



华南理工大学
South China University of Technology

本科生海外项目 开拓指南 (第一版)

国际交流与合作处

教务处

二〇一八年三月



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第一章 综述

海外学习项目是以校际协议为基础，选派学生前往国外或港澳台地区合作院校，进行长/短期学习、实习或研究。主要项目形式包括：学位项目、学分项目、实习项目、实验室研究项目等。海外学习项目是学校人才培养国际化的重要内容和途径。

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目的

（一）学校/院层面

- 为学生提供优质的国际教育资源和多元文化体验，使学生更加“懂自己、懂社会、懂中国、懂世界”，成长为具有家国情怀和国际视野的高端人才。
- 通过优质海外项目，增加本专业招生吸引力，提高生源质量。
- 提升学科排名（三个月以上海外访学学生数量纳入教育部学科评估指标）。
- 通过与海外高校开展联合培养，提升本专业的教育教学水平。
- 提升学校/院国际化办学水平和国际影响力。

（二）学生层面

- 促进个人能力全面发展，增强自信度和成熟度。
- 提升国际交往能力，拓宽国际视野，增强对不同文化、语言、环境和挑战的应对能力。
- 深度体验不同的教育体系和教学方法，增加入读世界顶级名校的机会。
- 提升人际交往能力，扩大人脉资源。
- 获得更加广阔的就业和升学发展空间。

管理部门

（一）国际交流与合作处（归口管理部门）

主要负责：

- 制定相关管理办法
- 审核和管理项目协议
- 负责校级项目开拓和实施
- 指导和协助学院开拓和实施项目
- 协调各单位做好学生出国留学/访学全过程服务

（二）教务处（教务主管部门）

主要负责：

- 负责项目开拓和实施过程中的教学事务
- 做好学生出国留学全过程的教学事务服务
- 与国际交流与合作处共同负责组织本科生境外交流专项资助项目的申报、评审、资助及总结等工作

（三）学院（主体部门）

主要负责：

- 院级项目开拓和实施
- 协助做好校级项目的开拓和实施
- 做好本院学生出国留学全过程的各类服务

（四）财务处（财务主管部分）

主要负责：

- 办理相关财务手续

经费资助

- 国家留学基金委（CSC）优秀本科生奖学金
（国家留学网-综合项目）
- 华南理工大学本科生境外交流专项经费
（教务处-办事指南-交流交换
<http://jwc.scuteo.com/jiaowuchu/cms/article/view.do?id=ff808081510e23ad01510e5b8f090001>）
- 互免学费交换项目
（备注：举办互免学费交换项目的基础是具备接收留学生的全英专业）
- 外方高校奖学金
- 在外学习期间打工
（备注：根据签证类型而定）

第二章 开拓流程

1

项目类型

学位项目

双学士	
2+2	学生在华工及海外院校各学习两年，若符合两校毕业及学位授予要求，获得两校学士学位证书。

本硕/博连读	
3+1+X	学生第四年在海外院校学习，学习期满若符合我校毕业及学位授予要求，可获得我校学士学位及本科毕业证书，并可继续申请攻读海外院校课程型硕士、研究型硕士学位，或直接申请攻读海外院校博士学位。
3+2	学生在海外高校的第一年，学习部分硕士课程，若符合我校毕业及学位授予要求，可获得我校学士学位及本科毕业证书。第二年学习结束后，取得海外院校硕士学位（研究型）。
4+2	学生本科毕业后，前往海外院校攻读硕士学位，学制2年。

备注：建筑、医学等专业的学制有所不同。

学分项目

开放式学年访学项目 (3+1)	<p>学生第四年在海外高校完成本科毕业设计，学习期满若符合我校毕业及学位授予要求，可获得我校学士学位及本科毕业证书，以及外方高校相应学分。此项目学生本科毕业后可以有多种选择：就业、硕士深造、直博深造等。</p>
学期/学年访学项目 (修课/实验室学习/ 企业实习)	<p>此项目为学生提供一学期或一年的海外访学或实习经历。学生在国外修读的课程或实习经学校审核可以认定为华工的课程学分或实习学分。</p>
学期/学年交换项目 (修课/实验室学习)	<p>此项目与上一项目的主要区别为合作高校互免学费，学生只需缴纳本校学费。原则上，两校交换生的数量对等或学时对等。因此，实际操作中可采取长期换短期的方式，比如我校1名学生赴合作院校交换1年，对方可以派出2名学生来我校进行一学期交换，或者对方派出团组学生赴我校短期游学。</p>
寒暑期课程	<p>此项目为学生提供寒暑期2-12周的游学体验。部分海外高校提供定制项目（项目时间、课程内容、申报条件等可以通过协商进行个性化定制）。</p>

