MEMORANDUM

TO: Dr. Lawrence Schovanec, Interim Provost

THROUGH: Ambassador Tibor Nagy, Vice-Provost for International Affairs

FROM: Ms. Sandra Crosier, Director of Study Abroad

DATE: 12/10/2013

Subject: National Cheng Kung University (NCKU) Exchange Agreement for Signature

Summary of Program

TTU College/Department: College of Engineering, Texas Tech University

What does this obligate the university to? This agreement obligates this university to allow students from the partner institution to attend classes at Texas Tech University on the basis of exchange. Each student pays tuition & fees at the home institution. This incurs no financial obligation to Texas Tech University.

Why is this agreement being proposed? TTU would like to form a relationship with NCKU as an exchange partner.

Please find attached an international agreement requiring the Provost’s signature for approval. The document has been reviewed to make sure that it includes all required provisions.

Once signed, please contact Michael Johnson at 806-834-4622 or michael.johnson@ttu.edu. He will come to pick up the document. Thank you.

Routing, please initial once reviewed or signed:

- Director Study Abroad Sandra Crosier
- Dean CoEng, Dr. Al Sacco
- Vice-Provost for International Affairs Amb Nagy
- Provost Dr. Lawrence Schovanec

Box 45004 | Lubbock, Texas 79409-5004 | T 806.742.3667 | F 806.742.1286 | www.iaff.ttu.edu

An EEO/Affirmative Action Institution
BILATERAL UNDERGRADUATE EXCHANGE STUDENTS AGREEMENT
Between
College of Electrical Engineering and Computer Science,
NATIONAL CHENG KUNG UNIVERSITY, Tainan, Taiwan
and
College of Engineering,
TEXAS TECH UNIVERSITY, Lubbock, Texas, USA

In recognition of the mutual benefits derived from scholarly interaction, the College of Electrical
Engineering and Computer Science, National Cheng Kung University, Tainan, Taiwan and College of
Engineering, Texas Tech University, Lubbock, Texas, USA agree to establish the bilateral students
exchange agreement.

1. DEFINITIONS

For the purpose of this agreement, "home" institution shall mean the institution at which the
student intends to graduate—the institution from the student's home country. It will also mean
the institution providing the exchanged students. The "host" institution shall mean the
institution which has agreed to accept the student from the home institution—the exchange
institution.

Semester or academic year shall normally refer to the period relevant to the host institution.

2. PURPOSE OF THE AGREEMENT

The general purpose of this Agreement is to establish specific educational relations and
co-operations between the two participating institutions in order to promote academic linkages
and to enrich the understanding of the culture of the two countries concerned.

The purpose of each student exchange is to enable students to enroll in subjects at the host
institution for credits which will be applied towards their degrees at their home institution. This
Agreement establishes the terms and conditions for the exchange of students within the following
academic fields and disciplines: Computer Science, and Electrical Engineering. The transfer of
the student’s completed credits in the host university must be approved by the home university.

3. STUDENT EXCHANGES

(1) NUMBER, EXCHANGE RATIO

Each institution is prepared to send students and receive the equivalent number in
exchange annually based on a one-to-one equal exchange basis (one year exchange being
equal to two semesters). The exchange is based on credit hours and their normal
bundling within recognized academic terms. The parties will agree on the number of
equal exchanges one year in advance.

(a) Responsibilities of the Home University are as follows:
   (1) to maintain its own students registered at the Home University during the program;
   (2) to recruit, select, and administer pre-program orientation of student participants;
   (3) to forward the applications of selected participants to the Host University for final approval;
   (4) to provide the Host University details of essential courses within its students' curricular plan;
   (5) to advise the Host University of any circumstances that may affect the student's year abroad (e.g. known medical problems); and
   (6) to advise its students about academic and cultural expectations at the Host University.
   (7) to transcript courses and grades from the Host University as equivalent Home University Course work and grades.

(b) Responsibilities of the Host University are as follows:
   (1) to accept students recommended by the Home University;
   (2) to provide orientation for the incoming students;
   (3) to endeavor to ensure that students are admitted to courses regarded as essential;
   (4) to provide academic and other advisory services for incoming students;
   (5) to assist the incoming student participants in securing housing;
   (6) to inform the incoming student of health insurance requirements and availability; and
   (7) to provide the Home University a final transcript or official university document describing the student's academic performance;
   (8) to inform the Home University immediately as to any change in the enrollment status of the student(s).

(c) Responsibilities of the student are as follows:
   (1) After 1 semester or 1 academic year of study, to return to the Home University unless both universities approve an extended stay;
   (2) to pay the tuition and fees of his/her Home University to his/her Home University prior to participating in the program;
   (3) to pay room and board costs at the Host University;
   (4) to secure necessary health insurance and to pay medical costs;
   (5) to pay for books, living expenses and any other costs; and
   (6) to pay the cost of transportation to and from the Host University.
(d) Students are subject to the academic rules and discipline of the Host University.

(2) PARITY

While parity in the number of exchanges is the goal, the institutions recognize that it may not be possible in any given year of the exchange. Every effort will be made to achieve parity over a period of three academic years. Parity will be reviewed during the 3rd year.

(3) QUALIFICATIONS

Each exchange student should demonstrate his/her academic proficiency by a certified transcript. In addition, students should show proof of English proficiency by a score of 550 on the TOEFL paper-based test, 79 on the TOEFL internet-based test, or a 6.5 on the IELTS exam.

