Student Exchange Agreement
between
College of Engineering, University of Washington
and
Faculty of Science and Engineering, City University of Hong Kong

This Agreement applies to an exchange of students between the College of Engineering, University of Washington, and Faculty of Science and Engineering, City University of Hong Kong.

Both institutions shall, on the basis of reciprocity, support and promote the spirit of this Agreement to encourage academic collaboration and to facilitate as much as possible the academic progress, physical relocation and cultural orientation of all exchange students.

I. Principles

1. Student exchange shall be on a one-to-one academic exchange basis with up to 3 semester/quarter-long places available each year.

2. The absence of exchange during any one academic year is possible and does not nullify the Agreement.

3. Exchange students shall enroll as “not-for-degree” students. Both institutions understand that all financial arrangements will have to be negotiated for each specific case and will depend on the availability of funds and/or tuition waivers. As appropriate, students will pay tuition to their home institution but not to the host institution. Certain unavoidable fees such as those for application and orientation at the host institution will be borne by the participating student.

4. If there are more students interested in participating in the exchange programme than places available in any year, these students may apply to be considered for enrollment as “not-for-degree” visiting students and pay the full standard fees applicable to visiting students.

II. Selection

5. The exchange programme shall be open to both undergraduate and graduate students in the Department of Electrical Engineering, University of Washington, and Department of Electronic Engineering, City University of Hong Kong who have completed at least one year of study in the home institution.

6. Participating students shall be selected by the home institution, usually on the basis of academic merit and suitability, to undertake a period of study abroad and subject to acceptance by the host institution under normal admission procedures.

7. If the host institution rejects any proposed candidates, the home institution may nominate additional candidates for consideration.
III. Students’ Obligations

8. Exchange students shall normally pay tuition and any other study related costs to their home institution. Certain unavoidable fees such as those for application and orientation at the host institution will be borne by the participating student.

9. To obtain admission to the host institution and to apply for a visa, a student must show sufficient financial resources to cover all costs of attending the host institution, which include all of the above as well as books, tuition and other related fees.

10. Exchange students shall be responsible for their own financial support including international transportation, accommodation, living expenses and insurance. The host institution shall bear no responsibility for providing funds to any exchange student for any purpose.

11. While exchange students shall be responsible for securing their own accommodation, assistance will be provided by the host institution in locating appropriate accommodation for exchange students.

12. Exchange students shall abide by the laws of the region/country in which the host institution resides, and the rules and regulations of the host institution.

IV. Host Institutions’ Obligations

13. The host institution shall provide exchange students with a contact person responsible for assisting students with enrollment and welfare issues.

14. The host institution shall send a pre-departure package to each of the incoming exchange students, and organize an orientation programme for the students upon their arrival.

15. The host institution will provide information to exchange students on local transportation from the airport to the campus.

16. The host institution shall establish records of exchange students as if they were regularly enrolled students. At the completion of the exchange, exchange students may request an official transcript from the host institution to be mailed to the responsible officer of their home institution.

17. Each institution shall assist its participants in obtaining the appropriate visa for the period of the exchange. Notwithstanding this, each participant shall be responsible for obtaining his/her visa, passport or other necessary documents and paying for the same. The institutions shall not be liable for the failure on the part of the participant in obtaining the necessary documents.

18. Enrollment in specific courses at the host institution cannot be guaranteed and is only granted to exchange students on a space-available basis after regular students have registered. Also, courses may not be offered every semester/quarter.
V. Duration of Agreement

19. This Agreement shall remain in force for five (5) years from the date of signing and be subject to revision or modification by mutual consent.

20. This Agreement is automatically renewable on the same terms and conditions for another five (5) years unless written notification is given by either party 90 days prior to the expiry date.

21. Notwithstanding paragraph 20, either institution reserves the right to terminate this Agreement by giving the counterpart written notice of no less than six months. The termination of the Agreement shall allow for any participating students who have commenced at either institution at the date of the termination to complete their approved course of study.

VI. Non discrimination

22. Both universities subscribe to the policy of equal opportunity and do not discriminate on the basis of race, sex, age, ethnicity, religion, national origin, or sexual orientation. University of Washington and City University of Hong Kong shall abide by these principles in the administration of this Agreement, and neither institution shall impose criteria for exchange of students that would violate the principles of non-discrimination.

This Agreement shall take effect when signed by both institutions:

Executed for
University of Washington

[Signature]
Mani SOMA
Acting Dean
College of Engineering
Date: 10-14-2005

Executed for
City University of Hong Kong

[Signature]
CHAN Chi-Hou
Dean
Faculty of Science and Engineering
Date: 21 October 2005

Endorsed by

[Signature]
Prof. David Shuk-yin Tong
Deputy President
City University of Hong Kong
Date: 9-10-2005