通用流程

总体而言，本科生的体量较大，因此对海外项目的需求也更为多元。原则上，学校及学院应尽可能广泛开拓，给学生提供丰富的访学和留学选择。

项目开拓通用流程如下图所示：



下文将对通用流程中的各环节进行具体介绍。



目标需求分析

可以通过对学生开展问卷调查（见附件 1），结合学院和学校的发展需求，从而有的放矢地进行项目规划。

通过问卷调查，一方面帮助学院了解学生的需求，制定海外项目规划；另一方面帮助学生明确自身的学习生涯规划，尽早开展海外游学的各项事务筹备。

由于学生的学习目标可能会发生调整变化，因此建议对每届学生每年开展一次问卷调查，把握学生的思想动态。

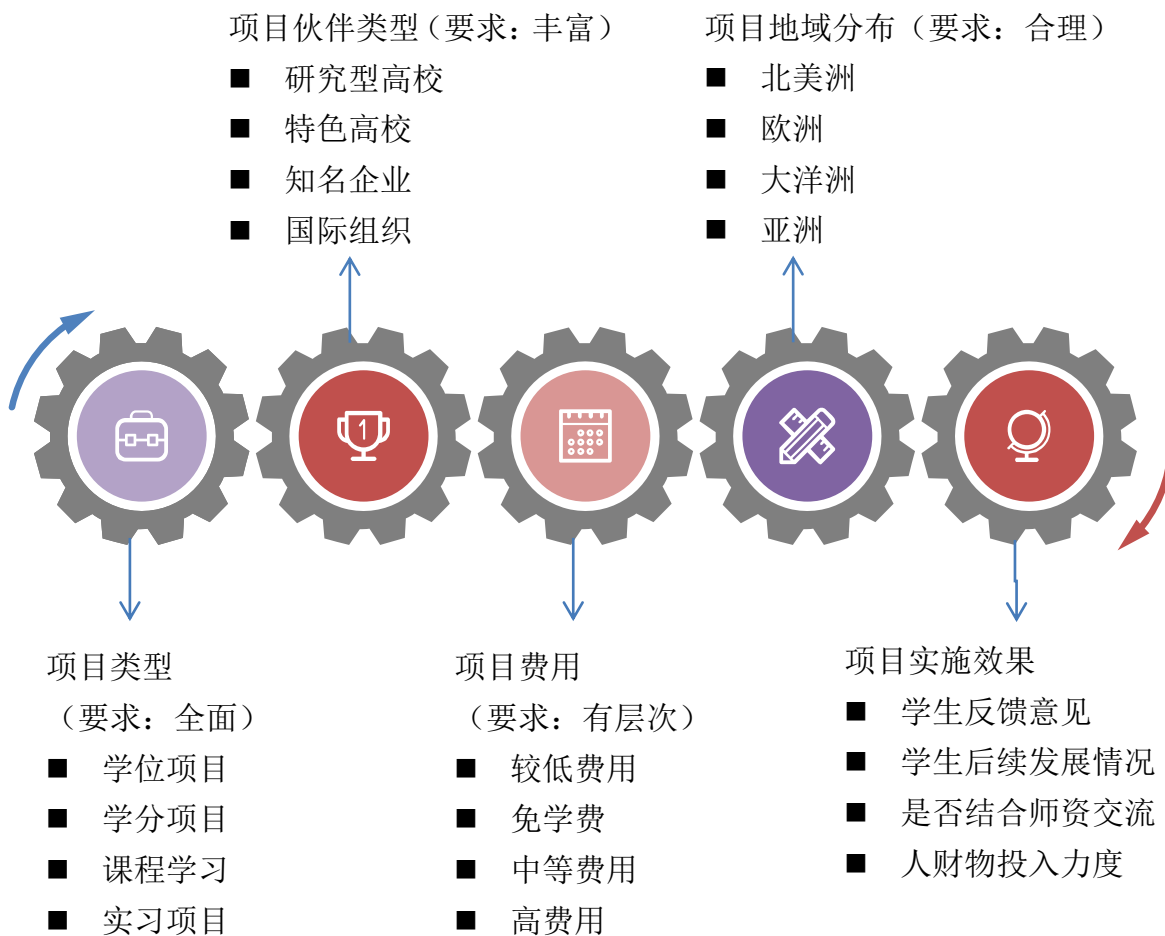


项目规划

个体项目规划：



项目集群规划：





寻找合作院校

寻找合作院校的重点在于：明确双方需求，关注互利共赢。

开拓新的合作院校（渠道）：

- 学院教授（与海外院校有合作联系）
- 出访洽谈（学院出访、校领导出访）
- 国际交流与合作处
- 优质中介

拓展与已有合作院校合作（内容）：

- 新专业
- 新领域
- 新形式



项目商谈 草拟协议

协议草拟方式：

- 海外高校提供协议模版；
- 海外高校提供其与国内高校签署的此类项目协议，在此基础上进行修改；
- 如海外高校没有此类协议，可以参考学院与其他海外高校签署的此类项目协议；
- 通过国际交流与合作处获取学校此类协议模版（见附件 2-6）。

（备注：海外高校的协议一般需要经过学校法律事务部门审核签字，若海外高校没有此类协议，新协议审核过程较长）

协议商谈注意事项:

一、入学要求

- **GPA:** 普遍要求 GPA3.0, 一流院校要求 GPA3.5 左右。
- **英语水平:** 一般需要提供雅思或托福、托业成绩; 某些院校除总分外, 还对听力、写作、阅读、口语等单项成绩有要求。少部分院校认可四六级成绩。
- **GRE/GMAT:** 通常美国的 3+1+1 或者 3+1+X 项目, 要求学生在海外高校读完第一年后, 需提交 GRE/GMAT 成绩才可申请硕士阶段学习。开拓项目时应与海外院校明确: GRE/GMAT 成绩是否必须; 如果 GRE/GMAT 成绩不达标, 是否可以继续修读并获得外方学位。

