

# Memorandum of Understanding

between

**Chaoyang University of Technology, Taichung City, Taiwan**  
(hereafter CYUT)

and

**Technische Hochschule Würzburg-Schweinfurt**  
**Technical University of Applied Sciences Würzburg – Schweinfurt, Germany**  
(hereafter THWS)

1. The purpose of this Memorandum of Understanding is to further the cooperation between CYUT and THWS in all fields of studies where there is a fit of academic provision.
2. The terms of the cooperation in the various fields of academic exchange have to be laid down in an independent interinstitutional agreement.
3. This Memorandum of Understanding will come into effect immediately after both partners have signed it and shall remain in force for a period of three years, after which it shall be subject to evaluation.
4. The following signatures are affixed as acknowledgement and notification of the terms of this Memorandum of Understanding. Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.

For  
**Chaoyang University of Technology**  
**Taichung City, Taiwan**

Prof Dr. Tao-Ming Cheng  
President

Date:

For

THWS – Technische Hochschule Würzburg-Schweinfurt  
Technical University of Applied Sciences Würzburg-Schweinfurt, Germany

Prof Dr. Robert Grebner  
President

Date: 13.04.2023





# Bilateral Agreement

between

**Chaoyang University of Technology  
Taichung City,  
Taiwan**

**And**

**Technische Hochschule Würzburg-Schweinfurt,  
Germany**

Terms and Conditions of the cooperative exchange programme  
including

# **Student Exchange (SMS) Staff Exchange (STA)**

between

**Chaoyang University of Technology  
Taichung City,  
Taiwan  
(hereafter CYUT)**

And

**Technische Hochschule Würzburg-Schweinfurt  
Technical University of Applied Sciences Würzburg-Schweinfurt  
Germany  
(hereafter THWS)**

CYUT and THWS agree to co-operate upon the principle of mutual benefit in the exchange of students and staff between CYUT and THWS in the following schools/departments :

**CYUT: College of Humanities and Social Sciences**

**THWS: Faculty of Applied Social Sciences**

## **1. Definitions**

For the purpose of this Agreement, the following definitions shall apply:

host institution	the institution receiving students and/or staff
home institution	the institution sending students and/or staff
exchange student	a student participating in the exchange of students
fee-paying student	a student enrolled in the host university for the purpose of obtaining a degree where student exchange does not operate to deliver equal numbers of students from each institution
staff (member)	an employee (teaching staff or administration staff) participating in any form of co-operation between the institutions.
CEFR	Common European Framework of Reference for Languages
SMS	Student Mobility for Studies (SMS); Exchange student participating in the mobility programme for studies
STA	Staff Mobility for Teaching (STA); Teaching staff member participating in the mobility programme for teaching reasons

## 2. Activities

### 2.1. Student exchange

2.1.1. CYUT and THWS agree on the maximum number of students to be exchanged in the academic year according to the specifications made in the different appendix (1, see §1.).

The numbers from each institution should be equal throughout an academic year. Furthermore, it is desirable that the chosen students are distributed and sent to the host institution at the beginning of each semester of the academic year. Students will be able to take part in the exchange programme for one semester.

2.1.2. The home institution will screen applications from its students and recommend students to the host institution for invitation. The host institution must be notified of the recommendation at least four months prior to the intended commencement date of the exchange period.

Exchange students must give proof of foreign language skills according to the different faculties taking part in the exchange of students. Specifications concerning the foreign language skills are made in the different appendixes (1, see §2.).

2.1.2.1. Selection, nomination, and admission of exchange students | THWS

Incoming exchange students are accepted based on their nomination as exchange students by CYUT. Incoming exchange students must apply and submit the application respecting the deadlines and application procedure requirements:

<https://international.THWS.de/en/THWS-international/ways-to-THWS/>

Application dossier of nominated students must reach THWS by:

15 May            winter semester | October – February

01 December    summer semester | March – September

The receiving institution (THWS) will send its decision, i.e., admission confirmation within 4 weeks.

2.1.2.2. Selection, nomination, and admission of exchange students | CYUT

2.1.2.3. Incoming exchange students are accepted based on their nomination as exchange students by THWS. Incoming exchange students must apply and submit the application respecting the deadlines and application procedure requirements:

<https://humanity.cyut.edu.tw/p/412-1021-4755.php?Lang=en>

The application dossier of nominated students must reach CYUT by:

15 May            Autumn semester | August – January

01 December    Spring semester | February – July

The receiving institution (CYUT) will send its decision, i.e., admission confirmation within 4 weeks.



- 2.1.3. Each exchange student will register and pay tuition fees at their home institution. Exchange students will be registered as such at the host institution for the agreed period of study. The host institution will not charge the exchange student any tuition fees for that period. Note that this refers to tuition fees only, and does not include ancillary fees, such as student association fees or travel and medical insurance.
- 2.1.4. Upon completion of their exchange period at the host institution, the host institution will provide the home institution with transcripts of the academic results of the exchange students within a period of maximum 3 months after publication / proclamation of the student's results at the host institution. In addition, grade distribution / grading system information should be included in the Transcript of Records or attached to it.
- 2.1.5. While at the host institution, exchange students will take courses with the approval of their home institution's academic advisors. The approval is documented by a learning agreement signed by the exchange student and the home institution's academic advisor declaring the aim to earn a total of 30 credit points per semester.
- 2.1.6. The host institution will evaluate the academic performance of all exchange students using the same criteria used for students enrolled in the programme of the host institution.
- 2.1.7. In the event there is an academic appeal by the exchange student, while participating in the exchange programme, the academic appeal process of the host institution will apply.
- 2.1.8. The host institution will make available to the exchange students those student services generally available to all students enrolled in its study programmes during the period of study under the exchange programme.
- 2.1.9. Prior to departure from the home country, the home institution will provide the exchange student with a detailed briefing on the host institution and the host country. The host institution will provide the home institution with the material necessary to provide such a briefing.
- 2.1.10. Exchange students are responsible for securing their own accommodation. However, the host institution will provide incoming exchange students with assistance in making accommodation arrangements for the exchange period. Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
THWS	<a href="mailto:international@thws.de">international@thws.de</a> Tel. :+49 931 35116150	<a href="http://www.studentenwerk-wuerzburg.de/en/wohnen.html">http://www.studentenwerk-wuerzburg.de/en/wohnen.html</a>
CYUT	<a href="mailto:icsc@cyut.edu.tw">icsc@cyut.edu.tw</a> Tel: +886-4-23323000 ext. 3129	<a href="https://icsc.cyut.edu.tw/p/403-1008-1220.php?Lang=en">https://icsc.cyut.edu.tw/p/403-1008-1220.php?Lang=en</a>

