

明志科技大學-學術合作備忘錄簽訂規範與標準流程要點

Ming Chi University of Technology – Guidelines and Standard Procedures for Signing Academic Cooperation Memorandums of Understanding

一、明志科技大學（以下簡稱本校）為規範本校與各學術教育研究機構（以下簡稱教研機構）簽署學術合作備忘錄（Memorandum of Understanding，以下簡稱備忘錄或 MoU），以促進雙方學術合作與交流計畫，特訂定本要點。

I. Ming Chi University of Technology (hereinafter referred to as the University) has established these guidelines to regulate the signing of academic cooperation memorandums of understanding (hereinafter referred to as the MoUs) between the University and various academic, educational and research institutions (hereinafter referred to as the Institutions) to promote academic cooperation and exchange programs between both parties.

二、本要點所指之備忘錄，係指本校各單位與教研機構經協商後，針對建立聯盟或進行學術研究交流合作所形成之共識、承諾或合意的書面文件。

II. In the Guidelines, MoU refer to a written document of consensus, commitment or agreement reached between the units of the University and the Institutions with respect to the establishment of alliances or conduction of academic researches, exchanges and cooperation after negotiation.

三、備忘錄提出後，主辦單位負責協調簽署及後續執行事宜，相關權責分工如下：

（一）校級：涉及全校性或跨院（兩院或以上）之國際合作備忘錄，由國際事務處負責辦理。

（二）院級：一級行政單位的備忘錄由該單位負責。

（三）中心級：研究中心等單位的備忘錄，由該單位負責辦理及執行。

（四）系(所)級：屬系(所)之備忘錄，由系(所)所辦理及執行。

III. After a MoU is proposed, the responsible unit shall be responsible for

coordinating matters regarding signing and the subsequent implementation of the MoU. The relevant responsibilities are divided as follows:

- (i) University level: The university-level or intercollege (two or more colleges) international cooperation MoUs shall be handled by the Office of International Affairs.**
- (ii) College level: MoUs of the first-level administrative units shall be handled by the respective units.**
- (iii) Center level: MoUs of units such as the research centers shall be handled and executed by the respective units.**
- (iv) Department (Institute) level: Department (Institute)-level MoUs shall be handled and executed by the respective departments (institutes).**

四、本校各單位與教研機構訂立備忘錄時，除因特殊需求另有考量外，應遵循以下要點：

- (一) 雙方應基於平等互惠之基礎進行合作。**
- (二) 教研機構應具備一定的學術地位，有助於促進本校的發展，並具合作意願。**
- (三) 根據雙方合作層級及內容，相關單位應設專責部門或人員負責執行與推動。**
- (四) 與中國大陸地區教研機構訂立備忘錄時，應依相關法令規範辦理。**

IV. When entering into a MoU with an institution, each unit of the University should observe the following points, unless there are other considerations due to special needs:

- (i) Both parties shall cooperate on the basis of equality and reciprocity.**
- (ii) The institution should possess a certain academic standing that contributes to the University's development and demonstrate a willingness to cooperate.**
- (iii) Based on the level and content of cooperation between both parties, the relevant units shall establish dedicated departments or designate**

personnel to be responsible for implementation and promotion of such cooperation.

- (iv) When entering into MoUs with the Institutions in mainland China, the process must comply with relevant laws and regulations.**

五、備忘錄草案內容應由主辦單位確實審核，並載明事項如下：

(一)簽約單位名稱及合作層級。

(二)內容應具體明確，應包含：

1. 合作項目，如教師交流、學生交換、共同研究計畫、雙學位計畫等。

2. 雙方負擔經費要點。

(三)備忘錄以使用中文或英文為要點，中文與英文具有同等效力。如有需要，得約定解釋發生歧異時，以中文或英文為準。

V. The contents of a draft MoU should be reviewed and approved by the responsible unit and contain the following items:

(i) Name of the contracting units and level of cooperation.

(ii) Specific and clear content, including:

1. Cooperation projects such as faculty exchanges, student exchanges, joint research projects, dual-degree programs, etc.

2. Guidelines on expenses to be borne by both parties.

(iii) MoUs shall be made in Chinese or English, and both the Chinese and English versions shall have the same legal effect. In case of any discrepancy in the interpretation of the MoUs, it can be agreed that the Chinese or English version shall prevail if necessary.

六、主辦單位提報備忘錄簽署程序如下，但有特殊情形者，經校長核定者，不在此限：

- (一) 校級：由國際事務處審核後，簽請校長核定後簽署。
- (二) 院級：主辦單位審核後，簽請院長核定後簽署。
- (三) 中心級：研究中心審核後，簽請中心主任核定後簽署。
- (四) 系(所)級：系(所)審核後，簽請系主任核定後簽署。

VI. The procedures for the responsible unit to report the signing of MoUs are as follows, except in special circumstances approved by the president of the University:

- (i) University level: MoUs will be signed after being reviewed by the Office of International Affairs and approved by the president of the University.**
- (ii) College level: MoUs will be signed after being reviewed by the responsible unit and approved by the dean of the college.**
- (iii) Center level: MoUs will be signed after being reviewed by the research center and approved by the center director.**
- (iv) Department (Institute) level: MoUs will be signed after being reviewed by the department (institute) and approved by the chair of the department (institute).**

七、針對個別學術計畫，合作對象應以與本校簽署校級合作備忘錄之海外姊妹校為主，由雙方基於互惠平等基礎進行討論，取得共識後，始得簽署合作協議(MoA，MoU of Agreement)

VII. For individual academic projects, the cooperation partners should be mainly overseas sister universities that have signed a cooperation MoU with the University. Both parties will discuss on the basis of reciprocity and equality and reach a consensus before signing a cooperation memorandum of agreement (MoA，MoU of Agreement).

八、 本校各單位應於備忘錄簽署後，應提送約定影本、簽呈影本及相關資料至國際事務處全球交流組建檔存查。如續約或終止時，亦同。

VIII. Each unit of the University shall, after signing a MoU, submit a photocopy of the MoU, a photocopy of the signed approval documents, and relevant information to the Division of Global Cooperation and Exchange of the Office of International Affairs for filing. The same applies to renewal or termination of the MoU.

九、 備忘錄的執行應以相互尊重、平等互惠為要點，如發現合作效益不符預期，得提出調整或終止合作的建議，並報請校長核定。

IX. The execution of MoUs shall be based on mutual respect, equality and reciprocity. If it is found that the benefits of the cooperation do not meet expectations, suggestions for adjustment or termination of the cooperation may be made and reported to the president of the University for approval.

十、 本要點未盡事宜，由國際事務處協調相關單位妥善處理。

X. Any matters not covered in the Guidelines shall be properly handled by the Office of International Affairs in coordination with relevant units.