二、学分/学位认定&课程对接

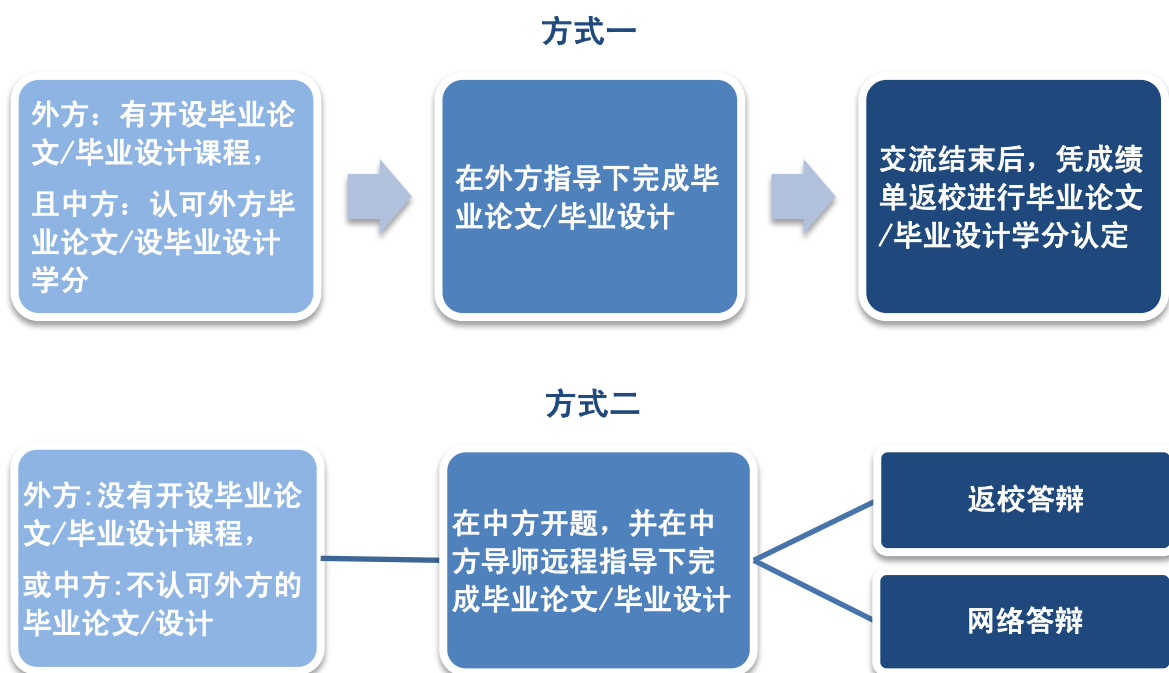
学分认定	学分项目以及本硕连读项目实行学分认定。学生以其在海外高校修读的课程学分认定为我校课程学分。
学位认定	本科双学位项目实行学位认定。学生以其在海外高校获得的学士学位认定为我校相应专业学士学位。目前学校只对海外高水平大学的联合培养学位项目实行学士学位认定。

学位认定需进行课程对接, 流程如下:

- 1 双方各自提供本科课程列表以及课程描述 (英文);
- 2 双方指派专门教师, 核对各门课程的匹配度;
双方确定可以转换的课程及其学分, 确定需要在两方分别修读的课程及其学分, 以满足双方学校毕业及学位授予要求;
- 3 (备注: 双方如果有部分课程无法匹配, 可以考虑在各自学校学习期间通过跨年级选课等方式加修这些课程)
- 4 我校课程对接方案报教务处审定。

三、毕业论文/毕业设计

- **本科双学位项目：**学校对外方本科学位打包认定，对其本科毕业论文/毕业设计不作要求。
- **非本科双学位项目：**学生如需在海外高校完成本科毕业论文/毕业设计，但并不获取外方本科学位，则须明确本科毕业论文/毕业设计的完成方式。主要有如下两种方式：



四、费用要求

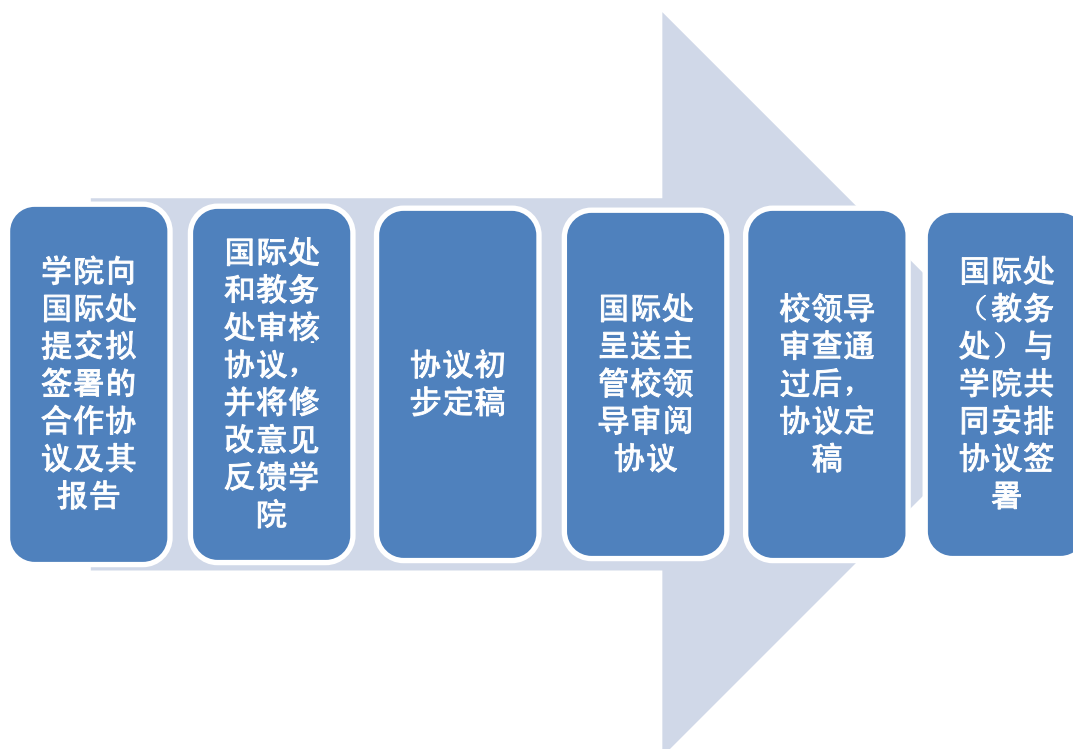
- **具体费用：**明确具体费用（学费、生活费、住宿费等）
- **费用折扣：** 学费是否给予折扣； 是否提供奖/助学金； 是否提供带薪助教或实习岗位； 按照州内学生收费，还是按照国际学生收费（一般来说，州内生学费为国际生学费的三分之一）。
- **财产证明：** 是否需要财产证明； 财产证明具体额度
- **收费方式：** 电汇； 信用卡支付； 学生抵达海外高校前/后支付