2.1.11. While participating in the exchange programme at the host institution, the exchange student will be responsible for the cost of travel expenses to and from the host country, accommodation in the host country, all books, equipment, consumables, hospitalization, health insurance, and other incidental expenses. The host institution bears no responsibility for providing funds to an exchange student for any purpose.

2.1.12 Purchase of health insurance coverage through an insurance plan administered by the host institution may be a requirement for exchange students. Exchange students coming from JCU must purchase appropriate health insurance cover in Germany from an approved insurance provider. JCU will facilitate this process for students from THWS.

## 2.2 Staff exchange

Both institutions agree to welcome visiting staff members from the other institution and try to motivate their staff to participate in staff exchanges. Both institutions must approve any staff exchange in advance.

- 2.2.1. The number, timing and duration of staff exchanges may vary, according to the needs and wishes of the schools/departments involved.
- 2.2.2. Reasonable efforts shall be made to exchange equal numbers of staff between the institutions. The aim is to exchange 1 to 2 lecturers each academic year as guest lecturers in their fields of specialization for a period of 2 weeks to 1 month.
- 2.2.3. The host institution shall not bear any financial responsibility for visiting staff, except as may be arranged and explicitly documented for specific cases.
- 2.2.4. The host institution shall create adequate working conditions for visiting staff members and shall assist, where needed, in finding suitable accommodation and handling immigration formalities.
- 2.2.5. For the exchange of staff, the travel costs arising in each case will be covered by the sending institution. The residence costs will be in the responsibility of the host institution, subject to the availability of adequate funding.

### 3. Coordination

Each institution shall appoint a coordinator for this Agreement and keep the other university informed of the name and address of that person.

Coordinator THWS: Prof. Dr. Christoph Bördlein [christoph.boerdlein@thws.de](mailto:christoph.boerdlein@thws.de)

Coordinator CYUT: Prof. Dr. Liza Lee [lylee@gm.cyut.edu.tw](mailto:lylee@gm.cyut.edu.tw)

### 4. Duration of Agreement

This Agreement shall be effective for three years from the date signed and is to be renewed for a further three-year period automatically unless one of the partners gives notice of termination not later than six months prior to the expiry of the Agreement. The terms of this Agreement may be amended at any time subject to mutual written Agreement by both parties.

### 5. Signatures

Scanned copies of signatures or digital signatures may be accepted depending on the national legislation.

The following signatures are affixed as acknowledgement and notification of the terms of this Agreement.

For  
CYUT – Chaoyang University of Technology  
Taichung  
Taiwan

For:  
THWS – Technische Hochschule  
Würzburg-Schweinfurt,  
Germany



Prof. Dr. Tao-Ming Cheng  
President

Date: April 13, 2023



Prof Dr. Robert Grebner  
President

Date: 13.04.2023



# Appendix 1

## Concerning the Faculty of Applied Social Sciences

1. CYUT and THWS agree on the maximum number of students to be exchanged in the academic year according to the following list:

From	To	Subject area name (at host university)	Study cycle <i>[short cycle, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>]</i>	Student Mobility for Studies <i>[total number of months of the study periods or average duration]</i>
THWS	CYUT	Social Work and Counselling	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 6 months
CYUT	THWS	Social Work/ Applied English/ Early Childhood Education and Development/ Communication Arts	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 6 months

The numbers from each institution should be equal throughout an academic year. Furthermore, it is desirable that the chosen students are distributed and sent to the host institution at the beginnings of the semesters of the academic year.

2. Exchange students must give proof of foreign language skills if they wish to take part in the exchange-programme including the Faculty of Business and Engineering:

THWS (host institution): English (CEFR B1 or Equivalent Level)

CYUT (host institution): English (CEFR B1 or Equivalent Level)

In case that language skills cannot be proven at the required level, both institutions have to evaluate individually if a candidate can be accepted as exchange student.

3. The coordinators for this Agreement concerning the exchange activities of the Faculty of Applied Social Sciences are

Coordinator THWS: Prof. Dr. Christoph Bördlein  
[christoph.boerdlein@thws.de](mailto:christoph.boerdlein@thws.de)

Coordinator CYUT: Prof. Dr. Liza Lee  
[lylee@gm.cyut.edu.tw](mailto:lylee@gm.cyut.edu.tw)

Both parties agree upon keeping the other university informed of the name and address of that person.

4. Signatures

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The following signatures are affixed as acknowledgement and notification of the terms of this Agreement.

For  
CYUT-Chaoyang University of Technology  
Taichung  
Taiwan

For  
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Würzburg-Schweinfurt,  
Germany



Prof. Dr. Tao-Ming Cheng  
President

Date: April 13, 2023



Prof. Dr. Robert Grebner  
President

Date: 13.04.2023