

**Exchange Agreement  
Between  
European School of Political and Social Sciences  
Université Catholique de Lille  
And  
The Department of Political Science  
National Chengchi University**

European School of Political and Social Sciences (ESPOL) of Université Catholique de Lille and The Department of Political Science, National Chengchi University, recognizing the educational and cultural exchanges which can be achieved between our two institutions, enter into this agreement to facilitate the exchange of students and scholars in the field of Political and Social Sciences, International Studies.

**1. Definitions**

- i) For the purposes of this agreement “home” institution shall mean the institution at which a student intends to graduate, and “host” institution shall mean the institution which has agreed to accept the student from the home institution.
- ii) Semester or academic year shall normally refer to the period relevant to the host institution.
- iii) “Faculty” shall represent the appropriate academic entity at the respective institutions.

**2. Purpose of the Agreement**

- i) The general purpose of this agreement is to establish specific educational relations and cooperation between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.
- ii) The purpose of exchanges between faculty members is to promote collaborative research, other educational developments, and to further mutual understanding.
- iii) The purpose of each student exchange is to enable students to enrol in subjects at the host institution for credit which will be applied towards their degree at their home institution.

**3. Responsibilities of Participating Institutions and Students**

Each institution shall undertake all those measures as are seen as reasonable to give maximum effect to this exchange program.

- i) Each institution agrees to accept and enrol exchange students as full-time, “non-degree” students for the duration of their exchange. Exchange students will be exempt from the host institution’s tuition fees.
- ii) Each exchange student will be provided with the same academic resources and supporting services that are available to all students at the host institution.

- iii) It is the responsibility of each exchange student to obtain official approval from his or her home institution for subjects taken at the host institution.
- iv) It is the responsibility of each exchange student to ensure that he or she obtains a copy of his or her official statement of results covering the subjects taken during the period of exchange. In addition, each host institution will forward a copy of the statement of results to the home institution's International Office.
- v) Exchange students will be subject to the rules and procedures as specified by the host institution for the academic period in which the student enrolls. The home institution will have responsibility for all matters concerning credit for subjects taken.

#### **4. Numbers of Participants**

- i) Subject to the availability of suitable candidates, each institution will send to the other a maximum number of 2 semester spaces each academic year, 1 per semester, during the period of the agreement. The period of study for an exchange will be for one semester and may be extended for an additional semester, depending on the availability of semester places.

#### **5. Selection and Enrolment of Students**

It is expected that only highly motivated students with good academic quality will be selected to participate in an exchange program. The home institution will screen applications from its student body for exchange. Students, at the undergraduate level or master level, are eligible to participate if they:

- i) have completed at least one year of study at their home institution;
- ii) are enrolled at their home and host institution for the full period of the exchange;
- iii) have an enrolment proposal, approved by their home faculty and host institution, and are deemed academically qualified to successfully complete the nominated subjects at the host institution. Each institution will inform the relevant International Office of subject availability, including enrolment limitations and conditions.
- iv) have obtained agreement from their home faculty that, upon successful completion of the subjects at the host institution, full credit will be granted towards the degree at their home institution. In some circumstances, a student may undertake a practical assignment as part of an exchange program; and
- v) have satisfied any language proficiency requirements of the host institution.

Each institution will send the other completed applications for their students before the beginning of the entry semester. The host institution reserves the right of final approval on the admission of a student and will, where appropriate, establish language proficiency standards.

#### **6. Financial Responsibilities of Institutions**

Exchange students will be provided with the following by the host institution, at no cost to the student:

- tuition
- reports and statement of results (virtual transcript)

