

**CHUNG-ANG UNIVERSITY, REPUBLIC OF KOREA  
AND  
UNIVERSITAS DIPONEGORO, INDONESIA**

**MEMORANDUM OF UNDERSTANDING**

In order to promote international understanding and to enhance educational and research opportunities for their students and faculty, Chung-Ang University, hereinafter referred to as CAU, and Universitas Diponegoro, hereinafter referred to as Undip, have executed this agreement with the following provisions:

**I. Areas of the Cooperation**

The two institutions will encourage direct contact and cooperation between their faculty and administrative staff, departments and research institutions. Specific areas of cooperation between the two institutions include, but are not limited to, the following general activities in fields agreed by both institutions to be mutually acceptable:

- Exchange of faculty members for research, teaching and discussions
- Exchange of students for study and research
- Joint research, seminars and publications
- Exchange of academic materials and other information
- Special short-term academic programs

However, any specific program will be subject to the availability of funds and the mutual agreement of two universities.

The terms and conditions of such mutual assistance and cooperation shall be discussed and agreed upon in writing by the appropriate responsible officers of the relevant universities prior to the implementation of any particular program or activity.

**II. Student Exchange**

1. Number of Students: The program is based on the principle of a direct one-to-one exchange of students with tuition waivers at the host institution. Each institution will attempt to maintain a balance in the exchange activity over a three-year period. The number of students from each

institution will not exceed two (2) each semester. The period of each exchange will normally be for the equivalent of one (1) semester or one (1) academic year.

2. Selection of Students: It is the responsibility of the home institution to nominate exchange students with academic and language skills that are appropriate for the program in which they will be enrolled at the host institution. The host institution has the right to require its minimum criteria of the applicants' academic competence and language proficiency.
3. Student Programs: Exchange students will be permitted to enroll in all courses and programs at the host institution for which they are qualified with the exception of those courses or programs which may not be available due to enrollment limitations.
4. Tuition and Fees: Participating students will pay regular tuition and application fees at their home institution. All other fees, including miscellaneous fees levied by the host institution, will be paid directly to the host institution by the participating student.
5. Food and housing: Each student will be personally responsible for the payment of his or her own food and housing. The host institution will provide appropriate assistance to exchange students in finding adequate housing.
6. Travel and expenses: Exchange students will be responsible for making their own travel arrangements and associated costs.
7. Study Program and Credits: Students participating in the exchange will receive credits at the host institution for work completed. The appropriate authorities at respective institution will send grades for courses completed to the other institution.
8. General
  - a. Exchange students during the exchange period will be subject to the academic rules and disciplines of the host institution.
  - b. Exchange students will be required to purchase health insurance provided by the host institution or provide proof of adequate health insurance coverage during their stay.
  - c. Exchange students must possess passports and visas valid for the exchange period.
  - d. Both institutions will ensure that adequate arrangements are made for the reception and orientation of exchange students.

### **III. Other Forms of Cooperation**

Both institutions agree to seek out and pursue opportunities other than student exchanges which will enable them to assist each other in their efforts to enhance the education of their students, increase the research accomplishments, broaden the knowledge base of their faculties, and promote mutual understanding and enlightenment of the people of their respective countries.

#### IV. Administrative Responsibility

The Office of International Affairs at CAU and the International Office at Undip shall serve as coordinators of this Agreement at their respective universities:

##### **Chung-Ang University**

Attention : Program Coordinator

Address : International Office, 84 Heukseok-Ro, Dongjak-gu, Seoul 06974 Korea

Telephone : +82-2-820-6744

Fax : +82-2-813-8069

Email : [international@cau.ac.kr](mailto:international@cau.ac.kr)

##### **Universitas Diponegoro**

Attention : International Office

Address : Gedung Widya Puraya Lt. 1, Jalan Prof. H Soedarto, SH Tembalang Semarang 50275

Telephone : +62-24-7465402

Fax : +62-24-7465402

Email : [io@live.undip.ac.id](mailto:io@live.undip.ac.id)

#### V. Duration and Termination

This agreement will be considered valid for five (5) years once signed by the appropriate officials of each university. It shall be automatically extended for another term of five (5) years unless one of the universities requests in writing to withdraw from the Agreement. This notification must be given Agreement at least six months prior to the expiration date except for exchange students and at least 1 year prior to the termination of the five (5) year program in terms of exchange of students.


This agreement shall be revised or modified by each party provided that written notice of intent is given at least one year earlier, and both parties are mutually agreed.



Dr. Kim, Chang Soo  
President  
Chung-Ang University

October 14, 2019  
Date

Prof. Dr. Yos Johan Utama, S.H, M.Hum  
Rector  
Universitas Diponegoro



Date 2 September 2019