

CGU Standard Operating Procedure for the Development and Signing of MOU with Foreign Academic Institutions

1. To promote globalization and international academic conversations, MOUs established between CGU and foreign academic institutions shall be signed in accordance with the principle of equality and reciprocity.
2. There are three types of MOUs: (1) Standard MOU: Visiting programs with non-credit courses for exchange students/researchers, (2) MOUs with credit courses for exchange students/researchers, and (3) MOUs with credit courses for Dual Master Programs
3. Specific agreements in the MOU that include credit transfer or grades review shall be reviewed by the Office of Academic Affairs.
4. Operating procedure to sign a standard MOU:
 - (1) The applying department shall fill out the application form (attached with the draft for MOU and relevant documents) and complete the application process according to the operating procedure. After signing, the official copy of the MOU shall be submitted to the Center for International Academic Cooperation where it is filed for reference. A copy of the MOU will be kept by the applying department.
 - (2) The level of collaboration can be divided into:
 - I> Faculty Level (including its research departments). The collaboration will be categorized as College Level if two or more faculties/research centers are involved.
 - II> College Level (including its research departments). The collaboration will be categorized as University Level if two or more colleges are involved.
 - III> University Level (including its research departments)
 - (3) The applying department must request for approval from the Ministry of Education a month prior to the signing of MOU if they intend to collaborate with academic institutions in Mainland China. All procedures will be processed by the Center for International Academic Cooperation. The rest of the administrative procedures remain the same. Administrative procedures shall be rectified after the signing of a MOU under urgent situations.
 - (4) All drafts for MOUs shall be countersigned by the Center for International Academic Cooperation. The Center for International Academic Cooperation will review the format and title of the draft and decide whether the signing representatives from both parties are of equal ranks. The applying department is responsible for reviewing the contents in the MOU as well as

agreements related to courses and research projects.

(5) University Level MOUs

- I> The signing representatives from both parties are the presidents or the vice presidents
- II> A college should consult another college and obtain their permission if they wish to sign a University Level MOU.

(6) In accordance with the principle of reciprocity, the applying department may request for the president/vice president's signature if a Faculty/College Level MOU is signed by the president/vice president of a foreign academic institution. Please submit a request for approval if that is the case.

5. Operating procedure to sign a MOU with credit courses for visiting students/researchers/Dual Master Programs:

(1) A MOU with credit courses and Dual Master Programs is categorized as a University Level MOU that shall be signed by the president, the dean of academic affairs, and the dean of the college. The draft for the MOU that the college developed with another academic institution shall be submitted to the Office of Academic Affairs for approval. The draft shall subsequently be submitted to the Center for International Academic Cooperation for review. Lastly, the draft shall be submitted to the President's Office for approval.

(2) Each department shall fill out the application form (attached with the draft for MOU and relevant documents) and complete the application process according to the operating procedure. After signing, the official copy of the MOU shall be submitted to the Center for International Academic Cooperation where it is filed for reference. A copy of the MOU will be kept by the signing department.