五、其他内容

- **录取名额:** 是否有录取名额限制; 是否需要面试或笔试
- **材料发送:** 学生报名材料的发送地址及形式; 录取通知书发送地址及形式; 成绩单发送地址及形式



协议报备与审批



备注：

- **协议草拟：**可参考外方高校提供的协议模板，也可参考我校协议模板。
- **协议授权：**院级项目协议须由国际交流与合作处呈送校长申请授权（授权有效期一般为一个月）（见附件8）。校长授权后，协议由院长签署。（备注：未经校长授权签署的协议，为无效协议；学院其他人员签署的协议，为无效协议）
- **协议签署：**可为寄签（通过信件邮递方式签署）、面签（合作院校来访时签署、我校人员出访时签署）。
- **项目执行：**所有项目必须在协议签署后方可执行。
- **协议保存：**所有项目协议原件（包括院级项目协议原件和授权书原件）须提交国际交流与合作处存档管理，学院保留复印件。

定制团组项目开拓流程

定制团组的开拓流程整体上与通用流程相同，但具有一定的特殊性。

（一）定制团组项目分类

1. 学院定制团组项目

某个学院（或若干学科相近学院）根据教学需求，与海外高校/企业商定的提供特定内容的学习项目，时间一般为 2-12 周（以 3-6 周为主，通常在寒暑假），内容一般包括本学科领域的课程学习/实验室实习。学习和实习如符合我校相关规定，可认定成我校相应课程学分。

学院根据团组情况，配备 1-2 名带队老师。

2. 学校定制团组项目

国际交流与合作处、教务处根据教学需求，与海外高校商定的在寒暑假提供特定主题的学习项目（如创新创造、领导力、大数据等），时间一般为 3-4 周。学习和实习如符合我校相关规定，可认定成我校相应课程学分。

国际交流与合作处与教务处根据团组情况，配备 1-2 名带队老师。

（二）经费资助

教务处对于本科生的寒暑期定制团组提供一定的经费资助，详见《华南理工大学全日制本科生境外交流资助办法》（见附件 9），请留意教务处通知进行申报。

（三）开拓方式

定制团组项目开拓，可以由学院直接与海外高校/企业商谈，也可以会同国际交流与合作处与优质中介机构商谈。

（四）团组定制流程

以暑期团组项目为例

其他项目请按照下表的各项工作提前量倒推

<p>前一年 9 月 (提前两学期)</p>	<ul style="list-style-type: none"> ▪学校/院与外方高校或者国际交流与合作处沟通，初步确定团组定制意向 ▪学生报名意向摸底，确定是否定制团组项目，以及成团规模 *若项目有雅思托福等语言成绩要求，提醒有意向报名学生及早备考 ▪学校/院直接或者通过中介机构与外方沟通，确定课程、行程等细节（见附件 10） ▪学校/院向教务处进行项目报批 *如申请教务处资助，并计划借款以外汇形式向外方缴纳费用，则需向教务处申报下一年度外汇预算；财务处一般要求 11 月底提交外汇预算，因此须在此前落实团组人数及用汇金额。
<p>每年 1 月 (提前一学期)</p>	<ul style="list-style-type: none"> ▪教务处宣布项目立项并确定资助额度 ▪学校/院与外方高校或中介机构草拟项目协议（见附件 11） ▪国际交流与合作处审核协议并安排协议签署
<p>每年 3 月底前</p>	<ul style="list-style-type: none"> ▪截止报名（各项目具体的截止时间请遵循具体项目规定） *相关部门对随行老师进行手续办理及海外安全等培训 *学院联系外方高校签发邀请函 *预订机票，尤其是暑期旺季出发或人数较多的团组 *提醒学生办理因私护照
<p>每年 4-5 月</p>	<ul style="list-style-type: none"> ▪学生和随行教师办理签证、因公出国及预算审批等相关手续
<p>每年暑假</p>	<ul style="list-style-type: none"> ▪团组出发
<p>返校后</p>	<ul style="list-style-type: none"> ▪学生和随行教师向学院、教务处及国际交流与合作处提交项目总结及照片 ▪学院、教务处及国际交流与合作处进行项目验收及总结 *资助项目须在 12 月前完成报销、冲账手续

（五）团组定制注意事项

- **成绩单发放：**一般而言，结业成绩单应注明发放单位，发放单位是海外高校的学院最佳，海外高校的暑期学校次之。
- **外方学分：**一些寒暑期课程可以提供外方高校的学分，学生未来如果就读该校就可以计入总学分，课程收费也相应提高。如果预计未来不会有学生就读该校，可以商谈免除学分，从而降低课程收费。
- **授课师资：**确认师资是外方高校的正式教职员工，保证师资质量。
- **团组分类：**如果希望提升课程的针对性，可以将团组细分为低年级团组和高年级团组。
- **住宿：**一般而言住宿校园内的学生宿舍最佳；但如果团组时间并非外方高校的假期，则需在校外宾馆住宿。
- **预算：** 根据日程安排，细化和明确各项活动的预算，日程中与学习无关的参访活动不纳入资助范围； 财务处规定，如申报外汇预算，应尽可能完成外汇预算额度；如无法完成预算额度，请向经费主管部门说明。

