

Memorandum of Agreement on Faculty Exchange
Between
University of HKBP Nommensen and Chung Yuan Christian University

In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, University of HKBP Nommensen (UHN), Indonesia and Chung Yuan Christian University (CYCU), Taiwan, R.O.C., agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:
 - a. Institutional interest areas of research excellence and instructional specialties,
 - b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,

c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
Exchange faculty is required to have health insurance valid in the host country.
5. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

University of HKBP Nommensen

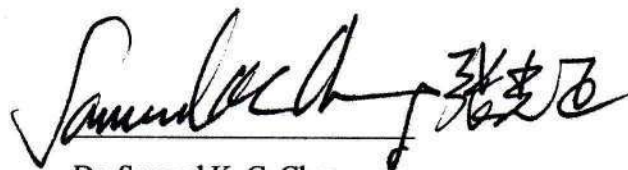


Dr. Ir. Sabam Malau

Rector

Date:

Chung Yuan Christian University



Dr. Samuel K. C. Chang

President

Date:

Witness



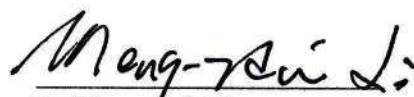
Dr. Richard Napitupulu, ST., MT

Dean

Faculty of Engineering

University of HKBP Nommensen

Date:



Dr. Meng-Hui Li

Dean

College of Engineering

Chung Yuan Christian University

Date:

Memorandum on Student Exchange
Between
University of HKBP Nommensen and Chung Yuan Christian University

Based on the Memorandum of Understanding between Chung Yuan Christian University (CYCU) and University of HKBP Nommensen (UHN) concluded on April 1, 2015, CYCU and UHN hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

University of HKBP Nommensen



Dr. Ir. Sabam Malau

Rector

Date: 8 April 2016

Chung Yuan Christian University



Dr. Samuel K. C. Chang

President

Date:

Witness



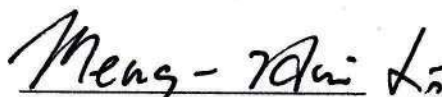
Dr. Richard Napitupulu, ST., MT

Dean

Faculty of Engineering

University of HKBP Nommensen

Date:



Dr. Meng-Hui Li

Dean

College of Engineering

Chung Yuan Christian University

Date:

Memorandum on Student Exchange
Between
University of HKBP Nommensen and Chung Yuan Christian University

Based on the Memorandum of Understanding between Chung Yuan Christian University (CYCU) and University of HKBP Nommensen (UHN) concluded on April 1, 2015, CYCU and UHN hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

University of HKBP Nommensen



Dr. Ir. Sabam Malau

Rector

Date: 8 April 2016

Chung Yuan Christian University



Dr. Samuel K. C. Chang

President

Date:

Witness



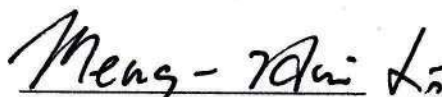
Dr. Richard Napitupulu, ST., MT

Dean

Faculty of Engineering

University of HKBP Nommensen

Date:



Dr. Meng-Hui Li

Dean

College of Engineering

Chung Yuan Christian University

Date:

**STUDENT EXCHANGE AGREEMENT
BETWEEN
THE UNIVERSITY OF HKBP NOMMENSEN AND
TUNGHAI UNIVERSITY**

University Of HKBP Nommensen, Indonesia and Tunghai University, Taiwan, hereby agree to promote student exchange between the two institutions based upon the Memorandum of Understanding between University Of HKBP Nommensen and Tunghai University. Both institutions have approved the student exchange program as follows:

1. Status of Exchange Students

Each institution shall normally accept incoming exchange students as non-regular students (i.e. students who do not aim at obtaining a degree from the host university).

2. Numbers of Exchange Students

Each institution may send and accept under this program not more than the equivalency of two (2) students per semester. The institutions undertake to balance the numbers of students from each institution over the term of the Agreement.

3. Duration of Stay

- (1) The duration of stay for exchange students at the host institution shall normally be up to one academic year.
- (2) Each exchange student must return to their home university after the exchange period. Should an exchange student desire to extend the stay at the host institution, written approval from both home and host institutions must be acquired before extension of stay.

4. Acceptance Procedures

- (1) Students must have completed at least one year of home university work prior to participation in the exchange.
- (2) Both institutions shall select nominees fully meet the standards established by the host institution and recommend the nominees to the host institution.
- (3) The host institution shall consider language requirements for applicants and make final admission decisions in each case.

5. Study Program

Each exchange student shall determine the study program at the host institution, in consultation with academic advisors of international education affairs of both home and host institutions.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition, Fees, and Expenses

- (1) Exchange students are exempted from paying the tuition fees to the host institution.
- (2) Other costs, including accommodation, living expenses, transportations, visa fees, textbook fees and other incidental expenses arising out of the exchange, will be the responsibility of the exchange student. Both institutions will make every reasonable effort to arrange for dormitory or university-approved accommodation off campus for the exchange students.

8. Insurance

Students from both institutions shall either purchase adequate insurance or be covered by home institution's insurance plan to meet both institutions' requirements.

9. Non-Reciprocal-Type Student Programs

Additional students up to two (2) students per semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

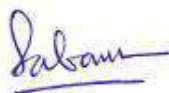
10. Government Requirements

Exchange students will be responsible for complying with all requirements of the host country in regards to laws especially immigration policies and school regulations of the host institution.

11. Commencement and Duration of the Agreement

- (1) This Agreement will be effective from the date of signature by both institutions' representatives. The effectiveness of this Agreement is accompanied with "Memorandum of Understanding between University Of HKBP Nommensen and Tunghai University." This Agreement will be terminated from the date the Memorandum of Understanding expires.
- (2) This Agreement may be suspended; modified and abrogated even renewal shall follow the term of "Memorandum of Understanding".

For and on behalf of
University of HKBP Nommensen



Dr. Ir. Sabam Malau

Rector

Date:

25 July 2015

For and on behalf of
TUNGHAI UNIVERISTY



Dr. Cheng-Tung Lin

President (Proxy)

Date:

July 14, 2015



Agreement on Student Exchange



between

National Central University, Taiwan, and University of HKBP Nommensen

Preamble:

In order to further strengthen the co-operation between the two universities we hereby agree to establish the following reciprocal student exchange program based upon principles of mutual benefit.

ARTICLE 1 Number of students and field of study

Each year during the term of this agreement, each university may exchange up to 2 students for one academic year of study at the host university. The number of students may be modified from time to time by mutual agreement. It is understood that a balance in number of students exchanged shall be sought over a five-year period.

ARTICLE 2 Enrollment and duration of stay

Participating students under the terms of this agreement shall be enrolled as non-degree students at the host university. The duration of the students' stay shall not exceed 12 months and not be below one semester.

ARTICLE 3 Tuition and academic fees

Students participating in this exchange shall be exempt from paying tuition and academic fees to the host institution, however, they shall pay whatever fees are required of them by their home institution in order to participate in the program.

ARTICLE 4 Selection criteria

Participating students will be selected by their institution on the basis of the following criteria which shall generally apply but may be deviated from in appropriate cases. Thus, the students must:

- a. be citizens or permanent residents of the country of their home university, or hold a valid temporary resident visa for that country;
- b. have completed at least one year full-time study in the program in which they are registered and must remain registered in this same program during their stay at the host university;
- c. have a good to excellent academic record;
- d. meet all specific requirements set down by the home university and the host university.

ARTICLE 5 Language proficiency

Each part will in its selection procedure ensure that their students have adequate language proficiency to conduct studies at the host institution depending on the language the subjects are taught in.

ARTICLE 6 Admission criteria and the host university's right of rejection

Participating students seeking admission to the host university under the terms of this agreement shall meet the admission requirements of the host university. Each university

[Signature]

reserves the right to reject candidates, in which case further candidates may be proposed. The universities will provide each other with adequate information on the performance of participating students.

ARTICLE 7 Rules and privileges

Students participating under the terms of this agreement shall be subject to the rules and regulations of the host institution. Both universities reserve the right to terminate a student's exchange status if the student fails to follow the rules and regulations of the host university or if the student is diagnosed with communicable disease at any time. They will also have the rights and privileges enjoyed by other students on the host campus.

ARTICLE 8 Accommodation

Each university shall make every reasonable effort to assist students participating under the terms of this agreement in finding suitable accommodation. The payment of such housing together with the payment for all travel, medical insurance and subsistence cost shall be the responsibility of the individual students participating in the program and neither university shall be held liable for such charges. Students selected shall satisfy the home university that they have adequate funds for transportation to and from the home university and for subsistence during their stay.

ARTICLE 9 Activities for foreign students

Students participating under the terms of this exchange agreement shall be entitled to participate in any introductory courses or programs that may customarily be arranged for foreign students at the host institution.

ARTICLE 10 Record and credits

Each institution shall provide a record of subjects taken and grades received by each exchange student. Credit for subjects taken will be transferred at the discretion of the home university.

ARTICLE 11 Applications

Applications from UHN students to commence fall semester/September at National Central University must reach NCU by May 15, and for spring semester/February by November 15. Applications from National Central University to commence fall semester must reach UHN by May 15, and for spring semester by November 15.

ARTICLE 12 Documents and certifications

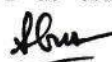
Each exchange student is responsible for obtaining a visa and other related documents required for study at the host institution. The host institution shall provide incoming exchange students with any university certifications required to obtain a student visa for the full period of the exchange.

ARTICLE 13 Modification of agreement

This agreement may be modified by mutual written consent at any time.

ARTICLE 14 Duration, renewal and termination

This agreement shall take effect as of the 2015/2016 academic year and be valid for a period of five years. During the fourth year, renewal for an additional five-year period will be considered. Either university may, by notice in writing of no less than 6 months, terminate this agreement but any students who have commenced at either university at the date of termination may complete their courses of study.



ARTICLE 15 Signatures

For National Central University



**Dr. Jing Yang Jou
President**

Date: 16 July 2015

For University of HKBP Nommensen



**Dr. Ir. Sabam Malau
Rector**

Date: 27 June 2015



AGREEMENT FOR STUDENT EXCHANGE
between
Feng Chia University
and
University of HKBP Nommensen

This Agreement is an appendix to the Memorandum of Understanding between:

Feng Chia University, an institution of higher education headquartered at No. 100, Wenhwa Road, Seatwen, Taichung, Taiwan 40724, Republic of China

and

University of HKBP Nommensen, an institution of higher education headquartered at Jln. Sutomo No.4A, Medan, Sumatera Utara 20234, Indonesia

Both institutions have approved the student exchange program as follows:

1. Duration of Stay

Duration of stay of exchange students at the host institution shall be one academic semester.

2. Numbers of Exchange Students

Each institution may send and accept not more than two(2) students each academic semester.

3. Status of Exchange Students

Each institution shall accept exchange students to the host institution as full-time students who do not aim at obtaining a degree in the host institution.

4. Recommendation and Acceptance of Exchange Student Candidates

The home institution shall select candidates on the basis of faculty nomination for the exchange program and shall recommend candidates to the host institution; however the final determination of acceptance of candidates shall be at the sole discretion of the host institution. The field of specialization of the exchange student shall depend on the availability of an advisor or supervising professor at the host institution.

5. Study Program and Evaluation

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. The academic performance shall be evaluated according to the rules of the host institution.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition Fees

Exchange students are exempted from paying the tuition fees to the host institution.

8. Non-Reciprocal-Type Student Programs

Additional students up to 2 students each academic semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

9. Financial Responsibility

Exchange students shall be responsible for their own personal expenses including travel expenses, accommodation, living costs, health care fees and insurance and student union fees. All students shall be required to become members of such health care insurance scheme as the host institution recommends.

10. Term of Validity

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both institutions and will be renewed automatically as long as neither institution gives notice of termination to the other 6 months prior to the end of the 5 year term. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.

For and on behalf of
Feng Chia University



Bing-Jean Lee
President

Date: July 16, 2015

For and on behalf of
University of HKBP Nommensen



Sabam Malau
Rector

Date: July 3, 2015

**Appendix to the Memorandum of Understanding
Agreement for Student Exchange
between
National Tsing Hua University
and
University of HKBP Nommensen**

This Agreement is an appendix to the Memorandum of Understanding between:

National Tsing Hua University, an institution of higher education headquartered at No. 101, Section 2, Kuang Fu Road, Hsinchu City, Taiwan 300, Republic of China

and

University of HKBP Nommensen, an institution of higher education headquartered at Jln. Sutomo No.4A, Medan, Sumatera Utara 20234, Indonesia

Both institutions have approved the student exchange program as follows:

1. Duration of Stay

Duration of stay of exchange students at the host institution shall be one academic semester.

2. Numbers of Exchange Students

Each institution may send and accept not more than two (2) students each academic semester.

3. Status of Exchange Students

Each institution shall accept exchange students to the host institution as full-time students who do not aim at obtaining a degree in the host institution.

4. Recommendation and Acceptance of Exchange Student Candidates

The home institution shall select candidates on the basis of faculty nomination for the exchange program and shall recommend candidates to the host institution; however the final determination of acceptance of candidates shall be at the sole discretion of the host institution. The field of specialization of the exchange student shall depend on the availability of an advisor or supervising professor at the host institution.

5. Study Program and Evaluation

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. The academic performance shall be evaluated according to the rules of the host institution.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

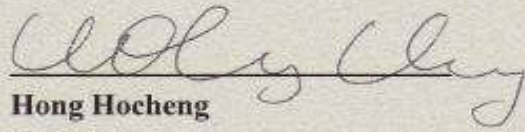
7. Tuition Fees

Exchange students are exempted from paying the tuition fees to the host institution.

8. Non-Reciprocal-Type Student Programs

Additional students up to 2 students each year may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

For and on behalf of
National Tsing Hua University

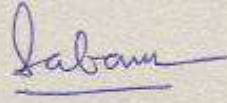


Hong Hocheng

President

Date: 7/10/2015

For and on behalf of
University of HKBP Nommensen



Sabam Malau

Rector

Date: 25 July 2015

Exchange Agreement
between
National Dong Hwa University, Hualien County, Taiwan, R.O.C.
and
Nommensen HKBP University, Medan, Indonesia

National Dong Hwa University and Nommensen HKBP University, recognizing the mutual benefits of fostering academic exchange and partnership, hereby enter into the following agreement in accordance with the terms and conditions set forth herein.

Article 1-Objective

1.1 The purpose of this agreement is to establish academic and scholarly cooperative relations between National Dong Hwa University and Nommensen HKBP University that are of mutual interest to both parties.

Article 2-Scope and Field of Cooperation

- 2.1 The following programs are to be administered by both parties:
- (a) Exchange of information and materials that are of mutual interest.
 - (b) Assistance of the visits by staff and faculty.
 - (c) Joint publications or research between faculty and staff.
 - (d) Exchange of students under conditions and circumstances stated in Article 4 of the agreement.
 - (e) Exchange of faculty and researchers under conditions and circumstances stated in Article 5 of the agreement.

Article 3-Funding & Logistics

- 3.1 The parties agree to abide by the principles of reciprocity and parity regarding the provision of funding, manpower and logistics, as well as the sharing of finding, of joint research projects. Both universities agree that all financial arrangements are to be negotiated and are subject to the availability of funds.

Article 4-Terms for Exchange Students

- 4.1 Each university may exchange TWO full-time students for a full year exchange or FOUR full-time students for a single semester exchange per year, upon mutual agreement.
- 4.2 The exchange students must satisfy the language proficiency requirements for admissions or take appropriate language instruction prior to the beginning of their academic program as determined by the regulations of the host university.
- 4.3 The exchange students may apply to any academic program offered at the host university as a full-time, non-degree students at a level determined by the host university. The host university reserves the right to exclude students from restricted enrollment programs.
- 4.4 The host university has the right to reject or withdraw from the exchange students not found to be in good financial and/or academic standing prior to or during the program. The host university will undertake to advise the home university of any such withdrawal from the program.

- 4.5 Any academic credit earned at the host university may be transferred to the home university in accordance with procedures determined by the latter.
- 4.6 Any extension of stay beyond the original determined length must be approved by both universities. A non-degree exchange student who wants to apply for degree status must reapply to the host university and follow the appropriate application procedures of the host university.
- 4.7 Exchange students pay tuition fees at their home university.
- 4.8 Each university should assist exchange students with arrangements for room and board facilities and provide appropriate information and advice.
- 4.9 All exchange students will be responsible for all expenses at host university, except for tuition, during their attendance at the host university, including accommodation, books, meals, transportation, and other personal and medical expenses. Prior to the term of exchange, the host university will provide the students with an estimate of the expenses to be expected during the period of attendance at the host university. Both universities should assist students with arrangements for room and board facilities and provide appropriate information and advice.
- 4.10 Each student will purchase at their own expense medical insurance, which conforms to requirements established by the host university for other incoming international students.

Article 5-Terms for Exchange Faculty and Researchers

- 5.1 Each university may arrange for members of its faculty and/or research staff to visit the other university for research and/or teaching. The maximum total accumulated time of all visits within one academic year will be twelve months. Both universities should try to equalize the number per academic year of visiting faculty and research staff as well as the total accumulated time per academic year of all such visits between the two universities.
- 5.2 A visit will normally not exceed a period of six months. Costs for the visit (accommodation, travel, meals, other personal expenses, required health insurance, etc.) will be paid for by the visiting faculty and researchers.
- 5.3 Salary of the visiting faculty and researchers for the visiting period will be provided by the home university.

Article 6-Duration & Termination

- 6.1 This agreement will become effective on the day of signature by the representatives of the respective universities. We thereby mutually agree to extend the Memorandum of Agreement and continue our exchange program partnership on an ongoing basis, to be reviewed periodically by both parties. This agreement is subject to revisions, renewal, or cancellation at any time by each of the parties and by mutual consent. Should either wish to terminate the agreement, they must notify the other party in writing one year prior to date of termination.

Article 7-Miscellaneous

7.1 No monetary considerations will be exchanged between the institute parties herein to this agreement.

In witness of the above, the agreement is to be executed in two identical copies, both in English, by authorized representatives of both parties will retain one copy of the agreement.

**For National Dong Hwa University,
Hualien County, Taiwan, R.O.C.**



Dr. Han-Chieh Chao

President

Date: Sep. 20, 2018

**For Nommensen HKBP University,
Medan, Indonesia**



Dr. Ir. Sabam Malau

Rector

Date: _____

Witness



Dr. Hilman Pardede, M.Pd

Vice Rector

Partnership and Development Affairs

Prof. Shu-Ling Chen, Ph.D

Chair

Department of Business Administration



AGREEMENT FOR STUDENT EXCHANGE
between

University of HKBP Nommensen
And
National United University

This Agreement is an appendix to the Memorandum of Understanding between:

University of HKBP Nommensen, an institution of higher education headquartered at Jln. Sutomo No.4A, Medan, Sumatera Utara 20234, Indonesia

And

National United University, an institution of education headquartered at 2, Lienda, Miaoli 36063, Taiwan, R.O.C

Both institutions have approved the student exchange program as follows:

1. Duration of Stay

Duration of stay of exchange students at the host institution shall be one academic semester.

2. Numbers of Exchange Students

Each institution may send and accept not more than two(2) students each academic semester.

3. Status of Exchange Students

Each institution shall accept exchange students to the host institution as full-time students who do not aim at obtaining a degree in the host institution.

4. Recommendation and Acceptance of Exchange Student Candidates

The home institution shall select candidates on the basis of faculty nomination for the exchange program and shall recommend candidates to the host institution; however the final determination of acceptance of candidates shall be at the sole discretion of the host institution. The field of specialization of the exchange student shall depend on the availability of an advisor or supervising professor at the host institution.

5. Study Program and Evaluation

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. The academic performance shall be evaluated according to the rules of the host institution.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition Fees

Exchange students are exempted from paying the tuition fees to the host institution.

8. Non-Reciprocal-Type Student Programs

Additional students up to 2 students each academic semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

9. Financial Responsibility

Exchange students shall be responsible for their own personal expenses including travel expenses, accommodation, living costs, health care fees and insurance, and student union fees. All students shall be required to become members of such health care insurance scheme as the host institution recommends.

10. Term of Validity

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both institutions and will be renewed automatically as long as neither institution gives notice of termination to the other 6 months prior to the end of the 5 year term. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.

For and on behalf of
University of HKBP Nommensen


Dr. Ir. SABAM MALAU

Rector

Date: 18 Nov 2015

For and on behalf of
National United University

 Hsu

President

Date: 18 Nov. 2015

Agreement regarding Cooperation

between

University of HKBP Nommensen, Indonesia



and

Fu Jen Catholic University, Taiwan, R.O.C.



University of HKBP Nommensen, Indonesia and Fu Jen Catholic University, Taiwan, R.O.C.(henceforth referred to as our two universities) in order to promote academic exchange and cooperation enter into the following agreement.

