

**STUDENT EXCHANGE AGREEMENT
BETWEEN
THE UNIVERSITY OF HKBP NOMMENSEN AND
TUNGHAI UNIVERSITY**

University Of HKBP Nommensen, Indonesia and Tunghai University, Taiwan, hereby agree to promote student exchange between the two institutions based upon the Memorandum of Understanding between University Of HKBP Nommensen and Tunghai University. Both institutions have approved the student exchange program as follows:

1. Status of Exchange Students

Each institution shall normally accept incoming exchange students as non-regular students (i.e. students who do not aim at obtaining a degree from the host university).

2. Numbers of Exchange Students

Each institution may send and accept under this program not more than the equivalency of two (2) students per semester. The institutions undertake to balance the numbers of students from each institution over the term of the Agreement.

3. Duration of Stay

- (1) The duration of stay for exchange students at the host institution shall normally be up to one academic year.
- (2) Each exchange student must return to their home university after the exchange period. Should an exchange student desire to extend the stay at the host institution, written approval from both home and host institutions must be acquired before extension of stay.

4. Acceptance Procedures

- (1) Students must have completed at least one year of home university work prior to participation in the exchange.
- (2) Both institutions shall select nominees fully meet the standards established by the host institution and recommend the nominees to the host institution.
- (3) The host institution shall consider language requirements for applicants and make final admission decisions in each case.

5. Study Program

Each exchange student shall determine the study program at the host institution, in consultation with academic advisors of international education affairs of both home and host institutions.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition, Fees, and Expenses

- (1) Exchange students are exempted from paying the tuition fees to the host institution.
- (2) Other costs, including accommodation, living expenses, transportations, visa fees, textbook fees and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student. Both institutions will make every reasonable effort to arrange for dormitory or university-approved accommodation off campus for the exchange students.

8. Insurance

Students from both institutions shall either purchase adequate insurance or be covered by home institution's insurance plan to meet both institutions' requirements.

9. Non-Reciprocal-Type Student Programs

Additional students up to two (2) students per semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

10. Government Requirements

Exchange students will be responsible for complying with all requirements of the host country in regards to laws especially immigration policies and school regulations of the host institution.

11. Commencement and Duration of the Agreement

- (1) This Agreement will be effective from the date of signature by both institutions' representatives. The effectiveness of this Agreement is accompanied with "Memorandum of Understanding between University Of HKBP Nommensen and Tunghai University." This Agreement will be terminated from the date the Memorandum of Understanding expires.
- (2) This Agreement may be suspended; modified and abrogated even renewal shall follow the term of "Memorandum of Understanding".

For and on behalf of
University of HKBP Nommensen



Dr. Ir. Sabam Malau

Rector

Date: 25 July 2015

For and on behalf of
TUNGHAI UNIVERISTY



Dr. Cheng-Tung Lin

President (Proxy)

Date: July 14, 2015