第三章 附件

1. 本科生海外访学/留学意向调查
2. 学分项目协议模板
3. 实验室科研项目协议模板
4. 2+2 项目协议模板
5. 4+2 项目协议模板
6. 3+1+1 项目协议模板
7. 学生海外项目协议签署授权书
8. 《华南理工大学全日制本科生境外交流资助办法》
9. 定制团组项目信息需求表
10. 定制团组项目协议模板

附件 1. 本科生海外访学/留学意向调查

亲爱的同学：

你好！为做好学校本科生国际交流相关工作，了解在校学生的需求，推出更符合学生需求的海外交流项目，特组织此次调查。问卷不记名，答案无对错之分，请放心作答，衷心感谢你的合作。

一、个人基本信息

性别：① 男 ② 女 年级：

学院：专业：

1. 你是否有本科在读期间，安排海外学习的计划或意向？

①是 ②有点犹豫，不确定 ③否

2. 你想要选择那种类型的海外学习？（可多选，需排序）

①双本科学位项目 ②本硕连读项目 ③一学期或一学年交流项目 ④交换生项目
⑤学分项目 ⑥寒暑假项目 ⑦实习项目

3. 你更愿意考虑在哪些国家或地区留学？

①美国 ②英国 ③加拿大 ④澳大利亚 ⑤欧洲其他国家 ⑥亚洲其他国家 ⑦港澳台地区 ⑧其他（请注明）

4. 你理想中的留学城市、学校以及留学类型？

5. 在选择留学目的地时，你最看重：

①国家和城市 ②学校整体排名 ③学科排名 ④费用 ⑤其他（请注明）

6. 你更看重留学目的地的那些要素？

①历史底蕴 ②艺术氛围 ③科研氛围 ④经济发达程度 ⑤政治影响力 ⑥较多华人同学 ⑦较少华人同学 ⑧其他（请注明）

7. 你能承受的海外学习的费用范围？

①5万以下 ②5万-10万 ③10万-20万 ④20万-30万 ⑤30-50万

8. 如果你没有出国意向，原因是什么？

附件 2. 学分项目协议模板



TEMPLATE

STUDY ABROAD PROGRAM AGREEMENT

BETWEEN

SOUTH CHINA UNIVERSITY OF TECHNOLOGY

AND

XXXX

The purpose of this Agreement is to establish a Study Abroad Program between South China University of Technology (SCUT) and (XXXX). The Program 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 cooperation between the two institutions.

1. TERMS OF THE AGREEMENT

The two institutions agree to enter into this Agreement commencing XXX.

At XXXX the authority to operate this Agreement is vested in XXXX. At SCUT the authority to operate this Agreement is vested in the International Office.

2. ACADEMIC YEAR

The academic calendar at XXXX extends from XXX and XXX. Students from SCUT may enroll at XXXX for one or two semesters commencing in either semester, and may enroll over one academic year provided semesters of study are consecutive. Research students may commence at any time by agreement between XXXX and the home institution.

3. CREDIT RECOGNITION

The credits gained by SCUT students at the host university should be recognized by the home university, and the host university has the responsibility to provide transcripts of SCUT students to the home university.

4. NUMBERS OF PARTICIPANTS

4.1 SCUT may send (number) of individual Study Abroad students per semester unless this number is varied by mutual agreement. Study abroad students may apply for one semester or two semesters, and may commence in either semester.

4.2 For any given semester, (number) SCUT students can be waived the tuition fees of the host university, and vice versa. While the rest students will receive a fee reduction depending on the number of XXXX students studying at XXXX in that semester. The reduction is subject to amendment as per the conditions in Clause 6. The reduction will be applied as follows: (This part could be modified to comply with the specific situation on the basis of mutual agreement)

- a. For 1-5 students a semester: 20% reduction of the prevailing fee;
- b. For 6-9 students a semester: 25% reduction of the prevailing fee; and,
- c. For 10 or more students a semester: 30% reduction of the prevailing fee.

5. SELECTION OF PARTICIPANTS

5.1 The Program will be open to undergraduate and postgraduate students with the proviso that students must have completed at least one semester of continuous study at the home institution before commencing the study period at XXXX. The participation of students working for research degrees will be dependent upon the availability of appropriate supervision and facilities at the host institution.

5.2 The home institution will screen applicants for admission to XXXX. XXXX will reserve the right to make final judgements on the admissibility of each student nominated for the Program.

5.3 The following guidelines shall apply:

- a. Students must satisfy all XXXX admission requirements including the English language competency requirements.
- b. Students may apply to any academic program offered by the host institution as specified within the Terms of this Agreement as non-degree students at a level

determined by the host institution. XXXX reserves the right to exclude students from restricted enrollment programs.

- C. Upon completion of the study Program at XXXX, the students must return to the home institution. Any extension of stay must be approved by both institutions.
- d. Students must abide by all rules and regulations of XXXX. They will also have the rights and privileges enjoyed by other students at XXXX and will be subject to the same assessment procedures for the course in which they are enrolled at XXXX.

6. FINANCIAL AND OTHER RESPONSIBILITIES OF EACH INSTITUTION

Each institution will appoint an overall Coordinator to facilitate the mobility of students under the terms of this Agreement. The Coordinators will exchange all relevant information required to facilitate the implementation of the Program.

