



**Memorandum of Agreement  
on Faculty Exchange  
Between  
Nommensen HKBP University  
and  
National Kaohsiung Normal University**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and National Kaohsiung Normal University (NKNU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

**A. PRINCIPLES**

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

**B. DURATION**

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

**C. APPLICATION**

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

#### D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

#### E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

#### F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



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Dr. Ir. Sabam Malau

Rector

Date:

National Kaohsiung Normal University



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Wu Lien Shang

President

Date: May. 25. 2017