- I. In a spirit of friendship and mutual understanding our two universities agree to promote academic exchange and cooperation.
- II. We agree to exchange written and published academic materials, educational information, and invite each other to take part in academic meetings organized by our two universities.
- III. We agree to exchange faculty, students and researchers for the purpose of teaching, study and academic research. We also agree to cooperation organizing academic conferences on issues of mutual concern.

IV. The activities to be initiated in order to realize these objectives shall be determined in each case through particular agreements, in accordance with the rules and regulations of each institution, and subject to available funding on the part of each.

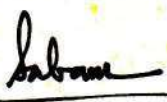
V. Representatives of the parties to the agreement shall consult, at regular intervals, to consider the progress of mutual programs and to evaluate future projects.


VI. This agreement shall be valid for five years after which time it may be renewed by an exchange of letters to that effect by the two parties. Should one of the parties wish to terminate the agreement notice of this should be given in writing at least six months prior to termination.

VII. The agreement shall take effect after each party has signed the agreement and has exchanged signed copies.

University of HKBP Nommensen

Fu Jen Catholic University

By: 
Dr. Ir. Sabam Malau
Rector

By: 
Professor Vincent Han-Sun Chiang
President

Date: Nov 20, 2015

Date: Nov. 20, 2015

Student Exchange Program Agreement

between

University of HKBP Nommensen, Indonesia



and

Fu Jen Catholic University, Taiwan, R.O.C.



This Student Exchange Program Agreement(hereafter referred to as the “Agreement”)documents the understanding between **University of HKBP Nommensen** (“UHN”) and **Fu Jen Catholic University** (“FJCU”) concerning the exchange of undergraduate and postgraduate students between the two Institutions (hereafter referred to as the “Program”).

The Agreement seeks to broaden the scope of the academic curriculum and to provide a unique learning experience for students in an overseas environment, as well as to promote co-operation between the two Institutions.

The parties agree on the terms/matters stated hereunder:

1. Interpretation

1.1 The “Exchange Period” is defined as either one, or two consecutive academic semesters, or such equivalent period, but no longer than two academic semesters, or such equivalent period, in which the student is attached. For UHN, the first semester is from August to January, and the second semester is from February to July. For FJCU, the first semester is from September to January, and the second semester is from February to June.

1.2 The “Exchange Student” is one who participates in the Program between the Institutions.

1.3 The “Home Institution” is the Institution in which the student is originally enrolled. The “Host Institution” is the Institution to which the exchange student is attached for the duration of the Exchange Period.

1.4 For the purpose of accounting, one “Unit of Exchange” is defined as one student attending an entire semester.

2. Student Exchange

2.1 The Program is founded on reciprocity, with the intention of achieving an equal number of Units of Exchange each way over a mutually agreed period of time.

2.2 Two students in attendance for one semester each will be counted as the equivalent of one student for two semesters. In both cases, two Units of Exchange will have been achieved.

2.3 A maximum of 4 (four) Units of Exchange each way per academic year will initially be arranged. However, the Program is founded on a reciprocity basis, with the intention of exchanging an equal number of students; so, the Units of Exchange may be reviewed after three years.

2.4 There is no obligation on either Institution to nominate students for the Program or to accept any students nominated.

2.5 Exchange Students will continue to be treated as candidates eligible for degrees in their Home Institution, and will not be considered as candidates eligible for degrees in the Host Institution

2.6 The Host Institution shall be entitled to terminate the Program with respect to any particular Exchange Student by notice in writing to the Home Institution in the event that the Exchange Student commits any breach of

- (i) the rules and policies of the Host Institution which are of sufficient gravity (in the sole discretion of the Host Institution) to warrant expulsion if committed by the normal matriculated students in the Host Institution; or
- (ii) the laws of the host country.

In the event of such termination, both Institutions shall assist each other in the repatriation of the Exchange Student.

2.7 The Home Institution will be responsible for screening and selecting students for this Program, subject to acceptance by the Host Institution. Students must be in good standing at the Home Institution, meet the academic entry requirements of the Host Institution, and be proficient in the language of instruction at the Host Institution to qualify for nomination.

2.8 The Host Institution will make reasonable effort to assist the Exchange Student to obtain housing and with other matters of hospitality and orientation, but is not obliged to provide housing or financial assistance of any kind whatsoever.

2.9 Exchange Students shall be responsible for obtaining their own visas and completing the required immigration formalities, and for obtaining the travel and other related documents needed to pursue their studies at the Host Institution.

2.10 The obligations of the two Institutions under this Program are limited to Exchange Students only, and do not extend to their spouses and dependents if any.

2.11 No monies or monetary consideration will be exchanged between the two Institutions in relation to the Program, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the Program.

2.12 If an Exchange Student voluntarily withdraws before the end of the course or the Exchange Period, he or she will still be considered as having completed the relevant Units of Exchange for the purpose of accounting under the Program. The parties agree that there will therefore be no replacement for such Exchange Student.

3. Student Enrolment, Attendance and Assessment

3.1 Certain programs may be excluded from the exchange program and the Host Institution reserves the right to exclude Exchange Students from restricted enrolment programs. For admission to programs or courses other than such restricted programs, Exchange Students will be subject to the admission requirements, scheduling and capacity constraints of the Host Institution.

3.2 Full time participation at these courses by the Exchange Students is required. "Full time" will take such definition as required by the Host Institution.

3.3 Exchange Students must complete all examinations and assessment associated with any course units/modules for which they register regardless as to whether those courses are required for transfer of credit to their Home Institution.

3.4 Exchange Students will obtain credits for the courses in accordance with the regulations of the Home Institution. Official transcripts for each student will be sent directly to the Home Institution at the end of the Exchange Period. Responsibility for the transfer of Host Institution credit rests with the Home Institution.

4. Fees and Other Expenses

4.1 Exchange Students will pay tuition and other fees at their Home Institution during the Exchange Period. They will also pay for all personal expenses incurred at the Host Institution, including visa, housing, travel, meals, health insurance, books and stationery required. They will be exempted only from tuition fees at the Host Institution.

4.2 The use of non-academic or non-obligatory facilities, services and functions at the Host Institution may require the payment of fees by the Exchange Student. Exchange Students may be required to pay additional fees at the Host Institution where they enrol in a course unit that involves the use of specific material; this includes, but is not limited to, laboratory fees, and fieldwork courses. Where these additional fees are applicable, Exchange Students will be required to pay these directly to the relevant Faculty/College.

5. Term and Termination

5.1 This Agreement shall commence from the latest date by which both parties have signed and exchanged this Agreement for an initial period of five (5) years.

5.2 This agreement shall be valid for five (5) years after which time it may be renewed by an exchange of letters to that effect by the two parties. Should one of the parties wish to terminate the agreement notice of this should be given in writing at least six (6) months prior to termination. Such termination shall not affect any Exchange Students that the parties have agreed to host, prior to the effective date of the termination, even if the Exchange Period falls after the date of termination.

5.3 Each party shall ensure that adequate arrangements have been made to fulfil all commitments to the Exchange Students before this Agreement is terminated.

6. Proper Law

6.1 Any dispute regarding the terms of this Agreement will be construed accordingly to the Laws of the country in which the Exchange Student is attached for the Exchange Period, i.e. the Host Institution, unless otherwise agreed in writing by the parties.

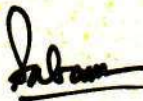
7. Variation and Modification

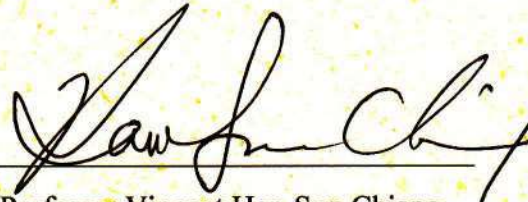
7.1 This Agreement may be varied or modified by agreement in writing and signed by the two parties.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

University of HKBP Nommensen

Fu Jen Catholic University

By: 
Dr. Ir. Sabam Malau
Rector

By: 
Professor Vincent Han-Sun Chiang
President

Date: Nov 20, 2015

Date: Nov. 20, 2015

**AGREEMENT FOR STUDENT EXCHANGE
BETWEEN
UNIVERSITY OF HKBP NOMMENSEN
AND
NATIONAL CHIAYI UNIVERSITY**

This Agreement is an appendix to the Memorandum of Understanding between:

University of HKBP Nommensen, an institution of higher education headquartered at Jln. Sutomo No.4A,
Medan, Sumatera Utara 20234, Indonesia

And

National Chiayi University, an institution of higher education headquartered at No.300 Syuefu Rd.,
Chiayi City 60004, Taiwan (R.O.C.)

Both institutions have approved the student exchange program as follows:

1. Duration of Stay

Duration of stay of exchange students at the host institution shall be one academic semester.

2. Numbers of Exchange Students

Each institution may send and accept not more than two(2) students each academic semester.

3. Status of Exchange Students

Each institution shall accept exchange students to the host institution as full-time students who do not aim at obtaining a degree in the host institution.

4. Recommendation and Acceptance of Exchange Student Candidates

The home institution shall select candidates on the basis of faculty nomination for the exchange program and shall recommend candidates to the host institution; however the final determination of acceptance of candidates shall be at the sole discretion of the host institution. The field of specialization of the exchange student shall depend on the availability of an advisor or supervising professor at the host institution.

5. Study Program and Evaluation

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. The academic performance shall be evaluated according to the rules of the host institution.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition Fees

Exchange students are exempted from paying the tuition fees to the host institution.

8. Non-Reciprocal-Type Student Programs

Additional students up to 2 students each academic semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

9. Financial Responsibility

Exchange students shall be responsible for their own personal expenses including travel expenses, accommodation, living costs, health care fees and insurance, and student union fees. All students shall be required to become members of such health care insurance scheme as the host institution recommends.

10. Term of Validity

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both institutions and will be renewed automatically as long as neither institution gives notice of termination to the other 6 months prior to the end of the 5 year term. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.

For and on behalf of

 University of HKBP Nommensen



Ir. Sabam Malau
Rector

Date: November 18, 2015

For and on behalf of

National Chiayi University



Robin Y.-Y. Chiou
President

Date: November 18, 2015



MEMORANDUM OF AGREEMENT
ON
ACADEMIC EXCHANGE
&
RESEARCH COLLABORATION
BETWEEN



UNIVERSITY OF HKBP NOMMENSEN, MEDAN, INDONESIA
&
NATIONAL TAIWAN OCEAN UNIVERSITY, KEELUNG, TAIWAN

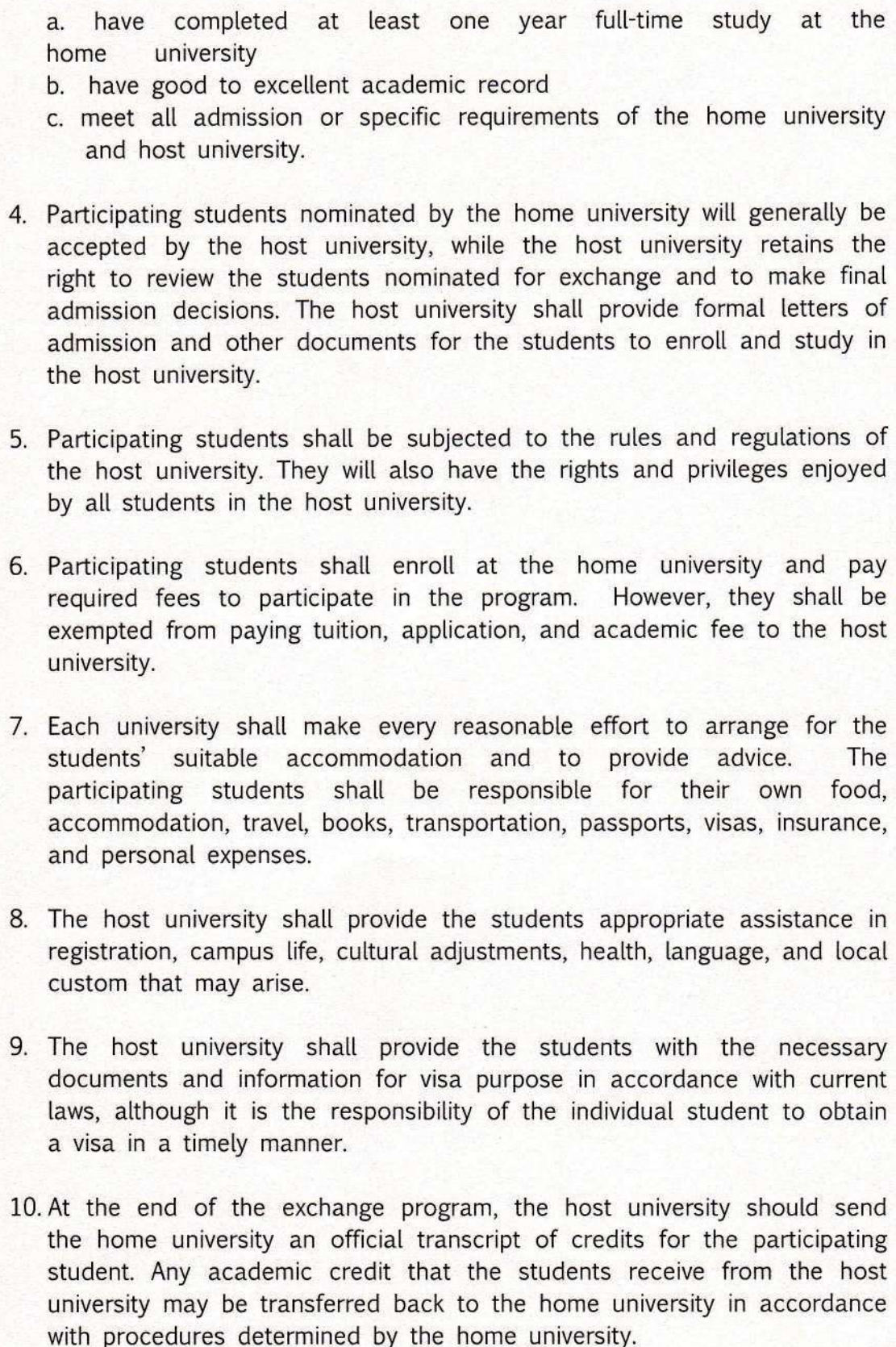
In accordance with the Memorandum of Understanding signed between University of HKBP Nommensen, and National Taiwan Ocean University we execute this Memorandum of Agreement based upon the principles of mutual benefit.

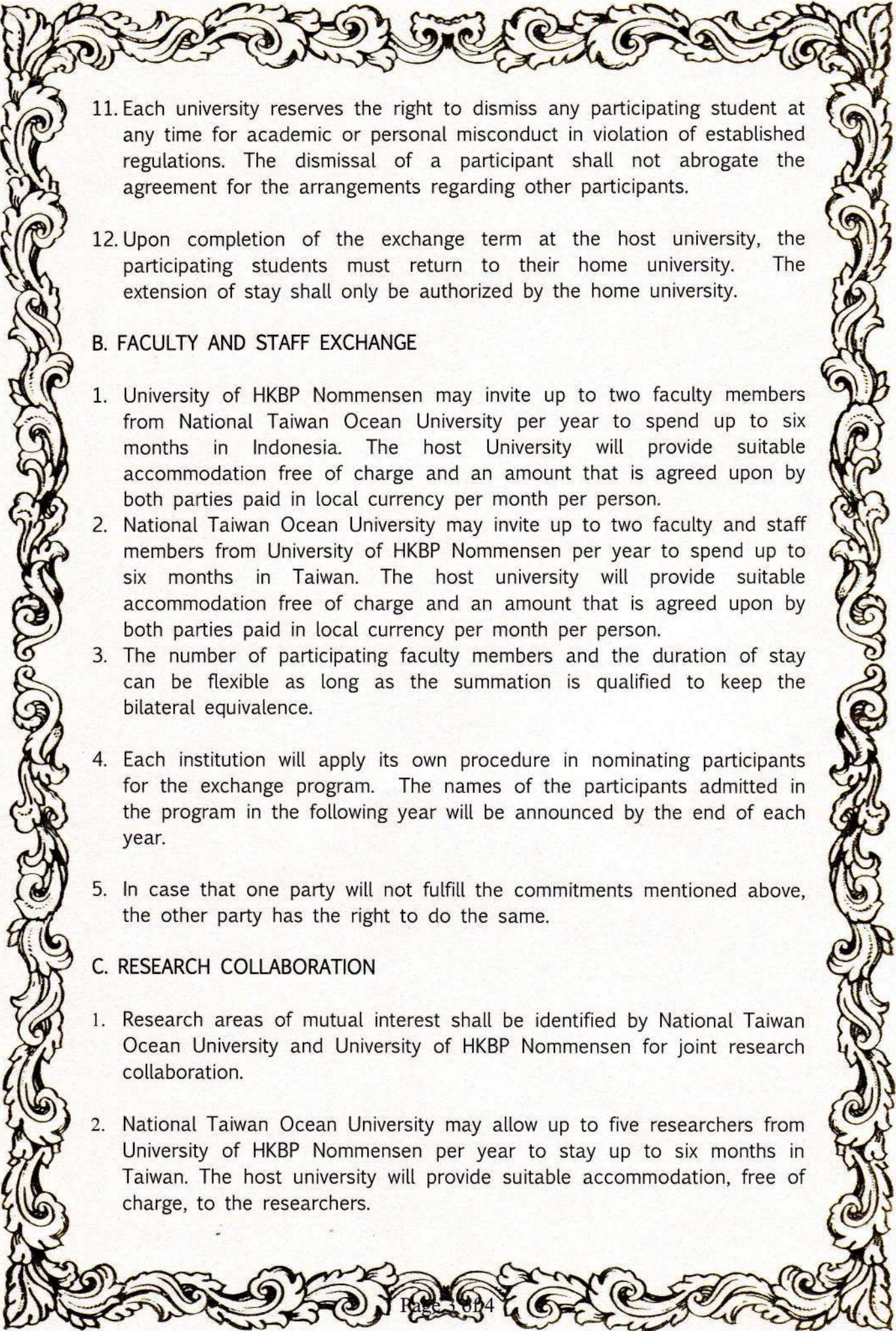
The all of departments and institutes at University of HKBP Nommensen, and all of departments at National Taiwan Ocean University shall be the offices responsible for the administration of this exchange program.

We, therefore, agree to carry out the following:

A. STUDENT EXCHANGE

1. Each university may exchange up to five full year students, including undergraduate and graduate students, per year during the term of this agreement. Any mix of year or semester students may be modified from time to time by mutual agreement. Two students enrolling for one semester each will be equivalent to one student enrolling for one year. It is understood that a balance in number of exchange students shall be maintained over a five year period.
2. Participating students shall be enrolled as full-time and non-degree students undertaking research or taking courses at the host university. The normal length of the stay of exchange students will be one semester or one academic year. The students shall not stay longer than 12 months.
3. Participating students will be selected by their university on the basis of the following criteria which shall generally apply, but may be deviated in individual cases. Thus, the student must:

- 
- a. have completed at least one year full-time study at the home university
 - b. have good to excellent academic record
 - c. meet all admission or specific requirements of the home university and host university.
4. Participating students nominated by the home university will generally be accepted by the host university, while the host university retains the right to review the students nominated for exchange and to make final admission decisions. The host university shall provide formal letters of admission and other documents for the students to enroll and study in the host university.
 5. Participating students shall be subjected to the rules and regulations of the host university. They will also have the rights and privileges enjoyed by all students in the host university.
 6. Participating students shall enroll at the home university and pay required fees to participate in the program. However, they shall be exempted from paying tuition, application, and academic fee to the host university.
 7. Each university shall make every reasonable effort to arrange for the students' suitable accommodation and to provide advice. The participating students shall be responsible for their own food, accommodation, travel, books, transportation, passports, visas, insurance, and personal expenses.
 8. The host university shall provide the students appropriate assistance in registration, campus life, cultural adjustments, health, language, and local custom that may arise.
 9. The host university shall provide the students with the necessary documents and information for visa purpose in accordance with current laws, although it is the responsibility of the individual student to obtain a visa in a timely manner.
 10. At the end of the exchange program, the host university should send the home university an official transcript of credits for the participating student. Any academic credit that the students receive from the host university may be transferred back to the home university in accordance with procedures determined by the home university.

- 
11. Each university reserves the right to dismiss any participating student at any time for academic or personal misconduct in violation of established regulations. The dismissal of a participant shall not abrogate the agreement for the arrangements regarding other participants.
 12. Upon completion of the exchange term at the host university, the participating students must return to their home university. The extension of stay shall only be authorized by the home university.

