



## MEMORANDUM OF AGREEMENT

BETWEEN

DIPONEGORO UNIVERSITY

AND

MYONGJI UNIVERSITY  
SEOUL, REPUBLIC OF KOREA



Diponegoro University and Myongji University hereby agree to this Memorandum of Agreement on academic exchange for the mutual interest of both institutions. This Memorandum of Agreement is aimed at improving the level of research and education at both institutions, and prescribes the following items to facilitate mutual understanding between the constituents of both institutions through exchanges.

### 1. Objectives of cooperation

This Memorandum of Agreement intends to promote academic research exchanges, student & faculty exchanges, and mutual cooperation between the two institutions, and strives to enhance the effect of international exchanges through respect and cooperation on mutually equal positions.

### 2. Areas of cooperation

The specific areas of cooperation between the two institutions are as follows:

- Student exchanges;
- Faculty exchanges;
- Joint research and seminars;
- Exchange of academic information.

The terms of such mutual assistance and the necessary budget for each specific program and activity that is implemented under the terms of this Memorandum of Agreement shall be mutually discussed and agreed upon by both parties. Furthermore, special programs and other special activities shall be agreed upon in

writing by the two institutions prior to implementation. Specific details not prescribed in this Memorandum of Agreement may be put into practice through mutual discussion, and related documents shall be produced.

### 3. Student exchanges

A. Exchange will be either for one semester or for an academic year. In the case of the latter, one student exchanging for a year would be considered reciprocal to two students each on an exchange for one semester. Subject to the availability of suitable candidates, each institution will send up to 3 exchange students to the other each academic year unless this number is changed with the mutual consent of the two parties. The international education advisors of the two institutions shall review the program annually to identify the demand and any imbalance in the number of exchange students and adjust the number of students the following year or suggest other programs if necessary in order to maintain a reasonable balance in the exchange. This may be achieved through discussion between the international education advisors of the two institutions.

B. Exchange students shall pay tuition and fees at their home institution and then have the tuition waived at the host institution.

C. Exchange students are allowed to apply to any academic program offered by the host institution.

D. Applications and all other required documents stipulated by each institution shall be forwarded two months prior to the commencement of each semester.

E. Exchange students shall be responsible for all expenses, including:

- Round-trip airfare;
- Transportation;
- Room & Board;
- International health insurance valid through all the duration of the exchange or equivalent;
- Textbooks and living expenses;
- Expenses related to entry into and departure from the countries (alien registration, visa, visa extension, etc.).

F. Exchange students shall agree to abide by all the rules and regulations of the host institution and the host country.

G. Subject always to the rules and applicable law of the home institution, any academic credit earned at the host institution may be transferred to the home institution. At the student's request, each institution agrees to provide the home institution with an official academic report for all exchange students at the end of each semester.

H. The host institution shall provide exchange students with academic guidance, counseling, and student support services.

#### 4. Faculty Exchanges

Each year, each institution may send up to one exchange faculty member to the partner university unless this number is changed with the mutual consent of the two parties. Faculty members from the two universities may apply to spend an academic semester (a half-year) or two semesters (one year) at the other university in accordance with each university's policies, rules and regulations. All Faculty exchanges shall be subject to availability of funds and the approval of each institution's authorized representatives. However, when necessary, the institution or the faculty member may seek financial assistance through development agencies or other funding sources.

#### 5. Amendment, Extension, and Termination of the Agreement

This Memorandum of Agreement shall come into force upon signature by the authorized officials from both institutions and shall continue until such time as either institution gives notice to terminate the agreement. This agreement may be revised, renewed and terminated at least six (6) months in advance in writing given by either university to the other. Notwithstanding this modification, any students participating in the program will be allowed to complete their degree program.



## 6. Coordination Activities

The responsible persons to execute the activities under the cooperative programs are:

- **Diponegoro University:**

Dr.-Ing. Wisnu Pradoto, Vice Director for Research Collaboration  
Directorate of Research and Industrial Collaboration,  
Diponegoro University

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- **Myongji University:**

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Office of International Affairs

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Diponegoro University,

Myongji University,

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Prof. Dr. Yos Johan Utama, Rector

Date: *14* 25 Jan 2019

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Byong-Jin YOU, President

Date: 2019.04.11