

Student and Staff Exchange Agreement
To
the MEMORANDUM OF UNDERSTANDING dated 20-02-2024
between
National Chengchi University, Taiwan, R.O.C.
and
University of Ostrava, Czechia

This Student and Staff Exchange Agreement between National Chengchi University (hereafter, NCCU), Taiwan and University of Ostrava (hereafter, UO), follows the terms and conditions of Student and Staff Exchange as follows:

ARTICLE ONE
Student Exchange

- 1.1. **Scope of Cooperation:** Student exchange and collaboration between the two universities are open to students of all fields, departments, and colleges of both universities. Both universities recognize that courses in some academic areas may be restricted or unavailable due to high demand or prerequisite course requirements.
- 1.2. **Numbers of Exchange Students:** On an annual basis each party will nominate the equivalent of two (2) full-year students for the Exchange Program. It is understood that two students for one semester of study are equivalent to one student for an entire academic year. Reciprocity of the student exchange will be based on the number of semester enrolments and each university will seek to achieve a balance over the period of the agreement.
- 1.3. **Duration of Exchange Period:** In principle, the duration of exchange of a single student is limited to twelve months.
- 1.4. **Academic Calendar:** The Home University will send its students in accordance with the academic calendar of the Host University. The period of the exchange shall be one academic semester or one academic year.
- 1.5. **Logistical Support:** To facilitate student exchange, both universities shall provide each other with necessary information including but not limited to applications, registration requirements, programs, school schedule, language tests, insurance coverage, etc.

- 1.6. **Application Window (timetable):** Application for admission of an exchange student shall be presented to the Host University in accordance with its regulations and the most updated information.
- 1.7. **Certificate and Credits:** The Host University shall, in accordance to its regulations, issue a certificate of academic records to a visiting student for studies completed during the exchange period. The final credits earned by the exchange student as recognized by the Home University shall be in accordance to the regulations of the Home University.
- 1.8. **Home University Tuition:** An exchange student shall follow the Home University's registration regulations and, if applicable, pay the required tuition and fees to the Home University during the exchange period.
- 1.9. **Home/Host University Regulations:** An exchange student shall respect and follow the regulations of the Host University. The Host University has the right to terminate the exchange period of exchange students who perform substantially below the standard set by the regulations of the Host University.
- 1.10. **Distribution of Cost for Exchange Students:** The application fee, regular tuition fee, and other general/miscellaneous fees of the Host University are waived for the exchange student during his/her exchange period. All other costs will be paid by the exchange students, including but not limited to meals, lodging, travel, required health and safety insurance, books, personal spending, incidental university fees, and language course tuition, if any.

ARTICLE TWO

Staff Exchange

- 2.1. **Scope of Cooperation:** Staff exchange and collaboration are open to full-time faculty/researchers/administrative staff (hereafter, Staff) of all fields, departments, colleges and offices of both universities. The Staff may include but not be limited to the following academic, scholarship, research and service opportunities:
 - Exchange of faculty for lectures, seminars and symposia
 - Jointly organized research projects and programs
 - Joint collaboration on program and curricular development
 - Developing activities in business, industry and education in the community in which the institutions are located
 - Provision of administrative service
 - Enhancing mutual understanding of different administrative practices

- 2.2. **Number of Staff Exchange:** The maximum number of visiting Staff from one university to the other shall not exceed two (2) per academic year.
- 2.3. **Duration of Staff Exchange:** Each visit shall not exceed six months. Both universities shall try to equalize the number of visiting Staff and the total accumulated visiting time per academic year over the period of 5 years.
- 2.4. **Application:** The Staff exchange application must be forwarded to the Host University via the Home University's exchange coordination office. The approved applications submitted to the host institution exchange coordinator for review should follow the Host University's deadline regulations. For such exchange applications to NCCU, applications must be submitted at least 90 days before the designated beginning date.
- 2.5. **Distribution of Cost for Staff Exchange:** Normally, the faculty and staff will be provided with necessary research space, library and support services while on the host campus. The costs for the visit shall be paid for by the visiting Staff, including but not limited to travel, accommodations, meals, personal expenses, required health and safety insurance. Advice and assistance on housing will be provided to the visiting Staff by the Host University.
- 2.6. **Salary Requirement:** The Host University is not responsible to pay salary/compensation to the visiting Staff.
- 2.7. **Process:** Staff exchange activities are implemented through a request/review/approval process involving the two institutions.
- 2.8. **Other:** Based on the guidelines set forth above, each instance of Staff exchange shall be concretely reviewed to determine suitability when the application is submitted to the Host University.

ARTICLE THREE

Additional Terms and Conditions

- 3.1. **Force Majeure:** Both universities shall be released from their respective obligations in the event of national emergency, war, acts of god, governmental regulation, industrial action, unforeseen closure of either partner university or if any other cause beyond the reasonable control of either party renders the performance of this agreement impossible and neither party shall be liable to the other in damages in such instance.
- 3.2. **Agreement Duration:** This agreement shall be in effect for five years from the last date of the signatures, and may be renewed through a signed written agreement between

both parties unless otherwise specified.

- 3.3. **Amendment:** Amendments to this Agreement may be made and agreed upon by both parties in written form.
- 3.4. **Termination:** This agreement may be terminated by either university with written notice of its intention to terminate the agreement given at least 3 months in advance prior to termination date. In the event of termination, both universities agree that students, researchers and/or faculty members that have already joined the exchange program shall be able to complete their on-going activities.
- 3.5. **Others:** Any specific details of the exchange of students and faculty/researchers that are not stated in this Student and Staff Exchange Agreement are to be determined by further consultations between the two universities.
- 3.6. **Czech Register of Contract:** The UO is an obliged entity pursuant to Act No. 340/2015 Coll., Act on the Register of Contracts (hereinafter the "Act on the Register of Contracts"). The NCCU acknowledges and expressly agrees that this Agreement in full is subject to publication in the Register of Contracts (information system of public administration, administered by the Ministry of the Interior). The UO undertakes to publish this Agreement in compliance with the provisions of the respective Act on the Register of Contracts.

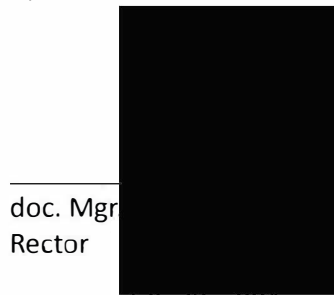
Executed for National Chengchi University
by



Prof. Tsai-Yen Li
President

Date Jan. 23, 2024

Executed for University of Ostrava
by



doc. Mgr. D.
Rector

Date 20 02 2024