- 7. Financial Responsibilities of Exchange Students**  
Exchange students will be financially responsible for:
- travel to and from the host institution
  - orientation program
  - books, stationery, etc
  - travel documentation, visas, etc
  - accommodation and living expenses
  - health coverage relevant to the exchange institution and country
  - personal travel within the host country
- The home institution shall satisfy itself that a candidate for exchange has the ability to meet all his or her financial responsibilities as detailed above.
- 8. Accommodation**  
The host institution will help with finding an accommodation on campus for incoming students. Students will be made aware that they are responsible for all costs associated with accommodation.
- 9. Exchange Students' Families**  
It is not anticipated that spouses and dependents will accompany an exchange student. Where such arrangement is proposed, it is subject to the approval of the host institution on the understanding that all additional expenses and workload are the responsibility of the exchange student.
- 10. Faculty and Staff Exchanges**  
The two institutions agree in principle to the possibility of exchanges by general staff (administrative and technical) and faculty members. The details of such arrangements will be negotiated at the appropriate time and will be governed by the institutional staffing rules and relevant approval processes. The participating institutions shall not be responsible for any private arrangements made by participating staff members concerning exchange of accommodation, vehicles, etc.
- 11. Exchange Program Review**  
Both institutions will be responsible for a regular review of the exchange program on a yearly basis. The review is essential in order to make appropriate and mutually agreed modifications as may be required, and to identify new opportunities for cooperation in scholarship and research.
- 12. Period of Agreement**  
This agreement will come into effect from the last date of signatures by both parties, and will remain in force for five (5) years or until one or both institutions decide to put an end to this agreement with a six-month in advance written notice.
- 13. Memorandum of Understanding (MoU)**  
By signing this Exchange Agreement both parties also accept and agree to the conditions outlined in the MoU, especially the terms outlined in Section B on the number of semester spaces to be Exchanged and Section K on privacy of

student records. The MOU is attached to this Exchange Agreement (see Appendix A).

**14. Notices**

- i) Any notice or other communication under this agreement shall be given in writing and delivered by hand, sent by pre-paid post or facsimiled transmission.
- ii) The address for any such notices is as follows:

Université Catholique de Lille-  
ESPOL  
Dr. Andrew GLENCROSS  
Director  
European School of Political  
and Social Sciences  
Université Catholique de Lille  
60 bd Vauban - CS 40109  
F-59016 Lille Cedex  
Telephone: +33 (0)3 61 76 75 35  
Email : andrew.glencross@univ-  
catholille.fr

The Department of Political Science  
National Chengchi University  
Dr. Yen-Pin Su  
Chair  
The Department of Political Science  
National Chengchi University  
7F, General Building of  
Colleges(South),No. 64, Sec. 2,  
ZhiNan Rd., Wenshan District,  
Taipei City 11605, Taiwan R.O.C.  
Tel : +886-2-29393091 ext.50771-  
50774  
Fax : +886-2-29390201

**15. Signatures**

This agreement constitutes the entire agreement between the parties. No amendments, consent or waiver of terms of this agreement shall bind either party unless in writing and signed by both parties.

In witness whereof, the parties hereto have offered their signatures:

for Université Catholique de  
Lille  
(ESPOL)

for National Chengchi University



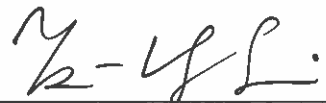
Patrick Scaufaire  
Rector

**UNIVERSITE CATHOLIQUE  
DE LILLE**

Date: 29/01/2025



Andrew Glencross  
Director  
**ESPOL**



Tsai-Yen Li  
President

**NATIONAL CHENGCHI  
UNIVERSITY**

Date: Dec. 12. 2024



Yen-Pin Su  
Chair  
**The Department of Political  
Science**

## Appendix A

**ESPOL**



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF POLITICAL SCIENCE NATIONAL CHENGCHI UNIVERSITY  
(TAIPEI, ROC)  
AND  
ESPOL - UNIVERSITE CATHOLIQUE DE LILLE  
(LILLE, FRANCE)**

The Department of Political Science, National Chengchi University, located at No. 64, Section 2, ZhiNan Road, 11605 Taipei, Taiwan (ROC), represented by Tsai-Yen Li, President, and the ESPOL - UNIVERSITE CATHOLIQUE DE LILLE, hereinafter referred to as "ESPOL", located at 60, Boulevard Vauban, Lille, represented by Patrick SCAUFLAIRE, President-Rector, in recognition of their common interest in developing bilateral relations and convinced that cooperation between universities contributes to cultural enrichment, scientific progress, and the consolidation of friendship between countries, agree to establish the following Memorandum of Understanding ("MOU").