6.1 Responsibilities of XXXX

- a. XXXX agrees to accept the prescribed number of students from SCUT, to enroll them as full-time, non-degree students for the one or two regular semesters of the academic year. Campus facilities and the appropriate student support, including orientation and social programs, will be available to students from SCUT under the same conditions, and where applicable at the same incidental fees as those applying to XXXX students. XXXX will assist in finding housing at XXXX residential colleges or other student accommodation. At the end of the semester, XXXX will send an official academic transcript for each student studying at XXXX from SCUT.
- b. In order to help SCUT provide useful pre-enrollment information to prospective students, XXXX will provide sufficient supplies of accurate promotional material and information to SCUT for the purposes of this agreement; provide regular and accurate updates of information to SCUT about courses, fees, entry requirements, living conditions, legal or regulatory conditions for visa requirements, and other government regulations; allow SCUT the right to use XXXX name, logo, and any other trademark, in activities and on terms approved by XXXX during the term of this Agreement.
- c. XXXX agrees to monitor the success of the Program by obtaining feedback from participating students, and to use this information, where necessary, to make improvements to the Study Abroad Program or as a basis for staff training and development.

6.2 Responsibilities of SCUT

- a. SCUT will provide to its students applying to XXXX accurate information provided by XXXX (including information provided electronically), about the campus, resources and facilities, teaching methods, assessment methods, subject content and duration, admission requirements at XXXX; the local environment, accommodation (on-campus and off-campus) and cost of living in XXX at XXXX; the application process and conditions of the XXXX Student Visa; the application and admission process to XXXX; any fees other than tuition payable at XXXX and shall ensure that all such material includes XXXX's XXX provider code XXX. This information will be contained within the Letter of Offer issued by XXXX. SCUT will ensure that any requests for advice on XXXX visa applications or migration law are referred to the Coordinator at XXXX. SCUT accepts that the provision of inaccurate and inappropriate advice on XXXX visa applications or migration law may lead to termination of the agreement.
- b. SCUT agrees to monitor the success of the Program by obtaining feedback from participating students, and to use this information, where necessary, to make improvements to the Study Abroad Program or as a basis for staff training and development.

6.3 Student responsibilities

Students will be responsible for personal health and medical insurance coverage. Study Abroad students at XXXX will be required to register for XXXX, as required by the XXX Government, and will be subject to the conditions of their student visas. The host institution will provide the necessary documents (where applicable) to enable the Study Abroad student to obtain a student visa.

Study Abroad students will be responsible for the following:

- a. Transportation to and from host institution
- b. Room and board expenses
- c. Medical insurance
- d. Student Union fees, if applicable
- e. Textbooks, clothing and personal expenses
- f. Passport and visa costs
- g. All other debts and incidental expenses incurred during their course of study at XXXX.

7. RENEWAL, TERMINATION AND AMENDMENT

This agreement shall remain in force for a period of five (5) years from the date of the last signature, with the understanding that it may be terminated by either party giving six (6) months prior notice to the other party in writing. The agreement may be extended by mutual written consent of the two institutions.

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 Memorandum of Agreement.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

For
South China University of Technology

For
The Host University

Professor XXX
Vice President

Professor XXX
XXXX

Date

Date

附件 3. 实验室研究项目协议模板



TEMPLATE

RESEARCH EXCHANGE PROGRAM AGREEMENT

BETWEEN

SOUTH CHINA UNIVERSITY OF TECHNOLOGY

AND

XXXX

In furtherance of the mutual interests in teaching and research, desire to strengthen mutual contact, and as a contribution to increased international cooperation, the University of XXXX, (hereafter referred to as "XXXX") and South China University of Technology, Guangzhou, China (hereafter referred to as "SCUT") have entered into the following Agreement.

1. SCOPE OF THE AGREEMENT

1.1 OBJECTIVES

The purpose of this Agreement is to establish the terms and conditions under which the exchange of research exchange students pursuant to clause 1.4 below between XXXX and SCUT shall take place. The terms and conditions of the Agreement apply to SCUT students attending XXXX or SCUT, extending only to the research exchange students.

1.2 SCOPE

- a. SCUT research exchange students may apply to XXX fields at XXXX except in the MBA Program.

- b. XXX research exchange students may apply to XXX fields at SCUT except in MBA Program.

Henceforth the university accepting research exchange students will be referred to as the "Host University". The university providing research exchange students will be referred to as the "Home University".

1.3 PERIOD OF EXCHANGE

- a. The first exchange of research exchange students between XXXX and SCUT pursuant to this Agreement shall commence in the academic year XXX.
- b. Where possible, each research exchange student will be made on a one-to-one equal exchange basis. The maximum number of exchange students will be no more than XXX. If the applicants exceed the maximum number, then they shall pay all the tuition fees and other costs related to the program. The exchange will be calculated in numbers of students per academic semester. However, if the number of students exchanged between XXXX and SCUT is not in balance each academic semester, an approximate balance should be achieved over the period of the Agreement.

1.4 RESEARCH EXCHANGE PROGRAM

- a. XXXX and SCUT each agree to accept up to XXX research exchange students from the other university each academic year on a research exchange program (the "Program"). This number may be varied by agreement between the Host University and the Home University.
- b. The Program at XXXX is administered through the Research Exchange Program. The Program allows SCUT students who wish to attend XXXX to obtain research experience to do so. SCUT research students admitted to the Program are not permitted to enroll in coursework courses at XXXX but will be enrolled as full time non-degree students. As such, SCUT research students will not be provided with an official transcript from XXXX at the end of their participation in the Program. Instead, SCUT students will be provided a certification of this research exchange program.
- c. The Program at SCUT is administered through the International Office. The Program allows XXXX students who wish to attend SCUT to obtain research experience or professional/industrial practice to do so. XXXX research students admitted to the Program are not permitted to enroll in coursework courses at SCUT but will be enrolled as full time non-degree students. As such, XXXX research students will not be provided with an official transcript from SCUT at the end of their participation in the Program. Instead, SCUT students will be provided a certification of this research exchange program.

