



**Annex to the Cooperation Agreement  
Between  
Wenzao Ursuline University of Languages  
And  
XXXXXXX  
Student Exchange**

**Partner's  
Insignia**

The purpose of this annex is to further promote the academic exchange between Wenzao Ursuline University of Languages and XXXXXX University. Both have agreed to promote cooperation under the following terms:

**1. Duration of Exchange**

The duration of stay for exchange students at the host institution shall be one semester (4.5 months) or one academic year (9 months) subject to the agreement of the host institution.

**2. Number of Students Exchanged Per Semester**

Each university will send up to **two** qualified students to study per semester at the partner institution.

**3. Academic Status**

All students will remain enrolled as regular degree students at their home institutions and will not be enrolled as candidates for degrees at the host institution. Students are expected to maintain full-time status at their host institution.

**4. Student Eligibility**

The Exchange Coordinator at each institution, acting after consultation with the appropriate academic unit, will be responsible for the selection of suitable nominees for exchange. It is understood that the Coordinator will nominate students who are academically, personally, and emotionally suitable for exchange abroad and that details of academic and personal background as well as references will be provided to the host institution.

**5. Academic Record and Accreditation**

Both institutions agree to provide a transcript at the end of the period of study, giving details of the courses studied and grades and credits awarded.

**6. Reciprocity**

Both institutions should strive for reciprocity in the exchanges.

**7. Tuition, Fees and Expenses**

Participating students will pay tuition and any other required fees to their home institutions. Expenses related to transportation, housing, and food are also the responsibility of the student. Each student will be responsible for obtaining the required medical and other insurance. Other costs, including course-specific fees, international travel, books, supplies, meals, health insurance, and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student. These conditions will be specified on a case by case basis and subject to prior approval by both institutions.

At the Chinese Language Center of Wenzao, exchange students are entitled to 10 hours per week of complimentary Chinese lessons. Exchange students taking more than 10 hours per week will have to pay the difference.

**8. Accommodation**

Both institutions agree to provide accommodation to exchange students or to assist them in finding accommodation on or near the host institution's campus. Exchange students will shoulder the rental fees, utilities, and other housing-related expenses.

**9. Insurance**

Each student will provide his or her own health and accident insurance. Proof of adequate insurance coverage must be provided to the international office of each institution prior to or upon arrival.

**10. Government Requirements**

Exchange student will meet all laws and regulations of the host country. Exchange student shall ensure that they keep their host institution fully informed of their movements and their contact details during the period of their exchange. The host institution will act as the point of contact with the student.

**11. Commencement and Duration of the Agreement**

This Agreement may be modified solely through the mutual discussion and written consent of the two Universities, and shall remain in effect from the date of signature for an initial period of five years. Thereafter it shall be automatically renewed each year; however, after the initial period either university may terminate the agreement by giving six months written notice of such intent.

In the event that either party terminates the Agreement, the host institution shall honor the terms of the Agreement for students whose exchange has been approved prior to termination, as if the Agreement remained in force for the period of exchange.

**Wenzao Ursuline University of Languages**

**XXXXXX University**

\_\_\_\_\_  
**Mei-Hua Chen, Ed.D.**  
**President**

\_\_\_\_\_  
**XXXXXX**  
**President**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_