### **I. GENERAL STATEMENT**

- A)** This MOU will promote activities in the following principal areas:
- 1) Exchange undergraduate and graduate students at the bachelor's and master's levels
  - 2) Exchange of faculty
  - 3) Collaborative research, instructional and cultural programs, including execution of activities of mutual interest.
- B)** All activities developed under the auspices of this MOU will respect and conform to the corresponding norms, traditions, and regulations of each University. The purpose of this MOU is to express the intentions of the Parties and is not intended to be legally binding. This MOU imposes no financial obligations on either Party. Both Parties understand that all financial arrangements will have to be negotiated and will depend on the availability of funds.

- C)** The terms of cooperation for each specific activity contemplated under this MOU shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity. Any such activities agreed upon will be recorded and governed by a separate agreement executed by both Parties and may be attached to this MOU in the form of an Appendix.

Each Party shall designate the following liaison officers in order to develop and coordinate the specific activities agreed upon:

For ESPOL – Dr. Andrew GLENCROSS

For The Department of Political Science, National Chengchi University - Dr. Yen-Pin Su

Officials of the parties shall correspond or meet whenever necessary to ensure the effective implementation of the specific programs.

- D)** This MOU will remain in effect for five (5) years from the last signature date below. It may be renewed by the Parties for a further five (5) years if agreed upon by both in writing.

Either Party may terminate this MOU by giving the other Party six (6) months' written notice, unless an earlier termination is mutually agreed upon in writing by both Parties.

Any amendments or variations of this MOU will be made by obtaining the consent of both Parties, incorporated in a written instrument, signed and dated by both Parties.

- E)** Neither Party shall use the name, marks, or logos of the other Party or its affiliates, explicitly or by implication, nor make any public announcement or statement or publish or release any information in relation to this MOU or any proposed activity or proposed collaboration hereunder without previous communication between the Parties. This communication by a Party for the use of its name, mark or logo does not confer upon the other rights, goodwill or other proprietary interest in the first-mentioned Party's name, mark or logo and use of such name, mark, or logo must comply with the first-mentioned rules and regulations and policies. The publication of joint scientific papers at conferences and on journals have to be agreed by both the Parties with previous communication, where requested by one of the Parties.

Each Party shall keep confidential any information that it receives from the other Party which is marked confidential or which a Party notifies the other Party is confidential. The obligation of confidentiality herein shall survive the termination of this MOU and shall remain binding on the Parties.

Each Party shall be responsible for its own costs and expenses incurred or incidental to the preparation and execution of this MOU and any agreements executed pursuant to this MOU.

Each Party shall further bear its own costs, expenses, risks and liabilities incurred as a result of any actions taken or obligations assumed directly under this MOU. Neither Party shall have any right to any reimbursement, payment or compensation of any kind whatsoever from the other Party for any cost or expense which may be incurred or sustained directly arising under this MOU.

Both Parties agree to work in a collaborative fashion and will keep each other fully informed of all activities pursued by either Party hereunder and comply with all laws and regulations in connection with the activities pursued hereunder. The parties agree that any intellectual property developed hereunder or services rendered for a fee will be a part of a separate Agreement executed by the Parties.

Each institution is acting as an independent contractor hereunder and neither of the institutions hereto, nor their respective employees, shall be construed to be the agent, employee or representative of the other.

Each Party shall comply, at its own cost and expense, with the provisions of all laws, ordinances, regulations and orders that govern the provisions of its duties under this Agreement as dictated by its country or locality. Each Party shall take all measures necessary to promptly remedy any violation(s) of any such law, ordinance, rule, regulation or order.

This Agreement is not intended to be exclusive and each Party reserves the right to enter into similar Agreements with other institutions for similar programs.

## **II. STUDENT EXCHANGE**

### **A) DURATION OF EXCHANGES**

Exchange for individual students will be for a semester and may be extended for an additional semester, depending on the availability of semester places. Exchange students from The Department of Political Science, National Chengchi University will come to ESPOL during the spring or fall semester, which runs from

September to mid-December (including the exam session) or the spring semester (early January to early-July- including the exam session and the re-sit session for both semesters). The exchange students from ESPOL will come to The Department of Political Science, National Chengchi University for either term, which runs from early August to January (including the exam session) or from mid-January to June (including the exam session).