2. IMPLEMENTATION OF THE AGREEMENT

2.1 TUITION FEES AND OTHER COSTS

- a. Both XXXX and SCUT agree to waive tuition charges for the research exchange students they accept under this Agreement on a reciprocal basis. Nevertheless, the applicants who are not included in the exchange list, shall pay all the tuition fees and other costs.
- b. SCUT research exchange students applying for admission to the Program at XXXX will be charged an application fee to assist with the processing of their application.
- c. All research exchange students participating in the Program are required to purchase appropriate accident and health insurance and any other insurance required by the Host University or the country in which the Host University is located. All insurance must cover the period of the Program. All research students participating in the Program must provide to the Host University proof acceptable to the Host University that appropriate insurance had been purchased.
- d. All research exchange students attending XXXX who are not XXX citizens must obtain overseas student health cover through an approved XXX Government provider as a condition of obtaining a student visa.
- e. XXXX research exchange students applying for admission to the Program are required to hand in the application forms and must obtain overseas student health cover through an approved XXX Government provider as a condition of obtaining a student visa.

2.2 SELECTION, ENROLLMENT, ACCREDITATION AND PREPARATION

- a. Participating research exchange students will be selected by their Home University on the basis of the research exchange student's previous academic merit and each research exchange student will be enrolled as a full-time non-degree enrollment at the Host University.
- b. Each nomination of a research exchange student by the Home University to the Host University will be accompanied by an official academic record for that research exchange student and the relevant Application for Admission form for research exchange students.
- c. The Home University will advise the Host University of any particulars such as known health problems which might affect the research exchange student's progress, or which mean that the student may require special assistance, subject to obtaining any necessary consents for such disclosure.
- d. XXXX and SCUT shall agree on the number of research exchange students that each

university will provide to, and accept from, the other university 3 months in advance of the commencement of the Program.

- e. The Host University reserves the right to reject prospective research exchange students if it determines the students lack the necessary qualifications, skill or language proficiency, in which case the Home University may nominate alternative students, as applicable, for consideration by the Host University.
- f. Research exchange students will be subject to the academic requirements and rules of conduct of the Host University. The Home University will advise their students of the academic and cultural expectations of the Host University.
- g. Accreditation for the work carried out by a research exchange student during the period of his or her participation in the Program, will be at the discretion of the student's Home University.
- h. Students selected for participation in the Program will be required to have sufficient knowledge of the language appropriate to the Host University to carry out their studies and research at the Host University.
- i. The parties acknowledge that applicable XXX laws required XXX to be kept regarding exchange students and disclosed certain information regarding such students to the XXX government for the purposes of that legislation, including details of exchange students' name, gender, date of birth, country of birth, nationality and residential address in XXXX.
- j. SCUT agrees and acknowledges that ongoing disclosure to XXX of such information by its exchange students attending XXX will be a condition of their acceptance by XXX, and their failure to comply with relevant ongoing disclosure requirements will entitle XXX to terminate their placement under the program.
- k. To enable SCUT to comply with relevant legal requirements and SCUT policies, XXX agrees and acknowledges that all XXX students will be required, prior to departure from XXX, to provide their consent in a form prescribed by SCUT to SCUT disclosing certain personal information about them.
- l. XXX agrees and acknowledges that ongoing disclosure to SCUT of such information by its exchange students attending SCUT will be a condition of their acceptance by SCUT, and their failure to comply with relevant ongoing disclosure requirements will entitle SCUT to terminate their placement under the program.

2.3 Orientation and Services

In the spirit of exchange the Host University will facilitate as much as possible, the admission,

academic progress, physical relocation and cultural orientation of research exchange students from the Home University.

The Host University will provide research exchange students from the Home University with:

- a. Access to university facilities as full student members of the Host University, including library, sport and Student Union facilities.
- b. An orientation or induction program.
- c. Information on health insurance requirements and the extent of the medical cover.
- d. Academic and other advisory services.
- e. Assistance in finding housing where possible, in the Host University's residence halls or appropriate off-campus alternatives.
- f. Documents necessary for obtaining a visa.
- g. Appropriate language support to enable research exchange students to cope with the demands of studying in a second language.

Research exchange students from the Home University will each have responsibility for:

- a. Paying Home University tuition fees prior to participation in a student exchange or the Program.
- b. Paying for their own room and board expenses.
- c. Arranging and paying for transportation to and from the Host University.
- d. Arranging and paying for adequate medical insurance.
- e. Any expenses in excess of their medical insurance coverage.
- f. Purchasing textbooks and clothing and for personal expenses.
- g. Obtaining and paying for an appropriate visa.
- h. Settling all other debts incurred by them or on their behalf during the period of the student exchange or of their participation in the Program, as applicable.

2.4 NO AGENCY ARRANGEMENT

- a. Neither the Host University nor the Home University is an agent of the other and neither has any right to act or represent the other or to purport to do so.
- b. Neither University may use the name or logo of the other University except as required for the purposes of this Agreement without the prior agreement in writing of the other

University.

2.5 INTELLECTUAL PROPERTY

The parties agree that this Agreement does not grant XXX or SCUT any license of use or rights over the intellectual property of the other party. The use of trademarks and/or denominations representative of either party are strictly prohibited without the owner's written consent.