B. FACULTY AND STAFF EXCHANGE

1. University of HKBP Nommensen may invite up to two faculty members from National Taiwan Ocean University per year to spend up to six months in Indonesia. The host University will provide suitable accommodation free of charge and an amount that is agreed upon by both parties paid in local currency per month per person.
2. National Taiwan Ocean University may invite up to two faculty and staff members from University of HKBP Nommensen per year to spend up to six months in Taiwan. The host university will provide suitable accommodation free of charge and an amount that is agreed upon by both parties paid in local currency per month per person.
3. The number of participating faculty members and the duration of stay can be flexible as long as the summation is qualified to keep the bilateral equivalence.
4. Each institution will apply its own procedure in nominating participants for the exchange program. The names of the participants admitted in the program in the following year will be announced by the end of each year.
5. In case that one party will not fulfill the commitments mentioned above, the other party has the right to do the same.

C. RESEARCH COLLABORATION

1. Research areas of mutual interest shall be identified by National Taiwan Ocean University and University of HKBP Nommensen for joint research collaboration.
2. National Taiwan Ocean University may allow up to five researchers from University of HKBP Nommensen per year to stay up to six months in Taiwan. The host university will provide suitable accommodation, free of charge, to the researchers.

3. University of HKBP Nommensen may allow up to five researchers from National Taiwan Ocean University per year to stay up to six months in the Indonesia. The host University will provide suitable accommodation, free of charge, to the researchers.
4. The number of participating researchers from each university and the duration of stay can be flexible for as long as the summation is qualified to keep the bilateral equivalence.
5. Facilities of each university shall be made available to carry out research activities agreed upon by both parties. Expenses on consumables in the conduct of research shall be shouldered in a sharing scheme agreed by both parties.
6. All research outputs, discoveries, inventions/innovations or works produced in the pursuit of this Agreement shall be jointly owned by both parties and the funding agencies as the case maybe.
7. Any publication arising from the research activities undertaken shall be jointly authored by the participating researchers of both parties clearly specifying the funding agencies.

This Memorandum of Agreement shall take effect from the date of signing for a period of five years and may be extended for an additional period of five years upon mutual consent of the parties hereto.

Sabam

Dr. Ir. Sabam Malau
Rector
University of HKBP Nommensen
Medan, Indonesia

Ching-Fong Chang

Ching-Fong Chang, Ph.D.
President
National Taiwan Ocean University
Keelung, Taiwan

Date: 16 November 2015

Date: Nov 16, 2015

AGREEMENT FOR STUDENT EXCHANGE
between

University of HKBP Nommensen
And
Providence University

This Agreement is an appendix to the Memorandum of Understanding between:

University of HKBP Nommensen, an institution of higher education headquartered at Jln. Sutomo No.4A,
Medan, Sumatera Utara 20234, Indonesia

And

Providence University, an institution of higher education at 200, Sec. 7, Taiwan Boulevard, Shalu Dist.,
Taichung City 43301, Taiwan.

Both institutions have approved the student exchange program as follows:

1. Duration of Stay

Duration of stay of exchange students at the host institution shall be one academic semester.

2. Numbers of Exchange Students

Each institution may send and accept not more than two (2) students each academic semester.

3. Status of Exchange Students

Each institution shall accept exchange students to the host institution as full-time students who do not aim at obtaining a degree in the host institution.

4. Recommendation and Acceptance of Exchange Student Candidates

The home institution shall select candidates on the basis of faculty nomination for the exchange program and shall recommend candidates to the host institution; however the final determination of acceptance of candidates shall be at the sole discretion of the host institution. The field of specialization of the exchange student shall depend on the availability of an advisor or supervising professor at the host institution.

5. Study Program and Evaluation

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. The academic performance shall be evaluated according to the rules of the host institution.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition Fees

Exchange students are exempted from paying the tuition fees to the host institution.

8. Non-Reciprocal-Type Student Programs


Additional students up to 2 students each academic semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

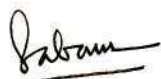
9. Financial Responsibility

Exchange students shall be responsible for their own personal expenses including travel expenses, accommodation, living costs, health care fees and insurance, and student union fees. All students shall be required to become members of such health care insurance scheme as the host institution recommends.

10. Term of Validity

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both institutions and will be renewed automatically as long as neither institution gives notice of termination to the other 6 months prior to the end of the 5 year term. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.

 For and on behalf of
University of HKBP Nommensen

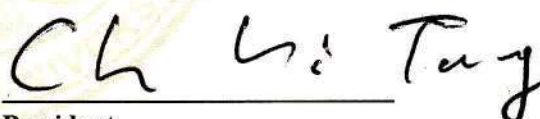


Rector

Dr. Ir. Sabam Malau

Date: 17 NOV 2015

For and on behalf of
Providence University



President

Dr. Tang, Chuan-Yi

Date: Nov 17 2015

Witness



Vice President

Dr. Chiun Chuan R. Wang

Date: Nov. 17, 2015



Memorandum of Action on Exchange Student between

Universitas HKBP Nommensen
and

National Chin-Yi University of Technology (NCUT), Taiwan

The agreement for the academic exchange program shall be signed under the Memorandum of Understanding between National Chin-Yi University of Technology (NCUT) and Universitas HKBP Nommensen, as it relates to the exchange of full-time students, shall be implemented in the following terms:

Article 1

The student participating in the exchange program under this memorandum shall be selected initially by the home university, and the host university shall make final admission decisions in each case.

Article 2

Each year, students can be exchanged officially as non-degree seeking students at the partner university. The number of students and the duration of study can be modified based on mutual consent in advance.

Article 3

The period of enrollment of the students shall not exceed two academic semesters or customized time frame.

Article 4

The host university shall waive tuition fees for 2 exchange students. The students will be responsible for the round-trip airfare, accommodation fees, medical insurances, and living allowances.

Article 5

The host university shall provide each student with an appropriate field of study, course of study, and qualified advisor.

Article 6

Each student shall meet the sufficient language requirement (host country language and English) requested by the host university. If students fail to meet the language requirement, necessary language enhancement coursework and the fee shall be



implemented by mutual consultation in advance.

Article 7

Both home and host universities agree to provide letter of invitation, official documentation, record, or transcript of coursework completed by the students.

Article 8

The host university shall be responsible for students' on-campus housing arrangement. For off-campus housing, the host university shall provide necessary assistance in finding appropriate housing near the campus. Additional fees for the off-campus housing shall be borne by students.

Article 9

Both home and host universities agree to provide necessary advise and communication in terms of students' academic performance.

Article 10

This memorandum shall be effective for **five** years. The memorandum is subject to review, revision, modification or renewal by mutual written agreement. Either party may terminate the agreement by written notice submitted before the end of June each year. Termination would not affect students who are already engaged in the agreement.

Universitas HKBP Nommensen

Dr. Ir. SABAM MALAU

President.

Date: JANUARY 16, 2016

National Chin-Yi University of Technology

President

Date:

Memorandum of Agreement

BETWEEN

UNIVERSITY OF HKBP NOMMENSEN of 4A Sutomo Road, Medan, Indonesia (UHN)

AND

**MING CHUAN UNIVERSITY of 250 Chung-Shan N. Road, Sec. 5, Taipei, Taiwan,
R.O.C ("MCU")**

=====

THE PARTIES HAVE AGREED AS FOLLOWS:

The Institutions have agreed to enter into an Academic agreement and bilateral student exchange program within MCU and UHN upon the following terms and conditions.

1. INTERPRETATION

In this Agreement unless the context otherwise admits

"Home Institution" means the Institution sending the students.

"Host Institution" means the Institution receiving the students.

2. COOPERATION

1. The two institutions shall seek to promote:

- (a) Exchange of information and materials that are of mutual interest.
- (b) Student exchanges between the two institutions.
- (c) Other forms of co-operation which the two institutions may jointly arrange.
- (d) Faculty exchange.
- (e) Collaborative resolution.
- (f) Study tours.

2. The two institutions shall decide through consultation, the specific areas and details of co-operation within the framework of this agreement.

3. The financial arrangements involved in the implementation of this agreement shall be settled through consultation between the two institutions in respect of each program of co-operation.

3. EXCHANGE CONDITIONS

- (a) A maximum of certain number of students enrolled in MCU may attend UHN each year for a period not exceeding one year. In exchange, an equal number of students from UHN may attend MCU for a period not exceeding one year.
- (b) The Home Institution will screen applications from its students and recommend students to the Host

Institution for invitation. The Host Institution must be notified of the recommendation in writing at least three months prior to the intended commencement date of the exchange period.

- (c) Whilst at the Host Institution, students will take courses or subjects similar to those required in their Home Institutions' course. The exact program of each student will be determined by the student with the approval of his or her supervisor at the Home Institution and the Host Institution.
- (d) Transcripts of results of each student will be provided to the Home Institution as soon as practicable after completion of the exchange.
- (e) Each student will register and pay tuition and other required fees at their Home Institution. The Host Institution will waive all tuition and other required fees for the exchange student. In case that the number of students on the exchange program is unbalanced in favour of the home school, students unmatched will need to pay the tuition fees as regular students do to the host school.
- (f) Students enrolled in the host institution will be subject to the same rules and regulations that apply to local students. Students will be eligible for all the services and rights normally provided to locally enrolled students.
- (g) Each institution will provide the incoming exchange student with assistance in arranging accommodation for the exchange period.
- (h) Each student will be responsible for arranging the necessary visa and the costs of accommodation, international travel, travel in the host country, books, equipment, consumables, hospitalization, health and travel insurance, and other incidental expenses arising out of the exchange.
- (i) The number of students participating in the exchange may be modified in the future by mutual written agreement, and any imbalance in numbers will be compensated for in succeeding years. No exchange of funds between the two institutions will occur.
- (j) On termination, both institutions will use reasonable endeavours to ensure the existing students have available a satisfactory means of completing their period of exchange.

4. COMMENCEMENT

This Agreement shall commence on the date of signing.

5. TERM

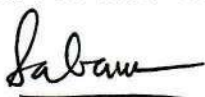
This Agreement shall be effective for a period of five years. Both parties reserve the right to terminate this Agreement upon a written notice issued to the other party no less than six months prior to the anticipated date of termination.

Both parties acknowledge and recognize that this Agreement and any subsequent Memorandums of Understanding is entered to fulfill the purposes of this Agreement. If, nevertheless, any part of this Agreement or any subsequent Memorandums of Understanding is found to violate laws, rules or regulations, the specific part in violation will be immediately rendered ineffective.

6. PROCEDURES FOR DISPUTE RESOLUTION

The liabilities of MCU shall be governed by and construed in accordance with the laws of Taiwan, R.O.C.
Each of the parties may submit any actions or proceedings arising out of relating to this Agreement to the non-exclusive jurisdiction either of the Indonesia or Taiwanese courts.

UNIVERSITY OF HKBP NOMMENSEN



Sabam Malau

Rector

Date 16 JANUARY 2016

MING CHUAN UNIVERSITY



Max K.W. Liu

Executive Director

International Education and Exchange Division

Date

Cooperation Agreement on Joint-Degree Program Between

University of HKBP Nommensen of Indonesia
and
Ming Chuan University of Taiwan

Ming Chuan University (hereinafter referred to as MCU) and University of HKBP Nommensen (hereinafter referred to as UHN) have agreed to form a partnership through this cooperation agreement to carry out the academic collaboration and exchange.

Article 1

This regulation is promulgated according to the mutual understanding and bilateral agreement between MCU and UHN.

Article 2

The term "joint-degree program" as used in this Cooperation Agreement shall mean the academic collaboration for students, who have taken the undergraduate study at UHN, to transfer to MCU and continue the remaining undergraduate study in MCU, with the recommendation from UHN, and will receive a Bachelor's degree from MCU after fulfilling a total of 128 credits for graduation in the designated degree program.

Article 3

The students applying for joint-degree program admission, as recommended by UHN, shall complete their online applications to MCU within the time range regulated by MCU (i.e. October 1~31 for Spring entrance; March 1~May 31 for Fall entrance), accompanied by the documents listed below.

- (1) Complete online application and study plan via MCU website (<http://apply.mcu.edu.tw/>).
- (2) A recent head-shoulder photo.
- (3) A copy of passport.
- (4) One photocopy of high school diploma with verification by Taipei Economic and Cultural Office. (English or Chinese verified version is also necessary if the original diploma is not in either language. The original verified certificate shall be submitted upon registration at the beginning of the new semester.)
- (5) One photocopy of official English yearly transcripts from all high school and university years with verification by Taipei Economic and Cultural Office. (English or Chinese verified version is also necessary if the original transcript is not in either language. The original verified transcripts shall be submitted upon registration at the beginning of the new semester.)

(6) One photocopy of bank statement, with a minimum balance of US\$6,500 per person.

(7) One official Certificate of Enrollment issued by UHN.

(8) Two letters of recommendation. Please save the file in JPG/ PDF format.

References should sign on the letter. Position title and contact info should be provided on the letter. Recommendation should not be written by friends or family members.

(9) English language proficiency: TOEFL Paper test 500 or TOEFL IBT 61 or TOEFL CBT 173 or IELTS 5.5 or TOEIC 550 (Only applicable to students who apply to English-taught programs, native speakers are excluded).

(10) Chinese language proficiency: TOCFL B2 or new HSK 4 (Only applicable to students who apply to Chinese-taught programs, native speaker are excluded).

At the time of registration, students shall present proof of medical checkup and personal emergency treatment form.

Article 4

Students recommended by UHN, who apply for the English-taught programs of International College, shall submit the English proficiency certificate (TOEFL Paper test 500 or TOEFL IBT 61 or TOEFL CBT 173 or IELTS 5.5 or TOEIC 550 and above).

Article 5

The students participating the joint-degree program in MCU shall in principle apply for the degree program identical or related to the original academic subject in UHN, and will be assigned to the appropriate year of study based on the reviewing results.

Article 6

Transfer of credits for the joint-degree program shall be agreed by both institutions. MCU reserves the right of requesting UHN's students whose academic backgrounds are different from the degree program they intend to enroll to complete the credit numbers required at MCU.

Article 7

Students who have registered for and successfully completed the above joint-degree program, staying at least 2 years in MCU with qualified academic performances, will be awarded a Bachelor's degree upon graduation.

Article 8

The students participating the joint-degree program in MCU shall pay the tuition and school housing fees as regular students do to MCU.

Article 9

During the study in MCU, the students shall be responsible of daily meals, transportation and personal expenses and abide by the regulations of the school for assessing academic and conduct performances.

Article 10

This Cooperation Agreement shall be valid from _____ (mm/dd), 2016 to _____ (mm/dd), 2019, and may be extended for a period of three years with no objection of both institutions.

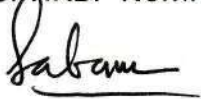
Article 11

Nothing in this agreement shall in any way diminish the full autonomy of either university, nor shall constraints be imposed by either party upon the other in implementing this agreement.

This agreement shall not bind either institution to any financial commitment unless by way of a negotiated sub-agreement signed by the Presidents or their authorized representatives of the two institutions.

The liabilities of MCU shall be governed by and construed in accordance with the laws of Taiwan, R.O.C. Each of the parties may submit any actions or proceedings arising out of relating to this Agreement to the non-exclusive jurisdiction either of the Indonesian or Taiwanese courts.

University of HKBP Nommensen



Dr. Ir. Sabam Malau
Rector

Date

16 JANUARY 2016

Ming Chuan University



Max Kuo-Wei Liu, PhD
Executive Director
International Education and Exchange
Date

AGREEMENT FOR STUDENT EXCHANGE
between

University of HKBP Nommensen
And
Asia University

This Agreement is an appendix to the Memorandum of Understanding between:

University of HKBP Nommensen, an institution of higher education headquartered at Jln. Sutomo No.4A,
Medan, Sumatera Utara 20234, Indonesia

And

Asia University, an institution of higher education headquartered at No. 500, Lioufeng Rd., Wufeng,
Taichung 41354, Taiwan

Both institutions have approved the student exchange program as follows:

1. Duration of Stay

Duration of stay of exchange students at the host institution shall be one academic semester.

2. Numbers of Exchange Students

Each institution may send and accept not more than five (5) students each academic semester.

3. Status of Exchange Students

Each institution shall accept exchange students to the host institution as full-time students who do not aim at obtaining a degree in the host institution.

4. Recommendation and Acceptance of Exchange Student Candidates

The home institution shall select candidates on the basis of faculty nomination for the exchange program and shall recommend candidates to the host institution; however the final determination of acceptance of candidates shall be at the sole discretion of the host institution. The field of specialization of the exchange student shall depend on the availability of an advisor or supervising professor at the host institution.

5. Study Program and Evaluation

Each student shall determine the study program at the host institution in consultation with academic advisors of both home and host institutions. The academic performance shall be evaluated according to the rules of the host institution.

6. Academic Record and Accreditation

The host institution shall transmit the academic record of each exchange student to the home institution and credits will be conferred according to the regulations of the home institution.

7. Tuition Fees

Exchange students are exempted from paying the tuition fees to the host institution.

8. Non-Reciprocal-Type Student Programs

Additional students up to 2 students each academic semester may be nominated by each institution to participate in non-reciprocal-type programs such as academic programs offered at the host faculties, as full time, non-degree status students at an undergraduate or graduate level. These non-reciprocal-type students will incur tuition and other fees. The home institute or the student will pay directly to the host university the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

9. Financial Responsibility

Exchange students shall be responsible for their own personal expenses including travel expenses, accommodation, living costs, health care fees and insurance, and student union fees. All students shall be required to become members of such health care insurance scheme as the host institution recommends.

10. Term of Validity

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both institutions and will be renewed automatically as long as neither institution gives notice of termination to the other 6 months prior to the end of the 5 year term. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.


For and on behalf of
University of HKBP Nommensen



Dr. Ir. Sabam Malau
Rector

Date: 14 March 2016

For and on behalf of
Asia University



Dr. Jeffrey J.P. Tsai
President

Date: March 14, 2016

**AGREEMENT ON ACADEMIC COOPERATION
BETWEEN
SOOCHOW UNIVERSITY, TAIWAN
AND
UNIVERSITY OF HKBP NOMMENSEN**

For the purpose of developing academic exchange and cooperation programs in both education and research, Soochow University (Taipei, Taiwan) and University of HKBP Nommensen (Sumatera Utara, Indonesia), hereby agree to the following, with the strong conviction that they will enhance the research and educational processes at both universities.

1. On the basis of the principles of mutual benefit and respect for each other's independence, both institutions will promote:
 - a) Exchange of students;
 - b) Exchange of faculty members, researchers and personnel for research;
 - c) Joint research activities and other forms of cooperation when agreed separately on each specific case;
 - d) Exchange of academic information and materials.
2. The implementation of each activity mentioned above shall be separately determined upon consultation between both institutions. Nothing shall diminish the full autonomy of either institution, nor shall any constraints be imposed by either upon the other in carrying out the agreement. It is implicit then that each and every activity undertaken under this agreement shall be approved by the appropriate officials at each institution and shall fall with each institution's academic and fiscal constraints.
3. This agreement shall be in effect for five years from the date of its signing, and will be automatically renewed for successive periods equal to the initial term. It may be amended with mutual consent of the two institutions at any time, and may be terminated by either party, with a written notification of six months in advance.
4. This agreement is executed in English in duplicate.



Wei Ta Pan
President

Soochow University

Date Jan. 11, 2016



Dr. Ir. Sabam Malau
Rector


University of HKBP Nommensen

Date Jan 26, 2016

**MEMORANDUM ON STUDENT EXCHANGE
BETWEEN
University of HKBP Nommensen, Indonesia
AND
I-SHOU UNIVERSITY, TAIWAN**

The academic exchange between University of HKBP Nommensen, Indonesia
and I-Shou University, Taiwan, as it relates to the exchange of students, will be implemented as follows:

1. The purpose of this exchange program is to provide opportunities for the students of each University to gain international experience by completing part of their education in the foreign host University, thereby fostering goodwill and mutual understanding between Indonesia and Taiwan.
2. The period of enrollment of the students participating in this exchange program will not exceed one year in principle.
3. The number of exchange students will be up to 2 students per year from each University. The goal is to maintain an approximate balance in the number of exchange student between the two universities in the period of this Agreement.
4. Exchange students will continue as candidates for the degree at the home University and will not be candidates for the degree at the host University. The status of each exchange student will be non-degree special auditing student or non-degree special research student.
5. Each exchange student shall be nominated according to the relevant procedure at the discretion of the home University. The host University will admit exchange students according to its established policies and procedures, and availability of the position. The host University will provide certificate on the academic performance of each exchange student upon completion of the exchange to the home University. The home University may duly recognize the credits earned by exchange students in accordance with its own regulations.
6. Exchange students shall be exempted from the application, registration and tuition fees of the host University.
7. The host University will assist the exchange students to the fullest extent possible in finding reasonable accommodation.
8. The host University shall not be responsible for students' personal expenses, such as the cost of travel, accommodation, meals, required health/medical insurance.
9. This exchange program shall be commenced from the date of signing of this Memorandum.