**B) NUMBER OF SEMESTER SPACES TO BE EXCHANGED**

The number of semester spaces to be exchanged will be set by mutual agreement between the two institutions. Both institutions commit to guaranteeing a maximum number of semester spaces to be exchanged each year with the other institution. ESPOL guarantees a maximum number of two (2) semester spaces, one (1) per semester, for exchange students coming from The Department of Political Science National Chengchi University, while The Department of Political Science National Chengchi University guarantees a maximum of two (2) semester spaces, one (1) per semester for exchange students coming from ESPOL each academic year. However, in the perspective of a renewal of the agreement after five (5) years, both parties are open to consider the possibility of respecting parity in the number of semester spaces in the future. Any imbalances shall be revised by the Exchange Coordinators of each institution and resolved by the end of the period of agreement.

Concerning the procedure for managing the exchange of semester spaces, each institution will be notified of the names of recommended students at least three months prior to the intended commencement of the exchange period. Each school will determine which of its students will be eligible to participate in the exchange and what course credits will be awarded.

**C) COMPENSATIONS FOR POTENTIAL IMBALANCES IN THE EXCHANGES**

As mentioned above, for the first three years of the agreement, each party is prepared to consider a disparity in the number of semester spaces to be exchanged in any given semester or academic year. There will be no financial compensations for imbalances in the exchanges.

**D) STUDENT PROGRAM FEES/BENEFITS AT HOST INSTITUTION**

Each student will pay his or her regular tuition fees to the home institution and will receive the usual benefits from the host institution. Additional fees for special programs (such as summer schools or vocational training programs), any incidental fees, travel, housing, and meal cost will be the

responsibility of the exchange student. The host institution agrees to help arrange accommodation in the residence halls if spaces are available or assist in finding appropriate off-campus accommodations.

**E) DOCUMENTS**

The host institution will provide all necessary documents for visa purposes after receiving all required documentation on a timely manner. Students will be responsible for obtaining visas once they are in possession of these documents.

**F) VACATION PERIODS**

The individual student will be responsible for his or her own housing and meal arrangements and costs during vacation periods.

**G) INSURANCE**

Each participant must purchase the medical/health insurance required by the host or receiving institution. Each participant will pay for his/her own health and accident insurance. The student must pay whatever medical/health insurance costs may not be covered by insurance. The host university will not be responsible for exchange students' voluntary participation in extracurricular activities.

**H) DEPENDENTS**

The obligations of each institution under this agreement are limited to the exchange of students and do not extend to spouses or dependents. Expenses of accompanying spouses and dependents are the responsibility of the exchange student.

**I) STUDENT ELIGIBILITY**

It is understood that both institutions will strive to designate only well qualified students for participation in the program and that academic backgrounds as well as letters of recommendation may be provided to the host institution. Students must meet language proficiency requirements as established by the host institution.

**J) ACADEMIC STATUS OF STUDENTS**

All students will remain enrolled as regular degree candidates at the home institution and will not be enrolled as candidates for degrees at the host

institution. Credits toward the student's degree are to be awarded by the home institution. Students are expected to maintain the equivalent of a full course load at the host institution. Students enrolled in the host institution will be subject to the same rules and regulations as local students.

#### **K) PRIVACY OF STUDENT RECORDS**

The contracting parties declare to comply with the GDPR (General Data Protection Regulation) of 27 April 2016 on the protection of individuals with regard to the processing of personal data, with the law "Informatique, Files et Libertés" (information technology, data files and civil liberties) n ° 78-17 of January 6th, 1978 modified and with the Law 1581 of 2012 together with the corresponding regulatory decrees.

In doing so, the institutions undertake to protect the personal data necessary for the implementation of their partnership agreement, in particular by using them only for the goal of achieving the same purpose.

In particular, we draw your attention to compliance with the following points, however, this does not constitute an exhaustive list:

1. **Data collection:** The parties commit themselves to collect only the data which will be useful and essential for the establishment of the partnership agreement and to not reuse the data for other means or in an exterior setting other than the aforementioned purpose.
2. **Refrain from 'sensitive' data collection:** the parties undertake not to collect data relating to racial or ethnic origins, political, philosophical or religious opinions or trade union membership, or concerning the health or sex life of individuals unless the persons concerned have given explicit consent to the processing of such personal data for one or more specific purposes and that such processing is necessary for the purposes of preventive medicine or occupational health, the assessment of the worker's work, medical diagnoses, health or social care.
3. **Confidentiality and restriction of access:** Access to data will be secured and restricted to the persons of the university in charge of the establishment of the partnership agreement. Each university ensures that those who have access to the data respect total confidentiality of the data.
4. **In case of breach of data:** The concerned party will notify the partner university within 48 hours following the discovery of the violation.
5. **Rights of data subjects:** Each party undertakes to allow the data subjects affected by the data collection process to assert their right to access the information stored, by informing them in advance.