(4) COST

(a) Tuition

Students will pay their regular tuition and fees to the home institution. No further tuition costs will be charged by the host institution. However, some courses require special fees for materials, lab use, etc. These costs must be paid by the exchange student. Also, internet access in the dorms is a separate fee and must be paid by the incoming student.

(b) Board and Room Charges

Both host institutions will provide information about local accommodation, though Texas Tech University cannot guarantee accommodation in TTU dorms. The TTU Office of International Affairs (OIA) will provide information on off-campus housing which is acceptable. University housing may incur additional costs such as dining plans, internet, etc. These costs will be borne by the visiting student.

(c) Transportation

Each student is responsible for his/her own international transportation costs (unless special arrangements are made by the home institution or the host institution). Each institution will make reasonable effort to meet arriving student at the airport nearest the campus and transport them to the institution. Texas Tech University will provide complimentary transportation on a specified day for exchange students. It is the students' responsibility to arrange flights to arrive on that day. Otherwise, students must provide their own transportation.

(d) Medical Insurance

Host Institution will take reasonable efforts to help exchange student in making arrangements for a suitable insurance plan, which must include sufficient medical coverage. The cost of the insurance will be paid by the exchange student unless special bilateral arrangements are made by the host institution and the home institution.
4. GENERAL PROVISIONS

(1) ACADEMIC CONTENT

Exchange will conform to the requirements of the home institution. Exchange students will be subject to the rules and procedures as specified in the host institution's handbook for the academic year in which they enroll.

(a) Students are to be undergraduates and preference will be given to students who have completed their first year of study at the home institution.

(b) Exchange students will participate in the normal academic courses offered by the host institution.

(c) In selecting courses, students may choose from the range of courses offered at each institution within the specified college. The responsible officers will inform each other about any courses which may limited enrollment and will make every effort to assist students in enrolling in such courses.

(2) EXCHANGE STUDENTS' RECORDS

Prior to the final selection of students for participation in the exchange, each institution will provide the other with information about the performance and academic background and record, together with letters of recommendation. It is understood that both institutions will strive to select only individuals of the highest quality for participation in the program. Each institution reserves the right of prior approval of the individuals nominated by the other.

(3) ACADEMIC RESOURCES

Each student will be provided with the same academic resources and supporting services as are normally provided to others at the host institution of the same academic level. An academic adviser will be designated to assist students enrolled in the exchange program.

(4) EXCHANGE STUDENTS' FAMILIES

It is not anticipated that spouses or dependents will accompany any of the students. Where such an arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses incurred by accompanying spouses or dependents are the responsibility of the individual exchange student.

5. ADMINISTRATION

(1) ANNUAL PROGRAMME CALENDAR

Exchanges may take place for an academic year or for either semester. A student who leaves the program early for any reason is not entitled to a refund of tuition paid at the home campus or any charges assessed at the host institution. Texas Tech University students may participate for a full year or in the spring only due to semester schedules.

(2) PROGRAMME REVIEW – Monitoring and Assessing Academic Quality
The appropriate faculties of the Home and Host universities will collaborate annually to designate equivalent and approved coursework for students within the exchange. Equivalency of learning outcomes, teaching methods, textbooks, and faculty credentials must be determined by the respective academic units through correspondence, videoconferencing, or on-site visits as assisted by the International Offices on each campus.

6. TERMINATION

This Agreement shall be in force for a period of four years from the date of its enactment and shall be renewable by mutual consent at the end of that period for a second four year period. Renewal of this Agreement is not automatic. This Agreement may be terminated prior to that time on condition that notice of intent to terminate is provided by the initiating institution at least twelve months prior to termination. This Agreement may be amended or modified at any time by the mutual consent of the cooperating institutions. The termination of this Agreement shall allow for any participating students who have commenced at either institution at the date of the termination to complete their approved course of study.

Signed on behalf of College of Electrical Engineering and Computer Science, National Cheng Kung University

[Signature]

Dr. Yohmua Tzeng, Dean

Date: 3/4/2014

Signed on behalf of College of Engineering, Texas Tech University

[Signature]

Dr. Al Sacco, Dean

Date: 12/11/2017

Signed on behalf of National Cheng Kung University

[Signature]

Dr. Executive Vice President

Date: 3/1/2014

Signed on behalf of Texas Tech University

[Signature]

Ambassador Tibor Nagy
Title: Vice Provost for International Affairs

Date: 12/12/2013

Signed on behalf of University of Texas at San Antonio

[Signature]

Dr. Lawrence Schovanec
Title: Interim Provost

Date: 12/12/2013
RECI PROCAL EXCHANGE AGREEMENT

Between

TEXAS TECH UNIVERSITY, USA and NATIONAL CHENG KUNG UNIVERSITY, TAIWAN

CONTACT INFORMATION

TEXAS TECH UNIVERSITY

College: Edward E. Whitacre Jr. College of Engineering
Name: Joe Knight
Email: Joe.knight@ttu.edu

Office of International Affairs
Name: Michael Johnson
Email: Michael.johnson@ttu.edu
Department: International Agreements Administrator

NATIONAL CHENG KUNG UNIVERSITY

College: EE
Name: Professor Julia Chung
Email: pcchung@ee.ncku.edu.tw
Department: EE (Chair)

College: EE/OIA
Name: Professor Chris Lee
Email: gwolley@gmail.com
Department: Director of Int’l Affairs & EE