Date : 8 June 2016
Signed by 
Sabam Malau
Rector
University of HKBP Nommensen
Indonesia

Date :
Signed by 
Jei-Fu Shaw
President
I-Shou University
Taiwan

MEMORANDUM OF AGREEMENT
between
KINKI UNIVERSITY
and
UNIVERSITY OF HKBP NOMMENSEN

PREAMBLE

Kinki University in Japan (hereinafter referred to as "KU") and University of HKBP Nommensen in Indonesia (hereinafter referred to as "UHN"), based on the spirit of reciprocity, agree to promote and co-operate in the area of education and research in order to strengthen ties between both institutions and to encourage the interchange of academic and research activities.

1. FACULTY AND STAFF PROGRAMS

KU and UHN agree to encourage the exchange of faculty and staff from the respective institutions. The travel and stipend support for the exchange members of faculty and staff shall be the responsibility of the home institution unless otherwise arranged. Proposals for joint research projects between faculty members of the two sides will be encouraged, and approval will be given after both institutions have fully discussed and agreed on the validity and costs of the research program.

2. STUDENT PROGRAMS

2.1 Student Exchange

Numbers

KU will send up to two exchange students to UHN each year and UHN will send up to two exchange students to KU each year during the term of this agreement effective. Two students for one semester each would be equal to one student for two semesters in a given year.

Selection of Participants

The home institution will screen its applicants for the student exchange. The host institution will reserve the right to make final decisions on admission of students nominated for the exchange. Each institution may recommend alternates in case a nominated student either drops out or is not approved by the host institution.

The exchange students may apply to academic programs offered at the host faculties, as full

time, non-degree status students at a level, undergraduate or graduate, determined by the host institution. The undergraduate exchange students must complete at least one year of study at the home institution before the exchange year. Graduate students must complete at least one year of study at the home institution before the exchange year.

Graduate exchange students will be primarily under the guidance of supervisors in the home institution. The host institution will provide a surrogate supervisor who will co-operate with the supervisor at the home institution.

The exchange students must abide by all the rules and regulations of the host institution.

Responsibilities of KU

KU will agree to accept the prescribed number of UHN exchange students, to enroll them as full time, non-degree students for the two regular semesters of the academic year or for one semester only. KU will provide the appropriate counseling and other assistance to UHN exchange students. Exchange students will be given assistance in finding appropriate housing. At the end of each academic term, KU will send to UHN an official transcript of credits for each exchange student studying at KU.

Responsibilities of UHN

UHN will agree to accept the prescribed number of KU exchange students, to enroll them as full time, non-degree students for the two regular semesters of the academic year or for one semester only. UHN will provide the appropriate counseling and other assistance to KU exchange students. Exchange students will be given assistance in finding appropriate housing. At the end of each academic term, UHN will send to KU an official transcript of credits for each exchange student studying at UHN.

2.2 Other Student Programs

Additional students may be nominated by KU and UHN to participate in other programs such as short-term courses. These students will incur tuition and other fees. The home university or the student will pay directly to the host institution the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

2.3 Financial Arrangement and Services

All students under the exchange programs must enroll and pay tuition and other fees to the home institution. They will not be required to pay these fees to the host institution.

All additional students, not participating as exchange students, shall pay tuition fees and other related fees to the host institution.

The host institution will provide the documents required for the student visa.

All participating students will be responsible for meeting the costs of the following:

- Travel, accommodation and meal expenses
- Medical insurance and any other uninsured medical expenses
- Textbooks, clothing and personal expenses
- Passport and visa costs
- All other debts incurred during their program

3. VALIDITY OF AGREEMENT

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both parties. It shall be automatically renewed for subsequent periods of five (5) years with the understanding that it may be terminated by either party giving twelve months notice to the other party in writing. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.



Dr. Hitoshi Shiozaki

President

Kinki University

Date: 30/3/2016



Dr. Ir. Sabam Malau

Rector

University of HKBP Nommensen

Date: 14/4/2016

(officially renamed as KINDAI UNIVERSITY

from April 1, 2016)

MEMORANDUM OF AGREEMENT
between
CATHOLIC UNIVERSITY OF DAEGU
and
UNIVERSITY OF HKBP NOMMENSEN

PREAMBLE

Catholic University of Daegu in Rep.of Korea (hereinafter referred to as “CU”) and University of HKBP Nommensen in Indonesia (hereinafter referred to as “UHN”), based on the spirit of reciprocity , agree to promote and co-operate in the area of education and research in order to strengthen ties between both institutions and to encourage the interchange of academic and research activities.

1. FACULTY AND STAFF PROGRAMS

CU and UHN agree to encourage the exchange of faculty and staff from the respective institutions. The travel and stipend support for the exchange members of faculty and staff shall be the responsibility of the home institution unless otherwise arranged. Proposals for joint research projects between faculty members of the two sides will be encouraged, and approval will be given after both institutions have fully discussed and agreed on the validity and costs of the research program.

2. STUDENT PROGRAMS

2.1 Student Exchange

Numbers

Each party of the agreement may nominate and accept up to five (5) full-time undergraduate students from the Home Institution for one (1) or two (2) semesters. Exchange Students from CUD and UHN must stipulate the duration of their Exchange prior to departure from their Home institution. The Home Institution will inform the Host Institution of the duration of time each Exchange Student will study at the Host Institution.

Selection of Participants

The home institution will screen its applicants for the student exchange. The host institution will reserve the right to make final decisions on admission of students nominated for the exchange. Each institution may recommend alternates in case a nominated student either drops out or is not approved by the host institution.

The exchange students may apply to academic programs offered at the host faculties, as full time, non-degree status students at a level, undergraduate, determined by the host institution. The undergraduate exchange students must complete at least two years of continuous study at the home institution before the exchange year.

The exchange students must abide by all the rules and regulations of the host institution.

Responsibilities of CU

CU will agree to accept the prescribed number of UHN exchange students, to enroll them as full time, non-degree students for the two regular semesters of the academic year or for one semester only. CU will provide the appropriate counseling and other assistance to UHN exchange students. Exchange students will be given assistance in finding appropriate housing. At the end of each academic term, CU will send to UHN an official transcript of credits for each exchange student studying at CU.

Responsibilities of UHN

UHN will agree to accept the prescribed number of CU exchange students, to enroll them as full time, non-degree students for the two regular semesters of the academic year or for one semester only. UHN will provide the appropriate counseling and other assistance to CU exchange students. Exchange students will be given assistance in finding appropriate housing. At the end of each academic term, UHN will send to CU an official transcript of credits for each exchange student studying at UHN.

2.2 Other Student Programs

Additional students may be nominated by CU and UHN to participate in other programs such as short-term courses. These students will incur tuition and other fees. The home university or the student will pay directly to the host institution the full international student's tuition fee that has been set by the host institution for the semester or academic year or course in question.

2.3 Financial Arrangement and Services

All students under the exchange programs must enroll and pay tuition and other fees to the home institution. They will not be required to pay these fees to the host institution.

All additional students, not participating as exchange students, shall pay tuition fees and other related fees to the host institution.

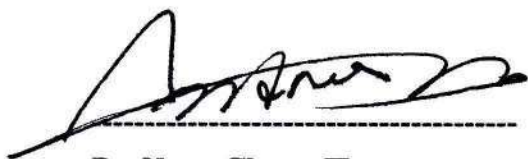
The host institution will provide the documents required for the student visa.

All participating students will be responsible for meeting the costs of the following:

- Travel, accommodation and meal expenses
- Medical insurance and any other uninsured medical expenses
- Textbooks, clothing and personal expenses
- Passport and visa costs
- All other debts incurred during their program

3. VALIDITY OF AGREEMENT

This agreement shall remain in force for a period of five (5) years from the date that it is signed by both parties, with the understanding that it may be terminated by either party giving twelve months notice to the other party in writing. This agreement may be amended by the exchange of letters between the two institutions. Such amendments, once approved by both institutions, will become part of this agreement.



Dr. Nam, Chong-Hoon
Vice-President
Catholic University of Daegu

Date: Feb 25, 2016



Dr. Ir. Sabam Malau
Rector
University of HKBP Nommensen

Date: February 13, 2016



[여기에 입력]

[여기에 입력]



**Memorandum on Student Exchange
Between
Nommensen HKBP University and Yeungnam University**

Based on the Memorandum of Understanding between Yeungnam University (YU) and Nommensen HKBP University (NHU) concluded on April 1, 2015, YU and NHU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities



[여기에 입력]

[여기에 입력]



Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University

Yeungnam University

Dr. Ir. SabamMalau

Dr. Prof. SeokKyun Noh

Rector

President

Date: October 22nd, 2016

Date: Oct. 24, 2016



Memorandum of Agreement on Faculty Exchange Between Nommensen HKBP University and Yeungnam University

In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and Yeungnam University, Republic of Korea agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.



3. The home institution shall review the applications on the basis of the following criteria:
 - a. Institutional interest areas of research excellence and instructional specialties,
 - b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
 - c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for arranging health insurance while in the host country. Exchange faculty is required to have health insurance valid in the host country.
5. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years from the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University

Dr. Ir. Sabam Malau

Rector

Date: October 22nd 2016

Yeungnam University

Dr. Prof. Seok Kyun Noh

President

Date: Oct. 24, 2016



rijksuniversiteit
 groningen

Dear Mr./Mrs.,

In line with the increasing international focus of (business) students we would like to propose a mutually beneficial academic cooperation focused on the international cooperation between students from different countries and the improvement of the cultural understanding between our countries.

Since 1988 the study association of the Faculty of Economics and Business of the University of Groningen (the Netherlands) organizes an annual business research trip, named International Business Research (IBR). From April 2016 onwards, twenty-five students of the University of Groningen, the Netherlands, will visit Indonesia for a period of 5 weeks to conduct field research for eleven Dutch companies. One of the aims of the International Business Research project is to cooperate with local students.

Every year, IBR is organized to conduct research in emerging markets outside Europe. Past experience has taught us that the quality of our research can be enhanced by engaging with local knowledge. Through a so-called Buddy Project, we aim to combine the knowledge of Dutch students about the companies for which we will conduct research, with the knowledge of Indonesian students about culture, language, sectors, companies, and ways of doing business. In this manner, we hope to carry out high quality research, which combines the best of both cultures.

We are looking for motivated Indonesian students who are familiar with the English language, and are comfortable with the Indonesian business environment; who would enjoy the opportunity to enhance their practical experience and work together with Dutch students on behalf of a multinational organization. As confirmed by Dr. Mula Sigi, nine students of University of HKBP Nommensen (UHN) will participate in our research project.

Hereby, I confirm that there will be a mutual cooperation between the University of HKBP Nommensen (UHN) and the University of Groningen (RUG) in which students from UHN will participate in the research conducted for a Dutch company.

Your sincerely,



Dr. Jan Riezebos

Academic Director Career Services and Corporate Relations

Faculty of Economics and Business, University of Groningen

On behalf of IBR Indonesia 2016

Johannes Andriessen
Chairman IBR Indonesia 2016



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University
and
Dankook University**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University,, Indonesia and Dankook University, Korea, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date: 2018.11.05

Dankook University

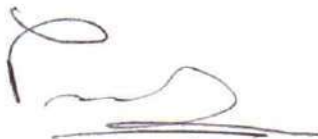


Dr. Hosung Chang

President

Date: 2018. 10. 15

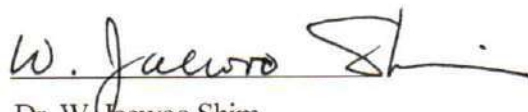
Witness



Dr. Pantas Silaban, SE., MBA

Director of Graduate School

Date: 2018.10.22



Dr. W. Jaewoo Shim

Associate Vice President for International Affairs

Date: 2018. 10. 22



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University
and
Dankook University**



Based on the Memorandum of Understanding between Nommensen HKBP University, Indonesia and Dankook University, Korea. Nommensen HKBP University and Dankook University hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date: 2018.11.05

Dankook University



Dr. Hosung Chang

President

Date: 2018.10.15

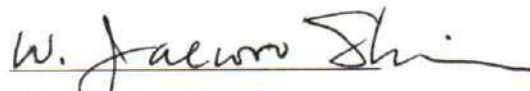
Witness



Dr. Pantas Silaban, SE., MBA

Director of Graduate School

Date: 2018.10.22



Dr. W. Jaewoo Shim

Associate Vice President for International Affairs

Date: 2018.10.22



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University
and
National University of Tainan**



Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and National University of Tainan (NUTN), NHU and NUTN hereby enter into the following memorandum for the smooth implementation of student exchange.

1. **Period of Study of Exchange Students**
The period of study of the exchange students shall be a maximum of one (1) year in principle.
2. **Number of Exchange Students**
The number of exchange students shall be agreed by the universities.
3. **Status of Exchange Students**
Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.
4. **Application and Entrance Procedures**
 - (1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.
 - (2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.
5. **Acquisition and Recognition of Credits**
The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.
6. **Tuition Fees, Etc.**
The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.
7. **Housing**

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University

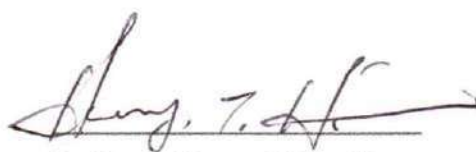


Dr. Ir. Sabam Malau

Rector

Date:

National University of Tainan



Professor Tzung-Hsien Huang

President

Date:

Witness

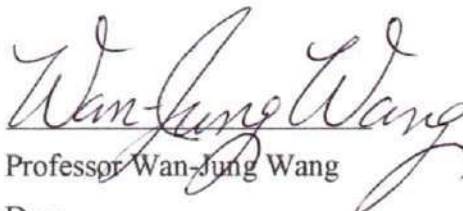


Rev. Dr. Pintor M. Sitanggang

Secretary General

NHU Foundation

Date:



Professor Wan-Jung Wang

Dean

Office of International Affairs

Date:



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University
and
National University of Tainan**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and National University of Tainan (NUTN), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date:




Rev. Dr. Pintor M. Sitanggang

Secretary General

NHU Foundation

Date:

National University of Tainan

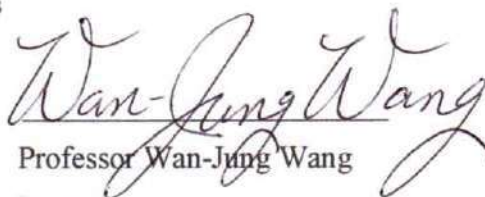


Professor Tzung-Hsien Huang

President

Date:

Witness



Professor Wan-Jung Wang

Dean

Office of International Affairs

Date:



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University
And
National Pingtung University**



Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and National Pingtung University (NPTU), NHU and NPTU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date:

National Pingtung University



Dr. Mike Y. K. Guu

President

Date:




Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs

Date:

Witness



Dr. Sheau-Wen Lin Ph.D.

Academic Vice President

Date:



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University
And
National Pingtung University**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and National Pingtung University (NPTU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date:

National Pingtung University



Dr. Mike Y. K. Guu

President

Date:

Witness

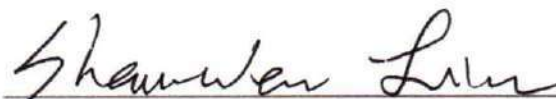


Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs

Date:



Dr. Sheau-Wen Lin Ph.D.

Academic Vice President

Date:



Dual Master Degree Program Agreement
between
Nommensen HKBP University
and
Asia University



Nommensen HKBP University (hereafter referred to as NHU), Indonesia, and Asia University (hereafter referred to as AU), Taiwan, agree to establish a dual master degree program with the purpose of promoting educational exchange and cooperation between the two institutions. NHU and AU hereby sign this agreement to regulate the program for master students of both institutions to pursue their studies at the host institution and obtain two degrees; one from their home university and one from the host institution.

According to this agreement, the students from the master programs of NHU will be admitted to AU in its relevant disciplines/departments to continue their studies after they have completed the required study length at NHU. A master degree will be conferred by NHU and AU, respectively, on the students who have fulfilled the academic requirements of both institutions. The same arrangements shall be made for the students from AU who wish to study at NHU for a dual master degree.

Regulations and terms and conditions for this dual master program are as follows:

- I. A master student must first have completed two academic semesters as a full-time student at the home institution before being permitted to study at the host institution.
- II. The program will start to take effect the first semester immediately after the presidents or designated senior university officers of both institutions execute this agreement.
- III. The two institutions agree to design programs respectively, designating total credit hours and course requirements, to satisfy the completion of a master degree in any disciplines/departments.
- IV. NHU and AU will submit their students' application materials and credentials to the host institution before April 30 each year in order for the host institution to handle necessary admission procedures.

- V. The home institution will in each case be responsible for selecting students for exchange under the scheme and will forward all required documentation to the host institution to comply with their application procedures.
- VI. Students selected by the home university shall normally be admitted by the host university, but each institution reserves the right to accept or to reject any student.
- VII. Each university will inform the other of their disciplines/departments which have restricted admission policy.
- VIII. Each university will endeavor to ensure that outgoing students are suitably prepared for their overseas experience in academic matters and in matters of health, language, local custom, etc.
- IX. The host university will in each case assist incoming students in arranging suitable accommodation as far as this is possible.
- X. As listed in the table below are the currently participating departments from each university, a separate specific agreement shall be signed by the participating department Heads/Chairs as well as the participating school/college Deans.

No	NHU	AU
1	Department of English Education Postgraduate School	Department of Foreign Languages and Literature College of Humanities & Social Sciences
2	Department of Management Postgraduate School	Department of Business Administration College of Management

- XI. The credit hours of the admitted student earned from his/her home university may be transferred to the host institution in accordance with the regulations of the host institution.
- XII. If an admitted student, due to whatever reason, fails to complete the academic requirement within the allotted time at the host institution, this student may return to his/her home university to continue and complete the graduate study. The credit hours earned from the host institution may be transferred back to the student's home university in accordance with the regulations of the home university.
- XIII. All related laws of the host country and university regulations of the host institution shall apply to the admitted students while they are studying at the host institution.

XIV. Any admitted student for this dual master degree program will be charged tuition fees by the host institution during his/her study period, and he/she will also be responsible for the following expenditures:

- Accommodation, food, and travel expenses
- Courses fees, such as field work cost, for which a home student would also be liable.
- Travel and medical insurance and medical expenses not covered by insurance
- Textbooks and personal expenses
- Passport and visa cost
- All other costs incurred during the course of the study period

XV. The host university will provide necessary documents for the incoming students to obtain a student visa, once the students have been admitted and have provided the host university with documentation confirming that they have the required financial support.

XVI. NHU and AU students must be covered by accident and sickness insurance plans.

XVII. Any item stated in this agreement may be modified upon agreement of the two institutions.

XVIII. To terminate this program, either institution should inform the other party six months prior to the scheduled termination date. In that event, the home institution will provide all necessary supports to enable all enrolled students to complete their programs at the host institution within the anticipated one year period.

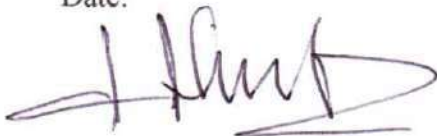
For Nommensen HKBP University,



Dr. Ir. SabamMalau

Rector

Date:

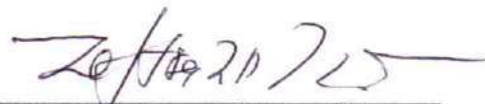


Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs

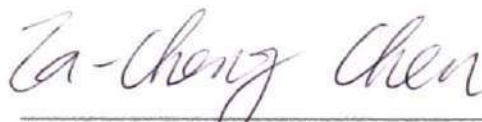
For Asia University



Prof. Jeffrey J. P. Tsai

President

Date:



Prof. Ta-Cheng Chen

Vice President &

Dean of Academic Affairs



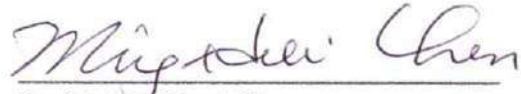
Rev. Dr. Pintor M. Sitanggang
Secretary General
NHU Foundation



Prof. Yinghuei Chen
Dean,
College of Humanities and Social Sciences



Prof. Dr. Pasaman Silaban, MSBA
Director
Postgraduate School



Prof. Ming-Huei Chen
Dean
College of Management



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University (Indonesia)
and
Shih Chien University (Taiwan)**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and Shih Chien University (USC), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University

Shih Chien University



Dr. Ir. Sabam Malau

Rector

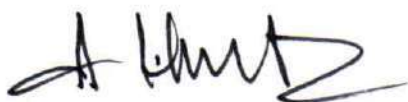
Date:



Michael J. K. Chen, Ed. D.

President

Date:



Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs



Dr. Tony Sowang KUO

Dean

International Affairs Office



Rev. Dr. Pintor M. Sitanggang
Secretary General
NHU Foundation



Dr. Bao-Lin HWU
Secretary General
President Office



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University (Indonesia)
and
Shih Chien University (Taiwan)**



Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and Shih Chien University (USC), NHU and USC hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

Each institution may send and accept under this program not more than the equivalency of **two (2) students each semester**. The institutions undertake to balance the numbers of students from each institution over the term of the Agreement. With the agreement of the host institution the number of student exchanges in a particular year may be adjusted where it is necessary to “balance” the numbers of exchange students.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students.

Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University

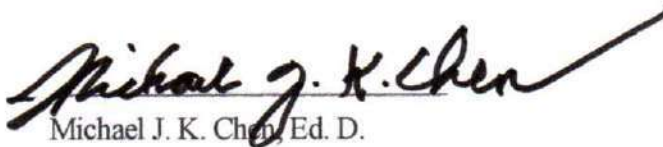


Dr. Ir. Sabam Malau

Rector

Date:

Shih Chien University



Michael J. K. Chen, Ed. D.

President

Date:



Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs



Dr. Tony Sowang KUO

Dean

International Affairs Office



Rev. Dr. Pintor M. Sitanggang

Secretary General

NHU Foundation



Dr. Bao-Lin HWU

Secretary General

President Office



Memorandum of Agreement on Faculty Exchange Between



Nommensen HKBP University and National Changhua University of Education

In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and National Changhua University of Education (NCUE), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:
 - a. Institutional interest areas of research excellence and instructional specialties,

- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University

National Changhua University of Education



Dr. Ir. Sabam Malau

Dr. Yen-Kuang Kuo

Rector

President

Date:

Date: May 23, 2017



**Memorandum of Agreement
on Student Exchange
Between**



Nommensen HKBP University and National Changhua University of Education

Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and National Changhua University of Education (NCUE), NHU and NCUE hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University

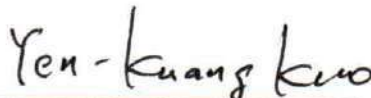


Dr. Ir. Sabam Malau

Rector

Date:

National Changhua University of Education



Dr. Yen-Kuang Kuo

President

Date: May 23, 2017

Memorandum on Student Exchange
Between
Nommensen HKBP University
and
Advanced Institute of Manufacturing with High-Tech Innovations (AIM-HI)
NATIONAL CHUNG CHENG UNIVERSITY

Based on the Memorandum of Understanding between Advanced Institute of Manufacturing with High-Tech Innovations (AIM-HI), National Chung Cheng University and Nommensen HKBP University (NHU) concluded on August 1, 2016, AIM-HI and NHU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Date:

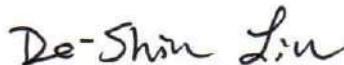
February 13, 2017

Nommensen HKBP University



Dr. Ir. Sabam Malau
Rector

Advanced Institute of Manufacturing with
High-Tech Innovations (AIM-HI),
NATIONAL CHUNG CHENG UNIVERSITY



Dr. Prof. De-Shin Liu
Director

Witness

Dr. Richard Napitupulu, M.T
Dean
Faculty of Engineering
Nommensen HKBP University
Date:



Prof. Shyh-Leh Chen
Deputy Director
AIM-HI
National Chung Cheng University
Date:

Memorandum of Agreement on Faculty Exchange
Between
Nommensen HKBP University
and
Advanced Institute of Manufacturing with High-Tech Innovations (AIM-HI)
NATIONAL CHUNG CHENG UNIVERSITY

In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and Advanced Institute of Manufacturing with High-Tech Innovations (AIM-HI), National Chung Cheng University, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.

3. The home institution shall review the applications on the basis of the following criteria:
 - a. Institutional interest areas of research excellence and instructional specialties,
 - b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
 - c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country. Exchange faculty is required to have health insurance valid in the host country.
5. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

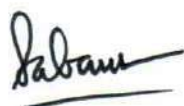
E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



Dr. Ir. Sabam Malau
Rector

Date: February 13, 2017

Advanced Institute of Manufacturing with
High-Tech Innovations (AIM-HI),
NATIONAL CHUNG CHENG UNIVERSITY



Dr. Prof. De-Shin Liu
Director

Date: February 16, 2017

Witness



Dr. Richard Napitupulu, M.T
Dean
Faculty of Engineering
Nommensen HKBP University
Date:



Prof. Shyh-Leh Chen
Deputy Director
AIM-HI
National Chung Cheng University
Date:



MEMORANDUM OF AGREEMENT (MoA)

between

Battambang Institute of Technology (BIT)

and

Nommensen HKBP University

about

The Exchange and Academic Collaboration Programs

KNOWN ALL MEN BY THESE PRESENTS:

This agreement entered into and executed this Monday of November 21, 2016 at Malang by and between:

Battambang Institute of Technology (BIT), Cambodia, which is located at Address: Rumchek 4 Village, Rattanak Commune, Battambang District, Battambang Province, Kingdom of Cambodia, hereinafter referred to as BIT, and represented in this MoA by its Director, Mr. Ouk Davandy.

and

Nommensen HKBP University (NHU), which is located at Jln. Sutomo No. 4A, Medan, Sumatera Utara, 20234, and represented in instrument by its Rector, Dr. Ir. Sabam Malau.

WITNESSETH

RECOGNIZING that academic co-operation among institutions, either through similar or complementary activities would bring about mutual understanding and unity in purpose.

REALIZING that sharing expertise, resources and facilities would reinforce mutually beneficial problems.

WHEREAS, BIT and NHU have the mandate to support the human resources development program especially in the **exchange and academic collaboration programs**.

NOW, THEREFORE, BIT and NHU, in consequence of the above premises hereto agree to jointly develop and implement **the exchange and academic collaboration programs**, as they have agreed on the following:

Article 1

General Stipulation

In this Memorandum of Agreement, the partnership between BIT and NHU defines as cooperation in term of education development.

Article 2

Objectives

This Memorandum of Agreement is expected to improve institutional relationship between the two parties to be able to mutually contribute in the human resource development and the quality improvement of institution to fullfill the international education standards.

Article 3

Scope

1. Lecturer exchange to gain new academic atmosphere, and to share experiences;
2. and knowledge in relation with the improvement of teaching and learning process;
3. Workshop on curriculum development and its implementation to fulfill the international standard;
4. Education development and trainings for instructors or lecturers will be based on training need analysis;
5. Student exchange;
6. Co-conducting Bachelor Dual Degree Program with model 3+1 (three years in original institution and one year at partner's institution based on curriculum mapping).

Article 4

Implementation

1. The implementation of this agreement would be specifically and further defined by both parties.
2. The implementation of this agreement can be discussed by two parties in Indonesia or in Cambodia.

Article 5

Funding

1. NHU will be responsible for the preparation of program in Indonesia.
2. BIT will be responsible for the funding of air ticket, other travel expenses and the allowance of/for BIT participants.

3. NHU will provide facilities which are relevant with the request of management of *BIT* based on its ability.
4. All equipment for e-Learning program will provide by hosting institution.

Article 6

Terms

1. This Memorandum of Agreement shall be valid for 3 (three) years, and taking effect from the date the agreement signed by both parties. The agreement might be automatically extended, changed, or canceled at any time, agreed and approved by involve both parties upon in writing.
2. This Memorandum of Agreement shall be terminated if there any clause or term of it that is in contradiction with the Cambodian and Indonesia regulation.

Article 7

Problem Solving

Should there be any conflict regarding this agreement occurred between the two parties, discussion and deliberation would be chose to solve the conflict.

Article 8

Others

1. The commitment made between the two parties in this agreement is subject to the capability of each party while obeying the agreed rules and regulations.
2. Other related matters that has not been arranged, would be further discussed by both parties.

Article 9

Closing

IN WITNESS WHEREOF, the parties aforementioned have set their hands on the date and place first above mentioned. This document is made in 2 (two) master copies with equal legal force.

Malang, Indonesia
November 21, 2016

For BIT



Mr. Ouk Davandy
Director



Mr. Ith Vuthy, MSc. MA.
Deputy Director for Program
SEAMEO SEAMOLEC



For NHU



Dr. Ir. Sabam Malau
Rector

Witnessed By



Dr. Mula Sigiros, M.Si, Ph.D
Director
International Affairs



MEMORANDUM OF AGREEMENT (MoA)

between

Regional Polytechnic Institute Techo Sen Takeo (RPITST)

and

Nommensen HKBP University

about

The Exchange and Academic Collaboration Programs

KNOWN ALL MEN BY THESE PRESENTS:

This agreement entered into and executed this Tuesday of November 21, 2016 at Malang by and between:

Regional Polytechnic Institute Techo Sen Takeo, principal office at Phumi III, Rokakhnong Commune Daunkeo Town, Takeo Province, Cambodia, hereinafter referred to as **Regional Polytechnic Institute Techo Sen Takeo** and represented in this instrument by its Deputy Director, Mr. Thou Sopheap.

and

Nommensen HKBP University Indonesia, which is located at Jln. Sutomo No. 4A, Medan, Sumatera Utara, 20234, here in after reffered to NHU and represented in instrument by its Rector, Dr. Ir. Sabam Malau.

WITNESSETH

RECOGNIZING that academic co-operation among institutions, either through similar or complementary activities would bring about mutual understanding and unity in purpose.

REALIZING that sharing expertise, resources and facilities would reinforce mutually beneficial problems.

WHEREAS, RPITST and NHU have the mandate to support the human resources development program especially in the **exchange and academic collaboration programs**.

NOW, THEREFORE, RPITST and NHU, in consequence of the above premises hereto agree to jointly develop and implement **The exchange and academic collaboration programs**, as they have agreed on the following:

Article 1

General Stipulation

In this Memorandum of Agreement, the partnership between RPITST NHU defines as cooperation in term of education development.

Article 2

Objectives

This Memorandum of Agreement is expected to improve institutional relationship between the two parties to be able to mutually contribute in the human resource development and the quality improvement of institution to fulfill the international education standards.

Article 3

Scope

1. Lecturer exchange to gain new academic atmosphere, and to share experiences;
2. and knowledge in relation with the improvement of teaching and learning process;
3. Workshop on curriculum development and its implementation to fulfill the international standard;
4. Education development and trainings for instructors or lecturers will be based on training need analysis;
5. Student exchange;
6. Co-conducting Bachelor Dual Degree Program with model 3+1 (three years in original institution and one year at partner's institution based on curriculum mapping).

Article 4

Implementation

1. The implementation of this agreement would be specifically and further defined by both parties.
2. The implementation of this agreement can be discussed by two parties in Indonesia or in Cambodia.

Article 5

Funding

1. **NHU** will be responsible for the preparation of program in Indonesia.
2. **RPITST** will be responsible for the funding of air ticket, other travel expenses and the allowance of/for RPITST participants.

3. **NHU** will provide facilities which are relevant with the request of management of **RPITST** based on its ability.
4. All equipment for e-Learning program will provide by hosting institution.

Article 6

Terms

1. This Memorandum of Agreement shall be valid for 3 (three) years, and taking effect from the date the agreement signed by both parties. The agreement might be automatically extended, changed, or canceled at any time, agreed and approved by involve both parties upon in writing.
2. This Memorandum of Agreement shall be terminated if there any clause or term of it that is in contradiction with the Cambodian and Indonesia regulation.

Article 7

Problem Solving

Should there be any conflict regarding this agreement occurred between the two parties, discussion and deliberation would be chose to solve the conflict.

Article 8

Others

1. The commitment made between the two parties in this agreement is subject to the capability of each party while obeying the agreed rules and regulations.
2. Other related matters that has not been arranged, would be further discussed by both parties.

Article 9

Closing

IN WITNESS WHEREOF, the parties aforementioned have set their hands on the date and place first above mentioned. This document is made in 2 (two) master copies with equal legal force.

Malang, Indonesia
November 21, 2016


For RPITST



Mr. Thou Sopheap
Deputy Director



For NHU



Dr. Ir. Sabam Malau
Rector

Witnessed By



Mr. Ith Vuthy, MSc. MA.
Deputy Director for Program
SEAMEO SEAMOLEC



Dr. Mula Sigiro, M.Si, Ph.D
Director
International Affairs



MEMORANDUM OF AGREEMENT (MoA)

between

Industrial Technical Institute (ITI)

and

Nommensen HKBP University (NHU)

about

The Exchange and Academic Collaboration Programs

KNOWN ALL MEN BY THESE PRESENTS:

This agreement entered into and executed this Monday of November 21, 2016 at Malang by and between:

Industrial Technical Institute (ITI), Cambodia, which is located at Address: Russian Federation Blvd, Sangkat Toek Thla, Khan Sensok, Phnom Penh, Cambodia, hereinafter referred to as ITI, and represented in this MoA by its Director Mr. Moan Sam Oeurn.

and

Nommensen HKBP University (NHU), which is located at Jln. Sutomo No. 4A, Medan, Sumatera Utara, 20234, and represented in instrument by Rector, Dr. Ir. Sabam Malau.

WITNESSETH

RECOGNIZING that academic co-operation among institutions, either through similar or complementary activities would bring about mutual understanding and unity in purpose.

REALIZING that sharing expertise, resources and facilities would reinforce mutually beneficial problems.

WHEREAS, ITI and NHU have the mandate to support the human resources development program especially in the **exchange and academic collaboration programs**.

NOW, THEREFORE, ITI and NHU, in consequence of the above premises hereto agree to jointly develop and implement the **exchange and academic collaboration programs**, as they have agreed on the following:

Article 1
General Stipulation

In this Memorandum of Agreement, the partnership between ITI and NHU defines as cooperation in term of education development.

Article 2
Objectives

This Memorandum of Agreement is expected to improve institutional relationship between the two parties to be able to mutually contribute in the human resource development and the quality improvement of institution to fullfill the international education standards.

Article 3
Scope

1. Lecturer exchange to gain new academic atmosphere, and to share experiences;
2. and knowledge in relation with the improvement of teaching and learning process;
3. Workshop on curriculum development and its implementation to fulfill the international standard;
4. Education development and trainings for instructors or lecturers will be based on training need analysis;
5. Student exchange;
6. Co-conducting Bachelor Dual Degree Program with model 3+1 (three years in original institution and one year at partner's institution based on curriculum mapping).

Article 4
Implementation

1. The implementation of this agreement would be specifically and further defined by both parties.
2. The implementation of this agreement can be discussed by two parties in Indonesia or in Cambodia.

Article 5
Funding

1. NHU will be responsible for the preparation of program in Indonesia.
2. ITI will be responsible for the funding of air ticket, other travel expenses and the allowance of/for ITI participants.
3. NHU will provide facilities which are relevant with the request of management of *ITI* based on its ability.
4. All equipment for e-Learning program will provide by hosting institution.

Article 6

Terms

1. This Memorandum of Agreement shall be valid for 3 (three) years, and taking effect from the date the agreement signed by both parties. The agreement might be automatically extended, changed, or canceled at any time, agreed and approved by involve both parties upon in writing.
2. This Memorandum of Agreement shall be terminated if there any clause or term of it that is in contradiction with the Cambodian and Indonesia regulation.

Article 7

Problem Solving

Should there be any conflict regarding this agreement occurred between the two parties, discussion and deliberation would be chose to solve the conflict.

Article 8

Others

1. The commitment made between the two parties in this agreement is subject to the capability of each party while obeying the agreed rules and regulations.
2. Other related matters that has not been arranged, would be further discussed by both parties.


Article 9

Closing


IN WITNESS WHEREOF, the parties aforementioned have set their hands on the date and place first above mentioned. This document is made in 2 (two) master copies with equal legal force.

Malang, Indonesia
November 21, 2016


For ITI
Mr. Moan Sam Oeurn
Director


For NHU
Dr. Ir. Sabam Malau
Rector

Witnessed By


Mr. Ith Vuthy, MSc. MA.
Deputy Director for Program
SEAMEO SEAMOLEC


Dr. Mula Sigiyo, M.Si, Ph.D
Director
International Affairs



MEMORANDUM OF AGREEMENT (MoA)

between

**REGIONAL POLYTECHNIC INSTITUTE TECHNO SEN BATTAMBANG
(RPITSB)**

and

Nommensen HKBP University

about

The Exchange and Academic Collaboration Programs

KNOWN ALL MEN BY THESE PRESENTS:

This agreement entered into and executed this Monday of November 21, 2016 at Malang, Indonesia by and between:

Regional Polytechnic Institute Techno Sen Battambang (RPITSB), Cambodia, which is located at Address: at Prekmorhatep Village, Svay Por Commune, Battambang District, Battambang Province, Cambodia, hereinafter referred to as RPITSB, and represented in this MoA by its Director, Mrs. DOUNG VANDETH

and

Nommensen HKBP University (NHU), which is located at Jln. Sutomo No. 4A, Medan, Sumatera Utara, 20234, and represented in instrument by its Rector, Dr. Ir. Sabam Malau.

WITNESSETH

RECOGNIZING that academic co-operation among institutions, either through similar or complementary activities would bring about mutual understanding and unity in purpose.

REALIZING that sharing expertise, resources and facilities would reinforce mutually beneficial problems.

WHEREAS, RPITSB and NHU have the mandate to support the human resources development program especially in the **exchange and academic collaboration programs**.

NOW, THEREFORE, RPITSB and NHU, in consequence of the above premises hereto agree to jointly develop and implement the **exchange and academic collaboration programs**, as they have agreed on the following:

Article 1

General Stipulation

In this Memorandum of Agreement, the partnership between RPITSB and NHU defines as cooperation in term of education development.

Article 2

Objectives

This Memorandum of Agreement is expected to improve institutional relationship between the two parties to be able to mutually contribute in the human resource development and the quality improvement of institution to fulfill the international education standards.

Article 3

Scope

1. Lecturer exchange to gain new academic atmosphere, and to share experiences;
2. and knowledge in relation with the improvement of teaching and learning process;
3. Workshop on curriculum development and its implementation to fulfill the international standard;
4. Education development and trainings for instructors or lecturers will be based on training need analysis;
5. Student exchange;
6. Co-conducting Bachelor Dual Degree Program with model 3+1 (three years in original institution and one year at partner's institution based on curriculum mapping).

Article 4

Implementation

1. The implementation of this agreement would be specifically and further defined by both parties.
2. The implementation of this agreement can be discussed by two parties in Indonesia or in Cambodia.

Article 5

Funding

1. NHU will be responsible for the preparation of program in Indonesia.
2. RPITSB will be responsible for the funding of air ticket, other travel expenses and the allowance of/for RPITSB participants.
3. NHU will provide facilities which are relevant with the request of management of **RPITSB** based on its ability.

4. All equipment for e-Learning program will provide by hosting institution.

Article 6

Terms

1. This Memorandum of Agreement shall be valid for 3 (three) years, and taking effect from the date the agreement signed by both parties. The agreement might be automatically extended, changed, or canceled at any time, agreed and approved by involve both parties upon in writing.
2. This Memorandum of Agreement shall be terminated if there any clause or term of it that is in contradiction with the Cambodian and Indonesia regulation.

Article 7

Problem Solving

Should there be any conflict regarding this agreement occurred between the two parties, discussion and deliberation would be chose to solve the conflict.

Article 8

Others

1. The commitment made between the two parties in this agreement is subject to the capability of each party while obeying the agreed rules and regulations.
2. Other related matters that has not been arranged, would be further discussed by both parties.

Article 9


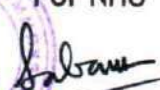
Closing

IN WITNESS WHEREOF, the parties aforementioned have set their hands on the date and place first above mentioned. This document is made in 2 (two) master copies with equal legal force.


Malang, Indonesia
November 21, 2016



For RPITSB

Mrs. DOUNG VANDETH
Director


For NHU

Dr. Ir. Sabam Malau
Rector

Witnessed By


Mr. Ith Vuthy, MSc. MA.
Deputy Director for Program
SEAMEO SEAMOLEC


Dr. Mula Sigiros, M.Si, Ph.D
Director
International Affairs



**Memorandum of Agreement
on Student Exchange
Between**



Nommensen HKBP University and Chang Jung Christian University

Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and Chang Jung Christian University (CJCU), NHU and CJCU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

Each institution will accept up to 3 undergraduate/graduate students each year for a period of up to two semesters each.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

Housing

The host university shall provide as much support as possible so that exchange students can find

affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

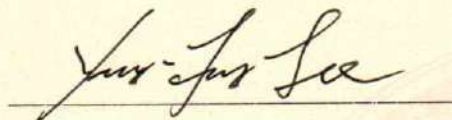
The host university shall provide documents to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Chang Jung Christian University

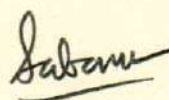
Nommensen HKBP University



Dr. Yung-Lung Lee

President

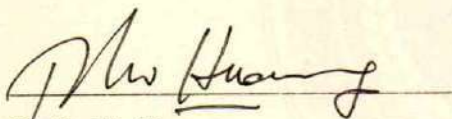
Date:



Dr. Ir. Sabam Malau

Rector

Date: 16 June, 2017

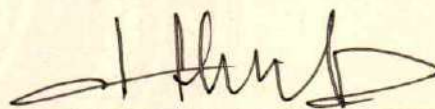


Dr. Po-Ho Huang

Vice President

Dean, Office of International Affairs

Date:



Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs

Date:



**Memorandum of Agreement
on Faculty Exchange
Between**



Nommensen HKBP University and Chang Jung Christian University

In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and Chang Jung Christian University (CJCU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:
 - a. Institutional interest areas of research excellence and instructional specialties,

- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid, meal, accommodation and other expenses in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

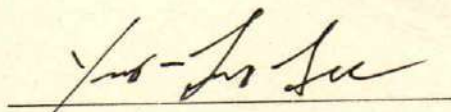
Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for five years from the date of signing.

