

Guidelines for Signing Academic Collaboration Agreements between Yuan Ze University and other Academic and Education Institutions

Passed at the 10th Administrative Meeting of 2008 dated Feb. 23, 2009

Revised and passed at the 16th Administrative Meeting of 2016 dated Mar. 29, 2017

Revised and passed at the 15th Administrative Meeting of 2019 dated Feb. 26, 2020

Article 1 In order to effectively utilize the limited resources of Yuan Ze University ((hereinafter “the University”), promote academic exchanges with universities and research institutions both domestically and internationally, and enhance the University’s international reputation and academic standards, these operational guidelines are hereby established as the basis for handling such matters.

Article 2 The formulation of cooperative projects should adhere to the following principles, except for cases of special needs-based cooperative relationships:

1. Equality and mutual benefit between both parties.
2. Both parties should have comparable academic status, as well as a cooperative relationship that contributes to both parties' academic developme³. There should be dedicated units or personnel responsible for promoting and executing the cooperative matters.
3. The contents of the cooperative agreement should be specific, clear, and feasible.

Article 3 The signing of cooperative agreements by academic units of our university shall be processed according to the following procedures:

1. Cooperative agreements signed by department (program) units shall be formulated by the organizing unit and the cooperating unit. After approval by the department (program) council and the college council, and endorsement by Academic Affairs, the Office of Research and Development, and the Global Affairs Office, and approval by the president, the cooperative agreement shall be signed by the heads of the equivalent units of both parties.

2. Cooperative agreements signed by colleges (College of General Studies) or research centers shall be formulated by the organizing unit and the cooperating unit. After approval by the college council or its equivalent, and endorsement by the Academic Affairs, the Office of Research and Development, and the Global Affairs Office, and approval by the president, the cooperative agreement shall be signed by the heads of the equivalent units of both parties.
3. For collaborations involving two or more colleges (including College of General Studies) or research centers, agreements shall be signed in the name of the university. The aforementioned agreements shall be formulated by the Global Affairs Office and the cooperating unit, endorsed by the Academic Affairs and the Office of Research and Development, and after approval by the president, shall be signed by the president or the heads of equivalent units of both parties.
4. The content of the agreements shall be written in English. If required by the collaborating school, it may also be written in English and the official language of the collaborating school simultaneously. However, it should be stipulated in the agreement that the English version shall prevail. Agreements with mainland China shall be written in both traditional and simplified Chinese.
5. Agreements with academic institutions in mainland China shall be reported to the Ministry of Education by the Global Affairs Office one month before signing. After review and approval by the Ministry of Education, signing by both parties, and submission to the Ministry of Education for record-keeping, the agreements can be implemented.

Article 4 Six months before the expiration of cooperative agreements of academic units of our university, each unit shall consolidate and evaluate the cooperation performance. The renewal procedure shall follow the provisions of Article 3 of these operational guidelines.

Article 5 Within one week after signing academic cooperation agreements with other academic or research institutions, the executing units of each agreement shall submit copies to the Global Affairs Office for record-keeping. Relevant press releases shall be evaluated and released to the public by the Public Affairs and Alumni Service Center.

Article 6 These operational guidelines shall be implemented upon approval by the

administrative meeting, and the same shall apply to revisions.

In the event of discrepancies between the English and Chinese versions, the Chinese version shall prevail.