

**Agreement for Student Exchange**  
**between**  
**Faculty of Mechanical and Aerospace Engineering,**  
**Institut Teknologi Bandung, Indonesia**  
**and**  
**Department of Mechanical Engineering and**  
**College of Engineering, National Taiwan University**

**OBJECTIVES**

Further to the Memorandum of Understanding signed at the first AOTULE Dean's Meeting on 20 March 2012, this specific agreement is to establish a student exchange program between Faculty of Mechanical and Aerospace Engineering, Institut Teknologi Bandung and Department of Mechanical Engineering, College of Engineering, National Taiwan University. The exchange program is intended to provide opportunities for students from the participating institutions to study abroad and return to their home institution to obtain a degree. The international exposure is expected to enhance educational experience of the students and provide advantages in their future career development.

**TERMS OF THE AGREEMENT**

*1. Definitions*

- a. "Exchange students" mean undergraduate and/or graduate engineering students participating in the exchange program implemented herein.
- b. "Exchange units" mean one student studying at the host institution for one semester. As such, one student studying for two semesters shall mean 2 exchange units.
- c. "Home institution" means the university providing the exchange students.
- d. "Host institution" means the university accepting the exchange students.

*2. Duration of Study*

- a. The exchange students may register at the host institution for one semester or one full academic year. Selected students will spend no more than one year studying abroad. Every two (2) short-term (three months) exchange students count as one (1) one semester exchange student.
- b. The exchange program is not intended to provide a mechanism for students to obtain a degree at the host institution.

### 3. *Number of Exchange Units*

The maximum number of exchange units of each party for each academic year is set as four (4). It is expected that in any given year there will be an equal number of exchange units received by each institution. While equal numbers every year may not be possible, efforts will be made to reach equal numbers within five (5) years. Each party should confirm the number of exchange units for the following academic year in writing by the appointed time which is agree by both parties.

### 4. *Qualifications*

- a. The exchange students should be students who are pursuing an undergraduate or graduate degree at their home institution.
- b. The exchange students will be selected by their home institution to participate in the exchange program.
- c. The exchange students must be approved by the host institution. In particular, they must satisfy all admission requirements, including language proficiency requirements, of the host institution.

### 5. *Student Expenses and Accommodation*

- a. The exchange students in the exchange program will pay all customary tuition and registration fees to their home institution for the exchange period. The host institution will provide tuition fee and application fee waiver to each exchange student studying with it.
- b. The travel expenses, cost of living or other necessary expenses incurred by the students will be the responsibility of the individual students or their sponsors. This does not preclude the application of scholarships from independent institutions to such expenses.
- c. The exchange students are required to carry adequate health/liability/accident insurance and to provide proof of that fact to the host institution.
- d. The host institution will provide assistance to the exchange students in securing appropriate accommodation.

### 6. *Program of Studies*

- a. Exchange students are expected to take engineering courses at the host institution, but they may also choose other courses as appropriate to their academic needs, provided that they satisfy the individual course prerequisites as well as any other regulations as may be pertinent and if space allows.
- b. Acceptance of exchange students who wish to work on research projects is subject to the availability of relevant projects and supervisors at the host institution. Student from National Taiwan University are required to take at least two (2) courses or six (6) credits; student from Institut Teknologi Bandung are required to take at least two (2)

courses or four (4) credits during their exchange. The exception can be made through department's approval.

- c. At the end of the exchange period, the host institution will send a report/official transcript of that student's academic achievement to the home institution.
- d. Exchange students receive transfer credit at their home institution for their studies at the host institution in accordance with the policy on credit transfer at the home institution.

**7. Visa**

Each exchange student is responsible for obtaining a visa and related travel documents. The host institution will assist in satisfying host country visa requirements.

**8. Revision and/or Termination**

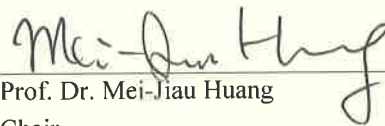
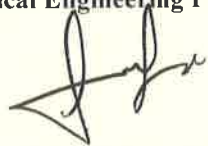
- a. This agreement is subject to revision by mutual written consent. Such revisions, once approved by both parties, will become part of this agreement.
- b. Either party may terminate this agreement with six months' advance notice in writing. In the event of termination, the participants in the program at such a time shall be permitted to complete their activities at the host institution in accordance with the terms of this agreement.
- c. This agreement shall be in effect from the date of signature for a period of five (5) years. The agreement must be reviewed for viability prior to its renewal for an additional five-year period.

**Institut Teknologi Bandung**

**National Taiwan University**

**Mechanical Engineering Program**

**Department of Mechanical Engineering**



Dr. Arief Haryanto  
Head

Prof. Dr. Mei-Jiau Huang  
Chair

Date: 26-4-2018

Date: 26 Apr 2018

**Institut Teknologi Bandung**  
**Faculty of Mechanical and Aerospace Engineering**

**College of Engineering**



Prof. Dr. Hari Muhammad  
Dean

Prof. Dr. Wen-Chang Chen  
Dean

Date: 26.4.2018

Date: 1 May, 2018