Chang Jung Christian University

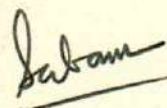
Nommensen HKBP University



Dr. Yung-Lung Lee

President

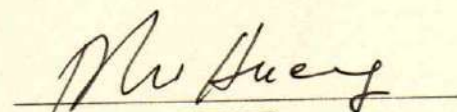
Date:



Dr. Ir. Sabam Malau

Rector

Date: 16 June, 2017

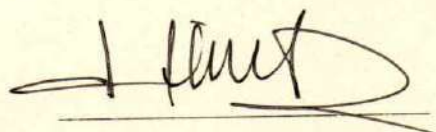


Dr. Po-Ho Huang

Vice President

Dean, Office of International Affairs

Date:



Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs

Date:



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University
and
Hungkuang University**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and Hungkuang University (HKU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date:

Hungkuang University



Dr. Yueh Guey Huang

President

Date: May 25, '17

Witness



Dr. Ricard Napitupulu, M.T

Dean

Faculty of Engineering



Dr. Chi-Hu Tien

Dean

Office of International Affairs



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University
and
Hungkuang University**



Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and Hungkuang University (HKU), NHU and HKU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date: 20 June, 2017

Hungkuang University



Dr. Yueh-Guey Huang

President

Date:

Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs



Dr. Chi-Hu Tien

Dean

Office of International Affairs



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University
and
National Yang-Ming University**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and National Yang-Ming University (NYMU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is required to have health insurance valid in the host country.
5. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years from the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University

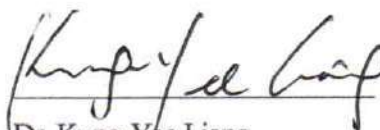


Dr. Ir. Sabam Malau

Rector

Date: May. 25, 2017

National Yang-Ming University



Dr. Kung-Yee Liang

President

Date: May. 25, 2017

Witness



Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs



Dr. Shun Hua Wei

Dean of International Affairs

Office of International Affairs



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University
and
National Yang-Ming University**



Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and National Yang-Ming University (NYMU), NHU and NYMU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University

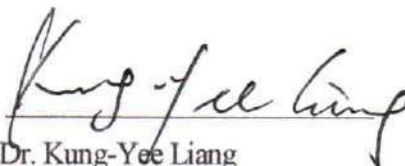


Dr. Ir. Sabam Malau

Rector

Date: May. 25, 2017

National Yang-Ming University



Dr. Kung-Yee Liang

President

Date: May. 25, 2017

Witness



Dr. Hilman Pardede, M.Pd

Vice Rector

Development and Partnership Affairs



Dr. Shun Hua Wei

Dean of International Affairs

Office of International Affairs



Dual Master Degree Program Agreement
between
Nommensen HKBP University
and
Feng Chia University



Nommensen HKBP University (henceforth NHU), Indonesia, and Feng Chia University (henceforth FCU), Taiwan agree to establish a dual master degree program with the purpose of promoting educational exchange and cooperation between the two institutions. NHU and FCU hereby sign this agreement to regulate the program for master students of the two institutions to pursue their studies at the host institution and earn two degrees; one from their home university and one from the host institution.

According to this agreement, master students from NHU will be admitted to FCU in the relevant disciplines to continue their studies after completing the required study length at NHU. A master degree will be awarded by NHU and FCU, respectively, to the students who fulfill the academic requirements of both institutions. The same arrangements will be made for students from FCU to study at NHU.

Regulations and conditions for this program are as follows:

- I. A master student must first complete two academic semesters as a full-time student at the home institution before being permitted to study at the host institution.
- II. The program starts effective the first semester after the presidents or designated senior university officers of both institutions execute this agreement.
- III. The two institutions may construct special programs, respectively, to designate total credit hours and course requirements necessary to satisfy the completion of a master degree in any specific major.
- IV. NHU and FCU will pass their application's data and application material to the host institution before April 30 every year in order for the host institution to handle necessary admission procedures.
- V. The home institution will in each case be responsible for selecting students for exchange under the scheme and will forward all required documentation to the host institution to comply with their application procedures.
- VI. Students chosen by the home university shall normally be accepted by the host university, but each institution reserves the right to decline to admit any student.

- VII. Each university will inform the other of any Departments that may have restricted access.
- VIII. Each university will endeavor to ensure that outgoing students are suitably preparing for their overseas experience in academic matters and appropriate matters of health, language, local custom, etc.
- IX. The host university will in each case assist incoming students in arranging suitable accommodation as far as this is possible.
- X. As in the table listing below is the participating departments from each university, a separate specific agreement will be signed by the participating department Heads as well as the participating college Deans.

No	NHU	FCU
1	Department of English Education Postgraduate School	Department of Foreign Languages and Literature College of Humanities & Social Science
2	Department of Management Postgraduate School	Department of International Business Department of Economics College of Business

- XI. The credit hours of the admitted student earned from his/her home university may be transferred to the host institution according to the regulations of the host institution.
- XII. If an admitted student, due to any reason, cannot complete the academic requirement within the allotted time at the host institution, this student may return to his/her home university to continue and complete the graduate study. The credit hours earned from the host institution may be transferred back to the student's home university according to the regulations of the home university.
- XIII. All related laws and university regulations of the host institution apply to the admitted student while they are studying at the host institution.
- XIV. Any admitted master student will be charged tuition fees by the host institution each year for the one years and is him/herself responsible for the following expenditures:
- Accommodation, meal, and travel expenses
 - Courses fees, such as field work costs, for which a home student would also be liable

- Travel and medical insurance and medical expenses
- Textbooks and personal expenses
- Passport and visa cost
- All other debts incurred during the course of the study period

XV. The host university will arrange for incoming students to receive the necessary documentation to obtain a student visa, once the students have been accepted and have provided the host university with documentation confirming that they have the required financial support.

XVI. NHU and FCU students must have the accident and sickness insurance plans.

XVII. Any item stated in this agreement may be modified upon agreement of the two institutions.

XVIII. To terminate this program, either institution should inform the host party six months prior to the planned termination date. In that event, the home institution will provide all necessary support to enable all enrolled students to complete their programs at the host institution within the anticipated one year period.

For Nommensen HKBP University,



Dr. Ir. Sabam Malau
Rector
Date:

For Feng Chia University



Dr. Bing-Jean Lee
President
Date:



Dr. Hilman Pardede, M.Pd
Vice Rector
Development and Partnership Affairs



Dr. Chuang-Chien Chiu
Vice President



Undergraduate Dual Degree Program Agreement
between
Nommensen HKBP University (Indonesia)
and
Shih Chien University (Taiwan)



Nommensen HKBP University (henceforth NHU), Indonesia, and Shih Chien University (henceforth USC), Taiwan agree to establish an undergraduate dual degree program with the purpose of promoting educational exchange and cooperation between the two institutions. NHU and USC hereby sign this agreement to regulate the program for undergraduate students of the two institutions to pursue their studies at the host institution and earn two degrees; one from their home university and one from the host institution.

According to this agreement, undergraduate students from NHU will be admitted to USC in the relevant disciplines to continue their studies after completing the required study length at NHU. A baccalaureate will be awarded by NHU and USC, respectively, to the students who fulfill the academic requirements of both institutions. The same arrangements will be made for students from USC to study at NHU.

Regulations and conditions for this program are as follows:

- I. An undergraduate student must first complete four academic semesters as a full-time student at the home institution before being permitted to study at the host institution.
- II. The program starts effective the first semester after the presidents or designated senior university officers of both institutions execute this agreement.
- III. The two institutions may construct special programs, respectively, to designate total credit hours and course requirements necessary to satisfy the completion of a baccalaureate in any specific major.
- IV. NHU and USC will pass their application's data and application material to the host institution before April 15 or November 15 every year in order for the host institution to handle necessary admission procedures.
- V. The home institution will in each case be responsible for selecting students for exchange under the scheme and will forward all required documentation to the host institution to comply with their application procedures.
- VI. Students chosen by the home university shall normally be accepted by the host university, but each institution reserves the right to decline to admit any student.

- VII. Each university will inform the other of any Departments that may have restricted access.
- VIII. Each university will endeavor to ensure that outgoing students are suitably preparing for their overseas experience in academic matters and appropriate matters of health, language, local custom, etc.
- IX. The host university will in each case assist incoming students in arranging suitable accommodation as far as this is possible.
- X. As in the table listing below is the participating departments from each university, a separate specific agreement will be signed by the participating department Heads as well as the participating college Deans.

No	NHU	USC
1	Department of Accountancy Department of Management	English-taught Program in International Business (Bachelor)
	Faculty of Economics	College of Management (Taipei Campus)
2	Department of English Education Faculty of Teacher Training and Education	Department of Applied Foreign Languages
		College of Management (Taipei Campus)
3	Department of English Literature Faculty of Languages and Arts	

- XI. Each participating department as well as the participating collegemay construct a 3+1 program (three years in home university and one year in Host University). In order to award a double degree, USC will require that NHU students take a minimum of 43 credits at USC, and NHU will require that USC students take a minimum of 44 credits at NHU with one year (two semesters).
- XII. The credit hours of the admitted student earned from his/her home university may be transferred to the host institution according to the regulations of the host institution.
- XIII. Ifan admitted student, due to any reason, cannot complete the academic requirement within the allotted time at the host institution, this student may return to his/her home university to continue and complete the undergraduate study. The credit hours earned from the host institution may be transferred back to the student's home university according to the regulations of the home university.

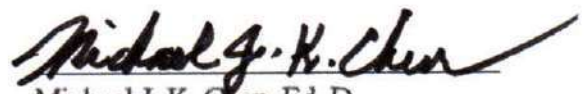
- XIV. All related laws and university regulations of the host institution apply to the admitted student while they are studying at the host institution.
- XV. Tuition fees for the **best 1 (one) student** sent and nominated by home university to host university are waived. The remaining students sent by home university to host university are responsible to pay the full published host university tuition fee for international students. Any increases to this charge will be based on annual review.
- XVI. Except the **best 1 (one) tuition-waived student**, any other admitted undergraduate student will be charged tuition fees by the host institution each year but is him/herself responsible for the following expenditures:
- Accommodation, meal and travel expense
 - Courses fees, such as field work costs, for which a home student would also be liable
 - Travel and medical insurance and medical expenses not covered by insurance
 - Textbooks and personal expenses
 - Passport and visa cost
 - All other debts incurred during the course of the study period
- XVII. The host university will arrange for incoming students to receive the necessary documentation to obtain a student visa, once the students have been accepted and have provided the host university with documentation confirming that they have the required financial support.
- XVIII. NHU and USC students must be covered by accident and sickness insurance plans.
- XIX. Any item stated in this agreement may be modified upon agreement of the two institutions.
- XX. To terminate this program, either institution should inform the host party six months prior to the planned termination date. In that event, the home institution will provide all necessary support to enable all enrolled students to complete their programs at the host institution within the anticipated one or two year period.

For Nommensen HKBP University,



Dr. Ir. SabamMalau
Rector
Date:

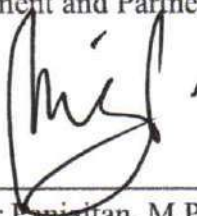
For Shih Chien University



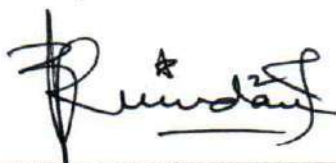
Michael J. K. Chen, Ed. D.
President
Date:



Dr. Hilman Pardede, M.Pd
Vice Rector
Development and Partnership Affairs



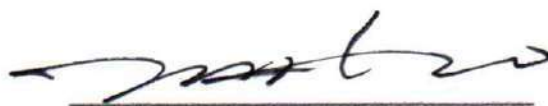
Dr. Binur Panjaitan, M.Pd
Dean
Faculty of Teacher Training and Education



Dra. Rotua Pangaribuan, M.Hum
Dean
Faculty of Languages and Arts



Drs. Jusmer Sihotang, M.Si
Dean
Faculty of Economics



Dr. Tony Sowang KUO
Dean
Office of International Affairs



Dr. Chiang-Ku Fan
Dean
College of Management



Undergraduate Dual Degree Program Agreement

between

Nommensen HKBP University

and

Feng Chia University



Nommensen HKBP University (henceforth NHU), Indonesia, and Feng Chia University (henceforth FCU), Taiwan agree to establish an undergraduate dual degree program with the purpose of promoting educational exchange and cooperation between the two institutions. NHU and FCU hereby sign this agreement to regulate the program for undergraduate students of the two institutions to pursue their studies at the host institution and earn two degrees; one from their home university and one from the host institution.

According to this agreement, undergraduate students from NHU will be admitted to FCU in the relevant disciplines to continue their studies after completing the required study length at NHU. A baccalaureate will be awarded by NHU and FCU, respectively, to the students who fulfill the academic requirements of both institutions. The same arrangements will be made for students from FCU to study at NHU.

Regulations and conditions for this program are as follows:

- I. An undergraduate student must first complete four academic semesters as a full-time student at the home institution before being permitted to study at the host institution.
- II. The program starts effective the first semester after the presidents or designated senior university officers of both institutions execute this agreement.
- III. The two institutions may construct special programs, respectively, to designate total credit hours and course requirements necessary to satisfy the completion of a baccalaureate in any specific major.
- IV. NHU and FCU will pass their application's data and application material to the host institution before April 30 every year in order for the host institution to handle necessary admission procedures.
- V. The home institution will in each case be responsible for selecting students for exchange under the scheme and will forward all required documentation to the host institution to comply with their application procedures.
- VI. Students chosen by the home university shall normally be accepted by the host university, but each institution reserves the right to decline to admit any student.

- VII. Each university will inform the other of any Departments that may have restricted access.
- VIII. Each university will endeavor to ensure that outgoing students are suitably preparing for their overseas experience in academic matters and appropriate matters of health, language, local custom, etc.
- IX. The host university will in each case assist incoming students in arrangementsuitable accommodation as far as this is possible.
- X. As in the table listing below is the participating departments from each university, a separate specific agreement will be signed by the participating department Heads as well as the participating college Deans.

No	NHU	FCU
1	Department of English Education Faculty of Teacher Training and Education	Department of Foreign Languages and Literature College of Humanities & Social Science
2	Department of English Literature Faculty of Languages and Arts	Department of Foreign Languages and Literature College of Humanities & Social Science
3	Department of Accountancy Department of Management Faculty of Economics	Department of Marketing Department of International Business College of Management
4	Department of Business Administration Faculty of Social and Political Sciences	Department of Marketing Department of International Business College of Management
5	Department of Mechanical Engineering Faculty of Engineering	Department of Mechanical and Computer-Aided Engineering College of Engineering

- XI. Each participating department as well as the participating collegemay construct a 3+1 program (three years in home university and one year in host university), 2.5 + 1.5 program (two and half years in home university and one and half years in host

university), or 2 + 2 program (two years in home university and two year in host university).

- XII. The credit hours of the admitted student earned from his/her home university may be transferred to the host institution according to the regulations of the host institution.
- XIII. If an admitted student, due to any reason, cannot complete the academic requirement within the allotted time at the host institution, this student may return to his/her home university to continue and complete the undergraduate study. The credit hours earned from the host institution may be transferred back to the student's home university according to the regulations of the home university.
- XIV. All related laws and university regulations of the host institution apply to the admitted student while they are studying at the host institution.
- XV. Any admitted undergraduate student will be charged tuition fees by the host institution each year and is him/herself responsible for the following expenditures:
 - Accommodation, meal, and travel expenses
 - Courses fees, such as field work costs, for which a home student would also be liable
 - Travel and medical insurance and medical expenses
 - Textbooks and personal expenses
 - Passport and visa cost
 - All other debts incurred during the course of the study period
- XVI. The host university will arrange for incoming students to receive the necessary documentation to obtain a student visa, once the students have been accepted and have provided the host university with documentation confirming that they have the required financial support.
- XVII. NHU and FCU students must have the accident and sickness insurance plans.
- XVIII. Any item stated in this agreement may be modified upon agreement of the two institutions.
- XIX. To terminate this program, either institution should inform the host party six months prior to the planned termination date. In that event, the home institution will provide all necessary support to enable all enrolled students to complete their programs at the host institution within the anticipated one or two year period.

For Nommensen HKBP University,



Dr. Ir. SabamMalau

Rector

Date:

For Feng Chia University



Dr. Bing-Jean Lee

President

Date:



Dr. HilmanPardede, M.Pd

Vice Rector

Development and Partnership Affairs



Dr. Chuang-Chien Chiu

Vice President



Drs. Jusmer Sihotang, M.Si

Dean

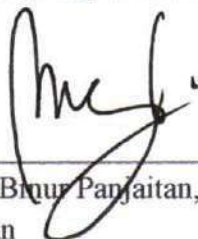
Faculty of Economics



Dr. Kun-Huang Huang

Dean

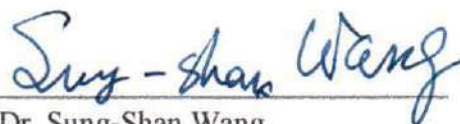
College of Business



Dr. Binur Panjaitan, M.Pd

Dean

Faculty of Teacher Training and Education



Dr. Sung-Shan Wang

Dean

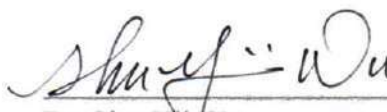
College of Humanities and Social Sciences



Dr. Richard Napitupulu, MT

Dean

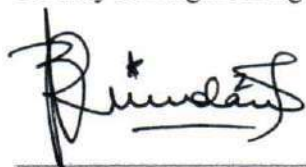
Faculty of Engineering



Dr. Shu-Yi Wu

Dean

College of Engineering



Dra. Rotua Pangaribuan, M.Hum

Dean

Faculty of Languages and Arts



Undergraduate Dual Degree Program Agreement
between
Nommensen HKBP University
and
Asia University



Nommensen HKBP University (hereafter referred to as NHU), Indonesia, and Asia University (hereafter referred to as AU), Taiwan, agree to establish an undergraduate dual degree program with the purpose of promoting educational exchange and cooperation between the two institutions. NHU and AU hereby sign this agreement to regulate the program for undergraduate students of the two institutions to pursue their studies at the host institution and obtain two degrees; one from their home university and one from the host institution.

According to this agreement, undergraduate students from NHU will be admitted to AU in the relevant disciplines/departments to continue their studies after they have completed the required study length at NHU. A baccalaureate will be conferred by NHU and AU, respectively, on the students who have fulfilled the academic requirements of both institutions. The same arrangements shall be made for the students from AU who wish to study at NHU for an undergraduate dual degree.

Regulations and terms and conditions for this program are as follows:

- I. An undergraduate student must first have completed four academic semesters as a full-time student at the home institution before being permitted to study at the host institution.
- II. The program will start to take effect the first semester immediately after the presidents or designated senior university officers of both institutions execute this agreement.
- III. The two institutions agree to design special programs respectively, designating total credit hours and course requirements, necessary to satisfy the completion of a baccalaureate in any specific disciplines/departments.
- IV. NHU and AU will submit their students' application materials and credentials to the host institution before April 30 each year in order for the host institution to handle necessary admission procedures.
- V. The home institution will in each case be responsible for selecting students for exchange under the scheme and will forward all required documentation to the host institution to comply with their application procedures.

- VI. Students selected by the home university shall normally be admitted by the host university, but each institution reserves the right to accept or reject any student.
- VII. Each university will inform the other of their disciplines/departments which have restricted admission policy.
- VIII. Each university will endeavor to ensure that outgoing students are suitably prepared for their overseas experience in academic matters and in matters of health, language, local custom, etc.
- IX. The host university will in each case assist incoming students in arranging suitable accommodation as far as this is possible.
- X. As listed in the table below are the participating departments from each university, a separate specific agreement will be signed by the participating department Heads/Chairs as well as the participating faculty/college Deans.