#### **L) EXCHANGE COORDINATOR**

Each party to the agreement will appoint an officer who will be responsible for the coordination and administration of the exchange including the counseling of the exchange participants on demand. For ESPOL, the Academic Coordinator will be Dr. Michael Holmes, Co-Head of International Mobility of ESPOL (who will be responsible for all the academic and pedagogical aspects of the exchange), and the Administrative Coordinator will be Mr Robin CASTELEYN (who will be responsible for the logistic and administrative aspects of the exchange, such as for instance student visas, housing, etc).

For The Department of Political Science, National Chengchi University, the Academic Coordinator will be Dr. Yen-Pin Su, Chair of The Department of Political Science, National Chengchi University (who will be responsible for all the academic and pedagogical aspects of the exchange), and the Administrative Coordinator will be Ms. Yi-Wei Huang (who will be responsible for the logistic and administrative aspects of the exchange, such as for instance student visas, housing, etc).

#### **M) CLASS SELECTION**

Students from ESPOL are required to attend at least 4 classes at the host institution (3 classes must be linked to political science, international relations, sociology, economy or philosophy). The host institution will make sure incoming students will have access to such classes and to the right number of classes, taught in English.

### **III. EXCHANGE OF FACULTY AND ACADEMIC STAFF**

The parties agree that faculty members of the partner institutions may be invited for short-term teaching and research assignments. Assignments by semester are also possible. Payment for teaching is to be made by the home institution. Faculty teaching at the host institution may receive housing from the host institution if possible and, to the extent reasonably practicable, the host institution will provide access to resources generally provided to the host institution's faculty.

The persons on exchange and/or their home institution will take responsibility for any additional financial support of the exchange, such as aid for travel expenses and insurance, including those of their partner and/or dependents, unless the home institution expresses a different policy regarding financial support. The host university and home institution will not

be responsible for the faculty or staff's voluntary participation in extracurricular activities.

#### **IV. ADDITIONAL ACTIVITIES**

All additional cooperative activities - especially in research, administration, and service - are to be handled in a corresponding way on an individual basis. Situations not otherwise specified herein may be separately negotiated.

#### **V. DURATION**

- A)** This MOU is established for a period of five (5) years, effective on the last date of signing. The exchange program shall start from spring semester 2025-2026 either for one or for both institutions. If one of the two parties is not ready for sending abroad its students in the framework of the exchange program already in the academic year 2025-2026 the other institutions guarantees not to exceed the maximum number of eight (8) semester spaces, 4 per semester to be exchanged for the first academic year with the other institution. This will not entail a financial compensation by any of the two institutions.
  
- B)** In order to enhance the efficacy of their cooperative activities, The Department of Political Science, National Chengchi University and ESPOL – Université Catholique de Lille agree that it should be possible to amend this MOU by means of mutually agreed upon additional written clauses.
  
- C)** At the end of the five-year period, the outcomes of the cooperation should be assessed and the agreement may be renewed in writing for an additional period. Either Party may terminate this MOU as set forth in Paragraph I(D) above. Termination of this agreement shall not affect activities already in progress.

This MOU has been signed in two (2) versions in English, both equally valid, and of which each university has taken one. Each university may accompany the signed Agreement with a translated version for internal reference purposes, always recognizing the English version as having legal authority.

Date: 29/01/2025

Date:



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Patrick Scaufaire  
Rector

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Tsai-Yen Li  
President

**UNIVERSITE CATHOLIQUE DE LILLE**

**NATIONAL CHENGCHI UNIVERSITY**

Date: 29/01/2025.

Date: Dec. 12. 2024



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Andrew Glencross  
Director  
ESPOL

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Yen-Pin Su  
Chair

**The Department of Political  
Science**