBRUARY – Late JUNE
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### G. Validity and termination of the agreement

This Agreement is valid for 5 (five) years from the day it was signed by both institutions. This Agreement might be terminated at any time by either party by giving written notification to the other party of at least one calendar year. This means that a unilateral decision to discontinue the exchanges notified to the other party by e.g. 1 November 2020 will only take effect as of 1 November 2021; otherwise the Agreement will be automatically considered to be prolonged for one more year.

### H. Final provisions

Any differences arising out of the interpretation and/or the implementation of this Agreement shall be resolved amicably through consultation and/or negotiation by the parties.

### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
UCT Prague	xxxxx Rector		
NTUB	xxxxx President		