No	NHU	AU
1	Department of English Education Faculty of Teacher Training and Education	Department of Foreign Languages and Literatures College of Humanities & Social Sciences
2	Department of English Literature Faculty of Languages and Arts	Department of Foreign Languages and Literatures College of Humanities & Social Sciences
3	Department of Accountancy Department of Management Faculty of Economics	Department of Business Administration Department of Accounting and Information Systems Department of Finance College of Management
4	Department of Business Administration Faculty of Social and Political Sciences	Department of Business Administration Department of Accounting and Information Systems Department of Finance College of Management
5	Department of Business Law	Department of Financial and

	Faculty of Law	Economic Law College of Management
6	Department of Electrical Engineering Faculty of Engineering	Department of Computer Science and Information Engineering College of Information and Electrical Engineering
7	Department of Psychology Faculty of Psychology	Department of Psychology College of Medical and Health Science

- XI. Each participating department as well as the participating faculty/college will design a 3+1 program (three years in the home university and one year in the host university), a 2.5 + 1.5 program (two and half years in the home university and one and half years in the host university), or a 2 + 2 program (two years in the home university and two year in the host university).
- XII. The credit hours of the admitted student earned from his/her home university may be transferred to the host institution in accordance with the regulations of the host institution.
- XIII. If an admitted student, due to whatever reason, fails to complete the academic requirement within the allotted time at the host institution, this student may return to his/her home university to continue and complete the undergraduate study. The credit hours earned from the host institution may be transferred back to the student's home university in accordance with the regulations of the home university.
- XIV. All related laws in the host country and university regulations of the host institution will apply to the admitted students while they are studying at the host institution.
- XV. Any admitted student for this dual undergraduate degree program will be charged tuition fees by the host institution during his/her study period, and he/she is also responsible for the following expenditures:
- Accommodation, food and travel expenses
 - Courses fees, such as field work cost, for which a home student would also be liable.
 - Travel and medical insurance and medical expense not covered by insurance
 - Textbooks and personal expenses
 - Passport and visa cost

- All other expenses incurred during the course of the study period

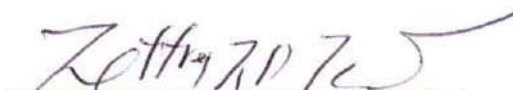
- XVI. The host university will provide necessary documents for the incoming students to obtain a student visa, once the students have been admitted and have provided and have provided the host university with documentation confirming that they have the required financial support.
- XVII. NHU and AU students must be covered by accident and sickness insurance plans.
- XVIII. Any item stated in this agreement may be modified upon agreement of the two institutions.
- XIX. To terminate this program, either institution should inform the other party six months prior to the scheduled termination date. In that event, the home institution will provide all necessary support to enable all enrolled students to complete their programs at the host institution within the anticipated one or two year period.

For Nommensen HKBP University,

For Asia University



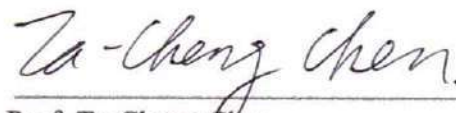
Dr. Ir. Sabam Malau
Rector
Date:



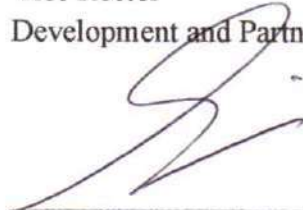
Prof. Jeffrey J.P. Tsai
President
Date:



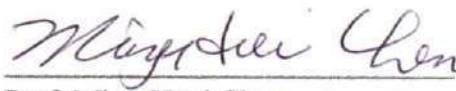
Dr. Hilman Pardede, M.Pd
Vice Rector
Development and Partnership Affairs



Prof. Ta-Cheng Chen
Vice President &
Dean of Academic Affairs



Marthin Simangunsong SH, M.Hum
Dean
Faculty of Law



Prof. Ming-Huei Chen
Dean
College of Management



Drs. Jusmer Sihotang, M.Si
Dean
Faculty of Economics



Prof. Yao-Nan Lien
Dean
College of Information & Electrical
Engineering



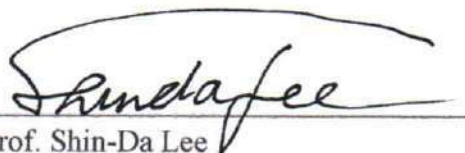
Dr. Binur Panjaitan, M.Pd
Dean
Faculty of Teacher Training and Education



Prof. Yinghuei Chen
Dean
College of Humanities & Social Sciences



Dr. Richard Napitupulu, MT
Dean
Faculty of Engineering



Prof. Shin-Da Lee
Dean
College of Medical and Health Science



Drs. Maringan Panjaitan, M.Si
Dean
Faculty of Social and Political Sciences



Dra. Rotua Pangaribuan, M.Hum
Dean
Faculty of Languages and Arts



Freddy Butarbutar, S.Psi., M.Psi
Dean
Faculty of Psychology



**Memorandum of Agreement
on Student Exchange
Between**



Nommensen HKBP University and Chung Hua University

Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and Chung Hua University (CHU), NHU and CHU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. **Period of Study of Exchange Students**
The period of study of the exchange students shall be a maximum of one (1) year in principle.
2. **Number of Exchange Students**
The number of exchange students shall be agreed by the universities.
3. **Status of Exchange Students**
Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.
4. **Application and Entrance Procedures**
 - (1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.
 - (2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.
5. **Acquisition and Recognition of Credits**
The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.
6. **Tuition Fees, Etc.**
The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.
7. **Housing**
The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date:

Chung Hua University



Professor Victor W. Liu

President

Date:



Dr. Richard Napitupulu, M.Eng

Dean

Faculty of Engineering

Date:

Witness



Dr. Tian-You Chen

Associate Professor

Faculty of Architecture and Urban Planning

Date:



**Memorandum of Agreement
on Faculty Exchange
Between**



Nommensen HKBP University and Chung Hua University

In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Chung Hua University (CHU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:
 - a. Institutional interest areas of research excellence and instructional specialties,

- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University

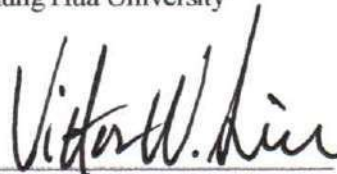


Dr. Ir. Sabam Malau

Rector

Date:

Chung Hua University



Professor Victor W. Liu

President

Date:



Dr. Richard Napitupulu, M.Eng

Dean

Faculty of Engineering

Date:

Witness



Dr. Tian-You Chen

Associate Professor

Faculty of Architecture and Urban Planning



**Memorandum of Agreement
on Student Exchange
Between
Nommensen HKBP University
and
National Kaohsiung Normal University**



Based on the Memorandum of Understanding between Nommensen HKBP University (NHU) and National Kaohsiung Normal University (NKNU), NHU and NKNU hereby enter into the following memorandum for the smooth implementation of student exchange.

1. Period of Study of Exchange Students

The period of study of the exchange students shall be a maximum of one (1) year in principle.

2. Number of Exchange Students

The number of exchange students shall be agreed by the universities.

3. Status of Exchange Students

Exchange students shall retain their degree-seeking status at their home university, but shall be non-degree-seeking students at the host university.

4. Application and Entrance Procedures

(1) The universities shall establish procedures for the acceptance of exchange students, and the selection of exchange students shall be based on academic achievement. Exchange students shall possess language skills and other academic abilities at or above a certain level to handle the programs at the host university. The host university shall have the right not to permit entrance of exchange students who do not meet the host university's entrance requirements.

(2) The home university shall send dossiers and other necessary materials regarding the selected exchange students to the host university by the designated deadline.

5. Acquisition and Recognition of Credits

The host university shall provide information regarding the academic achievement of the exchange students when requested by the home university. The home university may recognize credits for courses taken by exchange students based on the regulations and procedures at their university.

6. Tuition Fees, Etc.

The host university shall waive examination fees, entrance fees, and tuition fees for exchange students. Various other fees shall be borne by exchange students.

7. Housing

The host university shall provide as much support as possible so that exchange students can find affordable, quality housing or dormitory, and the fees shall be borne by exchange students.

8. University Support

The host university shall provide support to exchange students in relation to visa acquisition and various other procedures.

9. Usage of University Facilities

Exchange students shall be given the same privileges of university facility usage as degree-seeking students at the host university.

Nommensen HKBP University

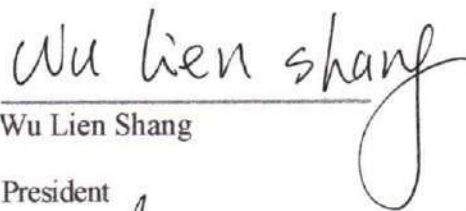


Dr. Ir. Sabam Malau

Rector

Date:

National Kaohsiung Normal University



Wu Lien Shang

President

Date: May 25, 2017



**Memorandum of Agreement
on Faculty Exchange
Between
Nommensen HKBP University
and
National Kaohsiung Normal University**



In order to encourage academic collaboration, to promote teaching excellence, and to advance joint research efforts, Nommensen HKBP University (NHU), Indonesia and National Kaohsiung Normal University (NKNU), Taiwan, agree to pursue faculty exchange subject to the following guidelines:

A. PRINCIPLES

1. Faculty exchange will be on a one-to-one basis insofar as possible.
2. Exchange faculty members will serve as regular full-time faculty members under the direction of duly designated officers of the host institution and are subject to the faculty regulations and workloads of the host institution. In recognition of the fact that the normal teaching load varies between the two institutions, the responsible authorities of the two institutions will develop mutually agreeable workload arrangements in each case before a faculty exchange will be approved.
3. The home institution shall be responsible for paying the salary and benefits of the exchange faculty members. The host institution bears no responsibility for providing funds to visiting exchange faculty for any purpose.
4. Exchange faculty members will continue to enjoy the rights and privileges of their home institutions as if they were in continuous residence at the institution.
5. Except for salary and benefits, visiting exchange faculty shall be accorded the usual faculty privileges by the host institutions.
6. All exchanges must be approved in writing by the appropriate academic department.
7. The international exchange coordinator of each institution is responsible for orientation for departing and incoming faculty and general program administration.

B. DURATION

Faculty exchanges may be for one term or semester or for one academic year, as mutually agreed upon.

C. APPLICATION

1. All faculty exchanges must be approved by the Deans of the two institutions. Faculty exchange applications must be made available to the international exchange coordinator's office of the home institution.
2. Applications for faculty exchange must be in the international exchange coordinator's office two months before the specified date proceeding the intended academic year of the exchange.
3. The home institution shall review the applications on the basis of the following criteria:

- a. Institutional interest areas of research excellence and instructional specialties,
- b. Matching of applicant's qualifications and objectives with conditions and requirements of the host institution,
- c. Availability of position

D. FACULTY OBLIGATIONS

1. Exchange faculty is responsible for providing for their own travel expenses.
2. Exchange faculty is responsible for contracting their own housing accommodations.
3. The host institution coordinator will provide information and possible assistance.
4. Exchange faculty is responsible for an-aging health insurance while in the host country.
5. Exchange faculty is required to have health insurance valid in the host country.
6. Exchange faculty shall report to the host department as well as the host institution's international exchange coordinator upon arrival.

E. ADDITIONAL ARRANGEMENTS

Should exchange faculty desire to exchange use of residences or make any other personal arrangements, such arrangements are the sole responsibility of the individuals involved. The two institutions will bear no responsibility in connection with any such arrangements.

F. REVISION AND/OR TERMINATION

This agreement is subject to revision by mutual consent. It will be in effect for three years form the date of signing. It may, however, be renewed for another three-year period if both parties are agreeable to such an extension. These extensions may be made an unlimited number of times.

Nommensen HKBP University



Dr. Ir. Sabam Malau

Rector

Date:

National Kaohsiung Normal University



Wu Lien Shang

President

Date: May. 85. 2017



National University of Kaohsiung
國立高雄大學

**AGREEMENT FOR COOPERATION BETWEEN
NOMMENSEN HKBP UNIVERSITY
AND
NATIONAL UNIVERSITY OF KAOHSIUNG**

Nommensen HKBP University and National University of Kaohsiung agree on the following program in order to foster the exchange and cooperation in education, research, and other related fields.

1. Based on the principles of respect for each other's independence and of mutual benefit, the two universities will work towards carrying out the following activities:
 - (1) Exchange of students.
 - (2) Exchange of faculty members and staff.
 - (3) Exchange of scientific materials, publications and information.
 - (4) Joint research and research meetings.
 - (5) Relevant cooperation in industrial incubation
2. In order to carry out the above-mentioned activities, detailed work plans are to be developed after consultation between the two universities.
3. This agreement is valid for a period of five years from the date of signing and will be automatically extended each year if no party raises objections, in writing, six months prior to the end of the term.
4. Revisions to this agreement may be made upon the mutual consent of the two universities.
5. This agreement is prepared in English, and the text shall be regarded as official. Two signed copies will be prepared and both parties will keep one.

In witness thereof, the undersigned have signed this agreement on behalf of their respective universities on the date shown with their respective signatures:

**Dr. Ir. Sabam Malau, Rector
Nommensen HKBP University**

**Dr. Shyue-Liang Wang, President
National University of Kaohsiung**

Date: 22 JAN 2018

Date: Jan. 22, 2018.



A General Academic Cooperation Agreement
Between
Nommensen HKBP University (Medan, Republic of Indonesia)
And
National Taichung University of Education (Taichung, Taiwan)

Both universities agree to establish ties of friendship and cooperation for the purposes of promoting mutual understanding and academic/cultural interactions.

Nommensen HKBP University, represented by Rector Dr. Ir. Sabam Malau, and National Taichung University of Education, represented by President Ru-Jer Wang, mutually agree to sign this agreement.

Objectives

Both universities seek to explore opportunities for future collaborations, which may include, but not be limited to the following:

1. The development of collaborative research projects involving our respective faculties.
2. The organization of joint academic and/or scientific activities, such as courses, conferences, seminars, symposia or lectures.
3. The exchange of research and teaching personnel.
4. The exchange of undergraduate and graduate students.
5. The exchange of academic publications and other materials of common interests.

Administration and Implementation

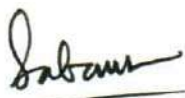
1. This general agreement will be in effect for a period of five (5) years at which time it shall be reviewed for possible extension.
2. Both universities will designate an institutional coordinator to facilitate the development and conduction of the various activities under this agreement, subject to the rules and regulations pertaining to either university.
3. Either university may initiate specific proposals for activities through their institution's coordinators. The parties recognize that any such future obligations or commitments must be agreed upon in writing by authorized representatives of both universities.
4. No financial obligations are assumed under this agreement. Funding for any specific program or activity shall be mutually discussed and agreed upon in writing by both parties prior to its initiation.
5. The selection of students and faculty members participating in the exchange programs and projects will occur through a mutually agreed process between both universities.
6. Supplemental agreements will address such issues as: specific duties and responsibilities, schedules, budgets, evaluations, and any other items necessary to efficiently accomplish the activity.

Approval of the General Academic Cooperation Agreement

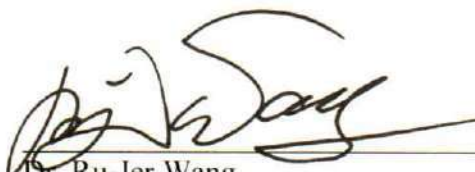
This agreement will become effective upon being signed by the Presidents of both institutions. This agreement may be terminated by either party provided the terminating party gives written notice at least six (6) months prior to termination.

For National Taichung University of Education:

For Nommensen HKBP University:



Dr. Ir. Sabam Malau
Rector



Dr. Ru-Jer Wang
President


Date: _____

Date: May 11, 2017



Dr. Hilman Pardede, M.Pd
Vice Rector
Development and Partnership Affairs
Date: _____

Witness



Dr. Haicheng Eric Chu
Dean
International and Cross-strait Affairs
Date: May 15, 2017



Student Exchange Agreement

between



Southern Taiwan University of Science and Technology, Taiwan

and

Nommensen HKBP University, Indonesia

In recognition of the mutual benefits derived from scholarly interaction, Southern Taiwan University of Science and Technology in Tainan, Taiwan, R.O.C. and Nommensen HKBP University in Medan, Indonesia agree to establish exchange arrangements.

1. DEFINITIONS

For the purpose of this agreement, “home” institution shall mean the institution at which the student intends to graduate, and “host” institution, which has agreed to accept the student from the home institution.

2. PURPOSES OF THE AGREEMENT

The general purpose of this Agreement is to establish specific educational relations and co-operations between the two participating institutions in order to promote academic linkages and to enrich the understanding of the culture of the two countries concerned.

The purpose of each student exchange is to enable students to enroll in subjects at the host institution for credit, which will be applied towards their degrees at their home institution.

3. CONTACT PERSONS

Both institutions will nominate within 4 weeks after conclusion of this agreement a contact person, who will be responsible for assisting students to enroll in the exchange program and organizing all necessary partnership activities.

4. STUDENT EXCHANGES

A. NUMBER

Each institution is prepared to send students and receive the equivalent number in exchange annually. Normally the exchange will involve a maximum of 2 students per academic year from each institution.

B. SUBJECT

Students are to be undergraduates or graduates who have completed at least one year of study at the home institution.

C. PERIOD

Exchange may take place either for one academic year or for one semester only.

D. PARITY

Since parity in the number of exchanges is the goal, the institutions aim at a parity with three academic years.

E. QUALIFICATIONS

Prior to the final selection of students for participation in the exchange, each institution will provide the other with information about the academic performance by a certified transcript, English proficiency, and any supporting documents, together with letters of recommendation. It is understood that both institutions will strive to select only individuals of the highest academic ability and personal integrity for participating in the program. Each institution reserves the right of prior approval of the individuals nominated by the other.

F. COSTS

i. Tuition

Students will pay their regular tuition and fees to the home institution. No further tuition costs will be charged by the host institution.

ii. Board and Room Charges

The host institution will assist each student in locating suitable accommodation. The cost of accommodation, including food, is the sole responsibility of the exchange student.

iii. Transportation

Each student is responsible for his/her own international transportation costs (unless special arrangements are made by the home institution).

iv. Medical Insurance

Each student is responsible for making arrangements for a suitable insurance, which must include sufficient medical coverage. The cost of the insurance will be paid by the exchange student (unless special arrangements are made by the home institution).

5. GENERAL PROVISIONS

A. ACADEMIC CONTENT

Exchange will conform to the requirements of the home and the host institution. Selection of Exchange Students is the responsibility of the home institution and admission is effected according the rules and regulations of the host institution.

- i. Exchange students will participate in the regular academic courses offered by the host institution.
- ii. In the selecting courses, students may choose from the range of courses offered regularly at each institution. The contact persons will inform each other about any course which may have limited enrolment and will make every effort to assist students in enrolling in such courses.

B. ACADEMIC RESOURCES

According to existing rules and regulations each student will be provided with the same academic resources and supporting services as are normally provided to other students at the host institution at the same academic level.

C. ACADEMIC CREDIT

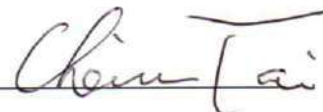
Details pertaining to academic credits will be negotiated separately and will not be part of this Agreement.

6. TERMINATION

This Agreement shall be in force for a period of five years from the date of its enactment and shall be renewable by mutual written consent at the end of that period. This agreement may be terminated prior to that time on condition that notice of intent to terminate is provided by the initiating institution at least six months prior to termination.

**Southern Taiwan University
of Science and Technology**

By:



Chien Tai, Ph.D.

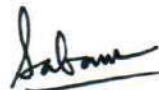
President

Date:

2017-6-5

Nommensen HKBP University

By:



Ir. Sabam Malau, Ph.D.

Rector

Date:

2017-6-21



**Academic Agreement
between
Southern Taiwan University of Science and Technology
and
Nommensen HKBP University**

Southern Taiwan University of Science and Technology (STUST), Taiwan, and ,
Nommensen HKBP University (NHU), Taiwan recognizing the benefits to their
respective universities from the establishment of institutional links, conclude this
Agreement.

1. The purpose of this Agreement is to develop academic and educational cooperation and promote mutual understanding between the two universities;
2. Both universities agree to develop the following collaborative activities in academic areas of mutual interest, on the basis of equality and reciprocity;
 - a. Exchange of faculty, researchers and other research and administrative staff;
 - b. Exchange of students;
 - c. Conduct of collaborative research projects;
 - d. Conduct of lectures and symposia;
 - e. Exchange of academic information and materials; and,
 - f. Promotion of other academic cooperation as mutually agreed.
3. The development and implementation of specific activities based on this Agreement will be separately negotiated and agreed upon between the faculties, schools or institutes which carry out the specific projects. Both universities agree to carry out these activities in accordance with the laws and regulations of the respective countries after full consultation and approval.
4. It is understood that the implementation of any of the types of cooperation stated in clause 2 may be restricted depending upon the availability of resources and financial support at the universities concerned.

5. Should any collaborative research activity under this Agreement result in any potential for intellectual property, both universities shall seek an equitable and fair understanding as to the ownership and other property interests that may arise. This understanding shall be based on the laws, rules and guidelines, and then implemented in each university.
6. This Agreement may be amended or modified by a written agreement signed by the representatives of both universities.
7. In the event of any unforeseen incident during collaborative activities in either country, both universities agree to negotiate a mutually acceptable solution. As far as practicable these solutions shall be incorporated in the specific agreements mentioned in clause 3.
8. This Agreement is valid for a period of five (5) years from the date of signing by the representatives of both universities. This Agreement shall be renewed after being reviewed and renegotiated by both universities.
9. This Agreement may, at any time during its period of validity, be terminated by one of the universities, upon prior notice to the other in writing no later than six months before the termination date.
10. Should any disagreement arise out of the application, interpretation or implementation of this Agreement, the universities shall endeavor to exercise best efforts to negotiate their differences. Alternative methods of dispute resolution shall be exhausted before resorting to court litigation.

**Southern Taiwan University
of Science and Technology**

By: Chien Tai

Chien Tai, Ph.D.

President

Date: 2017-6-5

Nommensen HKBP University

By: Sabam

Ir. Sabam Malau, Ph.D.

Rector

Date: 2017-6-21



Memorandum of Agreement

To set up the Academic Collaboration Center at Nommensen HKBP University in Indonesia, this memorandum of agreement is made on October 25th, 2018 between Nommensen HKBP University, hereby known as NHU, Jl. Sutomo No. 4A Medan, Indonesia and represented by its Rector, Dr. Ir. Sabam Malau.

&

Kyungdong University Global Campus, Korea, hereby known as KDU at 46 Bongpo-4-Gil, Goseong-gun, Gangwondo, Korea and represented by its President, Prof. Dr. John Lee.

The Center's tentative name is the NHU Office of International Affairs (OIA) and KDU Academic Collaboration Center (NKACC)

THE PARTIES AGREE AS FOLLOWS:

1. **Duration:** The agreement effective from October 25th, 2018 and will remain in force for five Years, until the end of October 24th, 2023, unless otherwise terminated earlier in accordance with the term of agreement.
2. **Courses and Programs:**
 - a. Bachelor of Business Administration
 - b. Bachelor of Smart Computing
 - c. Korean Language and Culture
 - d. Short Vocational Training Courses
 - More courses may be introduced in other disciplines on mutual consent.
 - Student will attend part of their study at NKACC and will be allowed to transfer to any university including KDU at any semester after 1 year, subject to obtaining student visa.
3. **Leadership**
 - a. NHU appoints the Dean of NKACC, who is responsible for the daily operations at NKACC
 - b. Head of each course is to be nominated.
4. **Program Fees & scholarship:**
 - a. Tuition Fee: Equivalent to the local fee or set by the Nommensen HKBP University.
 - Over 75% of Average Mark during the study period at NKACC, the students become eligible for KDU scholarships (subject to changes at any time): Tentatively, 70%

scholarship for the first semester to all students transferring to KDU and scholarships for subsequent semesters will be awarded according to the KDU Scholarship Policy: The same rules and practices are used by all the Academic Collaboration Centers worldwide for incoming students to them for student mobility.

5. Promotion & Marketing:

- a. NHU is responsible for recruiting local students
- b. KUAC (Korean Universities Admission Center) isto recruit international students, NKACCpays the promotion and marketing fees to KUAC based on the fees collected from the students recruited by KUAC, in accordance to the rate agreed by NKACCand KUAC separately.

6. Exclusivity

NHU will not enter into similar arrangement with any other organizations in the same region of Indonesia.

7. Responsibilities

NHU

- Infrastructure required for the operations of NKACC(including Classrooms, Dormitory, Laboratories, Library and so on)
- Supply lecturers and administration staff (English Medium)
- Recruiting local students
- Provide feedback and input for constant revisions of curriculums
- Participate in the Annual Meeting
- Participate in promotion of student mobility project
- Active contribution for Academic Collaboration Network worldwide.

KDU

- Facilitating student mobility for all the Academic Collaboration Centers world-wide.
- Organizing annual meeting with all the members of the network
- Recruiting International/Local Students through KUAC
- Preparing promotion material in collaboration with NHU
- Assisting the set-up of NKACC's website
- Providing the Curriculums and facilitate constant revisions with input and feedback from the Centers worldwide.
- Offering and facilitating Advanced Standings for the credits earned by the students at NKACC(1+3, 2+3, 3+1) in collaboration with all the centers
- Accepting the students from NKACCat any time after completion of 1 year at NKACC.
- Supporting Student Visa Applications to Korea
- Offering scholarships to all NKACC as stated in Cause 4-a.

- Job placement services to students in the Korean Industry

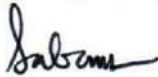
8. Financial Model

- NHU keeps aside half of the net profit equally of NKACC, which should be kept in a separate account and will be used for student mobility. For example, the students coming from other centers to NKACC will be selectively supported by this fund.
- NKACC opens its own independent bank account for financial management.
- Annual regular account audit is conducted.

TERMINATION

Either party may terminate this agreement at any time by giving other party at least six (6) months written notice and the agreement remains effective until the students already enrolled for the programs are processed according to the agreement.

SIGNED ON BEHALF OF NOMMENSEN HKBP UNIVERSITY.



Dr. Ir. Sabam Malau/Rector

Dated:

Witnessed by:



Dr. Pantas H Silaban, SE., MBA

Director of NHU Graduate School Program

SIGNED ON BEHALF OF THE KYUNG DONG University Global Campus



Prof. Dr. John Lee/President and Vice-Chancellor

Dated: 29 Oct 2018

Witnessed by:



Julia Jung

Director of KUAC



STUDENT EXCHANGE AGREEMENT BETWEEN

NOMMENSEN HKBP UNIVERSITY,

AND

HALLYM UNIVERSITY



In the interests of expanding educational opportunities and furthering of international understanding, Hallym University, Republic of Korea (HU hereinafter) and *Nommensen HKBP University, Republic of Indonesia (NHU hereinafter)* agree to facilitate the educational exchange of students.

1) **Duration of Exchanges**

Each institution agrees to exchange individual students for a semester or an academic year, ideally on a one-for-one basis.

2) **Number of Students to be Exchanged**

Each institution may send up to one students each year for a full year or up to two students for a semester. The number of students to be exchanged may vary as determined by mutual agreement between the two institutions. Students will be accepted by each host institution by mutually agreed upon dates.

HU and NHU may select additional students to attend *Nommensen HKBP University* on a full fee paid basis. The number of these students will be determined at least a full semester prior to the date of enrollment.

3) **Student Program Fees/Benefits at Host Institution**

Each designated exchange student will pay his/her regular tuition and mandatory fees (not including health insurance) to the home institution and will receive these benefits from the host institution. The host institution agrees to place the exchange student in its residence halls during the normal semester or term period at the exchange student's expense.

All travel costs will be the responsibility of the individual students. Miscellaneous fees such as special course fees, key deposits, books, etc., will be paid directly by each student participant.

4) **Insurance**

Each participant will pay for his/her own health and accident insurance to ensure adequate coverage.

5) **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.

6) **Student Eligibility**

It is understood that both institutions will strive to designate only well-qualified individuals for participation in the program and that academic backgrounds as well as letters of recommendation will be provided to the host institution.

7) **Balancing the Exchange**

Parity in numbers of exchange students is the objective of the agreement. However, each party should be prepared to consider a disparity in any given semester or year during the period of the agreement. Any and all imbalances shall be resolved by the end of the period of agreement.

8) **Academic Status of Students**

Exchange 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 except by special arrangement. 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.

9) **Exchange Supervisor**

Each party to the agreement will appoint an officer who will be responsible for the coordination and administration of the exchange, including counseling to assist exchange participants as the below.

[Hallym University]
Jongjin NAM
International Office
Hallym University
Ph: 82 33 248 1342
Fax: 82 33 248 1349
E-mail: jj.nam@hallym.ac.kr

[*Nommensen HKBP University*]
Dr. Mula Sigiro, M.Si., Ph.D
Office of International Affairs
Nommensen HKBP University
Ph: +62 61 4522 922
Fax: +62 61 4571 426
Email: mulasigiro@uhn.ac.id

10) **Effective Data and Termination of Agreement**

This agreement shall be in effect for period of 3 years from the sign in. The agreement may be extended by mutual consent, in writing, of both institutions for a period beyond its original date of expiry. The party desiring the extension will give written notice of its intention to so extend the term of the Agreement at least ninety (90) calendar days prior to the end of the then-current term. Either party may terminate this agreement at any time by serving written notice to the other party. Such termination will take effect six months from the date of that written notice.

Any student whose agreed upon program of study extends beyond the termination date proposed shall be allowed to complete his or her program of study.

11) **Legal Indemnities and Policies**

1. No monetary consideration will be exchanged between the two institutions, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the exchange, except as provided for above in case where **NHU** or **HU** is agreeing to pay the tuition and or fees of the some students.
2. The relationship of the host institution and the home institution under this agreement shall be that of independent contractors, and a party shall not be deemed, nor hold itself out as being, a partner or agent of the other party. Neither host institution nor home institution shall be liable for acts of the other, nor shall they be liable for the acts of students participating in the exchange.
3. Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, color, gender, age, height, weight, marital or familial status, ethnicity, religion, national origin, or disability.

FOR Nommensen HKBP University



Signature

Dr. Ir. Sabam Malau
Rector

Dec. 14, 2018

Date

FOR Hallym University



Signature

Choongsoo Kim
President

Jan 2, 2019

Date



**NOTA KERJASAMA
(Memorandum of Agreement)**



Antara

LEMBAGA KURSUS DAN PELATIHAN MULTIMEDIA SUCCESS FUTURE

Dengan

UNIVERSITAS HKBP NOMMENSEN (UHN)

Tentang

PELAKSANAAN PROGRAM KURSUS TOEFL DAN TOEIC DI PEMATANG RAYA

Nomor: 04/LKP-MSF/VIII/2019

Nomor: 2A/MoA/UHN/VIII/2019

Pada hari ini **Rabu** tanggal **Dua Puluh Delapan** bulan **Agustus** tahun **Dua Ribu Sembilan Belas**

yang bertanda tangan di bawah ini :

1. Mery Krisma Sinaga, M.Pd:

Direktur Lembaga Kursus dan Pelatihan Multimedia Success Future (MSF) di Pematang Raya, berdomisili di Jalan Sudirman No. 103 Pematang Raya, Kantor Cabang: Jalan Sutomo No. 77 Pematang Raya bertindak untuk dan atas nama Lembaga Kursus dan Pelatihan Multimedia Success Future (MSF) selanjutnya dalam **Perjanjian Kerjasama** ini disebut **PIHAK PERTAMA**.

2. Dr. Haposan Siallagan, SH, MH:

Rektor **Universitas HKBP Nommensen Medan** yang berdomisili di Jalan Sutomo No.4A Medan bertindak untuk dan atas nama Universitas HKBP Nommensen (UHN) Medan selanjutnya dalam **Perjanjian Kerjasama** ini disebut **PIHAK KEDUA**.

PIHAK PERTAMA dan **PIHAK KEDUA**, selanjutnya disebut **PARA PIHAK** bersepakat untuk menindaklanjuti Nota Kesepahaman antara Lembaga Kursus dan Pelatihan Multimedia Success Future (MSF) dengan **UNIVERSITAS HKBP NOMMENSEN (UHN)** Nomor: 1A/MoU/UHN/VIII/2019 membuat Perjanjian Kerjasama untuk Pelaksanaan Program Kursus TOEFL dan TOEIC, dengan ketentuan sebagai berikut:

Pasal 1

Tujuan

PIHAK PERTAMA bekerjasama dengan **PIHAK KEDUA**, dalam melaksanakan Program Kursus TOEFL dan TOEIC di wilayah Pematang Raya, Kabupaten Simalungun, Provinsi Sumatera Utara, Indonesia.

Pasal 2

Ruang Lingkup

Ruang lingkup Perjanjian Kerjasama ini yaitu:

1. Penerimaan Peserta Kursus TOEFL dan TOEIC oleh Pihak Pertama yang akan diteruskan ke Pihak Kedua
2. Pelaksanaan Kursus TOEFL dan TOEIC oleh Pihak Kedua

Pasal 3

Hak dan Kewajiban Para Pihak

1. **PIHAK PERTAMA** wajib menyediakan tempat pelaksanaan Kursus TOEFL ITP dan TOEIC
2. **PIHAK KEDUA** wajib melaksanakan Kursus TOEFL dan TOEIC dengan baik, dimana kursus TOEFL dan TOEIC dilaksanakan setiap 1 (satu) kali dalam 1 (satu) minggu
3. **PIHAK PERTAMA** wajib bekerjasama dengan **PIHAK KEDUA** dalam pelaksanaan dan penyelenggaraan Kursus TOEFL dan TOEIC di wilayah Pematang Raya, Kabupaten Simalungun, Provinsi Sumatera Utara
4. **PIHAK KEDUA** wajib bekerjasama dengan **PIHAK KEDUA** dalam pelaksanaan dan penyelenggaraan Kursus TOEFL dan TOEIC di wilayah Pematang Raya, Kabupaten Simalungun, Provinsi Sumatera Utara
5. **PIHAK PERTAMA** berhak menyesuaikan biaya kursus TOEFL dan TOEIC berdasarkan keputusan **PIHAK PERTAMA**
6. **PIHAK PERTAMA** berhak mencantumkan logo/atribut UNIVERSITAS HKBP NOMMENSEN atau logo/atribut Office of International Affairs (OIA) UNIVERSITAS HKBP NOMMENSEN untuk publikasi dan keperluan penerimaan peserta Kursus TOEFL dan TOEIC

Pasal 4

Pembiayaan

1. Segala biaya yang dibutuhkan untuk pelaksanaan kegiatan Kursus TOEFL dan TOEIC bersumber dari peserta Kursus TOEFL dan TOEIC dan ditanggung oleh **PIHAK PERTAMA**;
2. **PIHAK KEDUA** menerima pendanaan pelaksanaan Kursus TOEFL dan TOEIC sesuai dengan kesepakatan Perjanjian Kerjasama sebesar Rp. 250.000/pertemuan dan dilunasi per 3 bulan sebelum kursus dimulai
3. Seluruh dana kerjasama pada ayat 2 pasal ini wajib ditransfer ke rekening sebagai berikut:

Nama Bank	:	Bank MANDIRI
Nama Rekening	:	Univ. HKBP Nommensen (OIA UHN)
Nomor Rekening	:	106 001 133 6586

4. Seluruh dana kerjasama pada ayat 3 pasal ini diberikan kepada Tim **PIHAK KEDUA**.

Pasal 5
Jangka Waktu

Perjanjian Kerjasama ini berlaku selama 5 (lima) bulan sejak ditandatangani perjanjian kerjasama **PARA PIHAK** dan dapat diperpanjang atas persetujuan Kedua Belah Pihak.

Pasal 6
Lain-lain

1. Bila timbul perbedaan pendapat atau kesalahpahaman dalam Perjanjian Kerjasama ini, **PARA PIHAK** sepakat untuk menyelesaikannya secara musyawarah dan mufakat.
2. Dalam hal terjadi *force majeure*, kedua belah pihak dibebaskan dari kewajiban melaksanakan perjanjian ini untuk sebagian atau seluruhnya.

Pasal 7
Penutup

1. Perjanjian Kerjasama ini dilaksanakan secara kelembagaan dengan menghormati dan mengindahkan peraturan dan ketentuan yang berlaku di lembaga masing-masing;
2. Perjanjian Kerjasama ini dibuat dalam rangkap 2 (dua) sesuai kebutuhan dan masing-masing dibubuhi materai secukupnya, berkekuatan hukum yang sama, masing-masing untuk Para Pihak.
3. Hal-hal yang belum diatur dalam perjanjian kerjasama ini akan diatur kemudian dan dibicarakan kembali oleh **PARA PIHAK**, serta akan dibuat adendum yang merupakan bagian yang tidak terpisahkan dari perjanjian kerjasama ini.

PIHAK PERTAMA

Pimpinan

Lembaga Kursus dan Pelatihan MSF




Mery Krisma Sinaga, M.Pd

PIHAK KEDUA

 Rektor

Universitas HKBP Nommensen Medan




Dr. Haposan Siallagan, SH., MH

**LETTER OF AGREEMENT BETWEEN:
AUSTRALIAN LUTHERAN WORLD SERVICE
AND
NOMMENSEN UNIVERSITY
AND
HURIA KRISTEN BATAK PROTESTAN (HKBP)**

All specific projects operate under The Lutheran Church of Australia (hereafter "LCA"/HKBP Program Cooperation Agreement 2007-2011. The Letter of Agreement forms part of the Cooperation Agreement and contains the detail of particular projects, including any special conditions. This Letter of Agreement then, is a signed letter from Australian Lutheran World Service (ALWS) offering HKBP and, under its auspices, Nommensen University a cash grant for the implementation of the Project as detailed below. By signing this Letter, accepts the offer for funding.

NAME OF IMPLEMENTING PARTNER

HKBP/Diakonia Department & Nommensen University (hereafter referred to as "HKBP/Nommensen University")

NAME OF PROJECT

Centre for Development Studies & Disaster Response Management at Nommensen University

SCOPE OF PROJECT ACTIVITIES

As contained in the Project Proposal Document January 2007

TERM OF AGREEMENT

1 March 2007 to 31 March 2008

FUNDING SOURCES

LLL and ALWS

PAYMENT PROVISION

Funds are remitted by telegraphic transfer on the basis of an agreed payment schedule to Nommensen University, and into a specific, nominated account.

ALWS CONTACT

Peter Schirmer or his delegate

PARTNER CONTACT

Dr Jongkers Tampubolon or his delegate

REPORTING

HKBP/Nommensen University will provide ALWS with an interim, half yearly narrative and financial monitoring report by 30 September 2007 and an Annual Report by 31 March 2008 for the period 1 March 2007 to 31 December 2007.

An audit report for the period 1 March 2007 to 31 December 2007 will be required by 31 March 2008.

PARTNERSHIP PROVISIONS

ALWS and HKBP/Nommensen University agree to work cooperatively, beyond a primarily financial relationship, in the implementation of the Centre for Development Studies & Disaster Response Management Project. Specifically both parties undertake to:

- Cooperate with the other LCA partners and, where possible, other LWF member church partners, to achieve the goal & objectives of the "Enhancing the Churches for Service in Indonesia through Partnership" Program
- Work together in the development of activities, which are consistent with the overall objectives of the Program. This will include at least one annual face to face meeting during 2007.
- Maintain regular communication by email during the implementation of the project to discuss progress, raise questions and clarify any issues.
- Share and discuss the findings of formal ALWS monitoring visits to the program that may assist in the implementation and direction of the program.
- Discuss, as necessary, the reports prepared by HKBP/Nommensen University (see under "Reporting" above) that may assist program implementation and improve the quality and effectiveness of the project work.
- ALWS undertakes to assist HKBP/Nommensen University identify, and if necessary develop, the capacity to meet the requirements of funding outlined in this agreement.

GENERAL TERMS AND CONDITIONS

- HKBP/Nommensen University will provide all financial acquittal statements against the agreed budget for the project.
- HKBP/Nommensen University will advise ALWS, as soon as practical, of any changes in the agreed budget.
- HKBP/Nommensen University must use the funds, interest earned and any exchange rate gains for the sole purpose of the project. Any exchange rate losses will be met by HKBP/Nommensen University but can be included as a project expenditure.
- Where major changes to the project are anticipated, HKBP/Nommensen University will consult with ALWS prior to changes being implemented.
- HKBP/Nommensen University must maintain documentation that shows goods purchased are of satisfactory quality, were delivered in good order and condition, that the price paid was good value, there was to the extent practicable an open and effective purchasing process, and the purchasing process was conducted in a professional, ethical and fair manner.
- HKBP/Nommensen University shall maintain an Assets Register for the Assets purchased of a value over AUD1,000 which includes date of receipt, the cost, the purchase/payment document date and reference number, a description and identification number, and the location of the asset.
- Consistent with the development objectives outlined in the project proposal the HKBP/Nommensen University will not use any funding for evangelism (ie where the primary purpose of the activity is to convert people or build church structures for that end), welfare (broadly defined as activities that support individuals or institutions to maintain their current situation, with no linkage to development outcomes) or political (where the intent is to support or encourage support for a particular political persuasion or party) purposes. If there is any doubt HKBP/Nommensen University will liaise with ALWS prior to implementation of the activity.
- HKBP/Nommensen University will ensure that it complies with relevant laws of Australia and Indonesia, especially in relation to the proscription against providing direct or indirect support or resources to organisations and individuals associated with terrorism; those in relation to corrupt practices, in particular the bribery of public and foreign officials; and those in relation to the Crimes (Child Sex Tourism) Amendment Act 1994.
- ALWS cannot be liable for any expenditure in excess of funds paid to HKBP/Nommensen University

- HKBP/Nommensen University must preserve project financial records for a period of six years.

To acknowledge HKBP/Nommensen University acceptance of the terms of this agreement, including the terms of the attachment, please sign both originals and return one to ALWS. Please keep the other original. All changes to this Agreement must be in writing and duly executed by all parties.

Authorised by:



Peter Schirmer
Australian Lutheran World Service

Date: 27/3/07



Dr Jongkers Tampubolon
Rector, Nommensen University

Date: 10/13/2007