2.6 DISPUTE RESOLUTION

The parties shall attempt to resolve any dispute arising out of or relating to this agreement through discussion and negotiation between the co-ordinators from each university named in this agreement. Should the co-ordinators fail to resolve the dispute within 30 days of the dispute being notified by a party, the parties shall refer the dispute to senior officers of each university, who will between them attempt to resolve the dispute in a timely manner, and in any event within 30 days of the dispute being referred to them. Only after the process set out in this clause has been exhausted can either party commence legal proceedings. However, nothing in this clause shall be construed as prohibiting a party from applying to a court for interim injunctive relief.

3. CO-OPERATIVE RESEARCH

Co-operative research is to be encouraged as individual scholars or departments establish contact and develop mutual interests in niche areas. The cost and conditions of such agreements will be negotiated individually.

4. CO-ORDINATION

In order to carry out and fulfill the objectives of this Agreement, management of research exchange students' participation in the Program will be the responsibility of the XXXX, XXX and the International Office, SCUT.

5. TERMINATION AND MODIFICATION OF THE AGREEMENT

- 5.1 This Agreement will commence on the date of the last signature signed below and will continue in effect for 3 years. After this initial 3 year period, the Agreement may be extended for further 5 year period where both parties provide prior written consent.
- 5.2 This Agreement may be terminated by either party, provided that written notice of the intention to terminate is given by the terminating party to the other party at least six (6)

months prior to the proposed termination date. Commitments already in progress as at the date that the written notice of termination is received by the other party shall be fulfilled.

- 5.3 This Agreement may be modified or altered by written agreement signed by an authorized representative of each of XXXX and SCUT.
- 5.4 The Host University shall have the option of terminating a research exchange student's participation in the Program, should a research exchange student breach any laws, regulations or policies of the Host University, or be held by a court of law to have broken any law of the country in which the Host University is located.
- 5.5 The persons responsible for the administration and operation of this Agreement at their respective Universities are (the XXXX) at the University of XXX, and XXXX at South China University of Technology, Guangzhou, China.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

For
South China University of Technology

For
The Host University

Professor XXX
Vice President

Professor XXX
XXXX

Date

Date

附件 4. 2+2 本科双学位项目协议模板



TEMPLATE
2+2 ARTICULATION AGREEMENT
Between
SOUTH CHINA UNIVERSITY OF TECHNOLOGY
AND
XXXX

This Agreement is made on the date set out on the first page between XXXX University, an educational establishment with administrative offices at XXXX (referred to as “XXXX”); and South China University of Technology, a higher education institute located in 381 Wushan RD., Tianhe District, Guangzhou, P.R. China, 510641 (referred to as “SCUT”).

1. Background

SCUT and XXXX wish to establish a long-term collaborative relationship to promote cooperation within higher education and to enhance the opportunities available to students.

2. Approval

- 2.1 This Agreement is conditional upon and shall not commence unless and until: XXXX and SCUT has approved, in writing, each other as a collaborative partner; and each party has provided written confirmation, which is satisfactory to the other, that it has obtained all necessary or advisable governmental, regulatory or other approvals or consents relevant to this Agreement.

- 2.2 The progression of students from the SCUT Programme to the corresponding XXXX Programme shall not commence unless and until XXXX has approved the content and outcomes of the SCUT Programme in accordance with its quality assurance procedures.
- 2.3 The parties will agree annually and in writing the maximum number of students who are eligible to progress from the SCUT Programme to the corresponding XXXX Programme.

3. Progression and awards

- 3.1 Students who successfully complete the SCUT Programme shall be eligible for entry to the corresponding XXXX Programme.
- 3.2 All offers of places at XXXX, under the terms of this Agreement, are subject to programme availability and to the prospective student fulfilling XXXX's entry requirements. XXXX may in its absolute discretion refuse to offer a place to a student, or may modify the terms of the offer of a place made under this Agreement.
- 3.3 Students who successfully complete the SCUT Programme may, at the discretion of SCUT, be entitled to an award of SCUT in addition to progression to XXXX.
- 3.4 Students who successfully complete the XXXX Programme will be eligible for a XXXX award in accordance with XXXX's academic procedures.

4. Programme management and quality assurance

- 4.1 Each party is responsible for the quality of the academic programmes and learning opportunities offered to students studying at their institution.
- 4.2 XXXX's approval of the SCUT Programme will be subject to periodic review in accordance with XXXX's quality assurance procedures. SCUT shall notify XXXX in advance of any proposed changes to the SCUT Programme which may affect the terms of XXXX's approval.
- 4.3 SCUT will keep such records relating to students registered on the SCUT Programme and this Agreement as notified by XXXX from time to time, or as required by any relevant regulatory body, and will allow access by XXXX or those auditing XXXX processes to such records for academic or quality audit purposes.

5. Students

- 5.1 Students shall be registered with SCUT for the SCUT Programme and with XXXX for the XXXX Programme, and shall be subject to each institution's normal regulations and

procedures during their period of registration, including those relating to the payment of tuition fees.

- 5.2 SCUT is responsible for the recruitment, selection and registration of students on the SCUT Programme in accordance with its normal procedures.
- 5.3 SCUT shall ensure that all students recruited to the SCUT Programme who may progress to study at XXXX meet the minimum English language requirements for entry to the University Programme as set out in Schedule 1.
- 5.4 XXXX shall offer such students a place on the XXXX Programme on receipt of the following:
 - a. evidence that the student has successfully completed the SCUT Programme in accordance with SCUT's assessment criteria; and
 - b. confirmation from either SCUT or the student that the student meets the requirements needed.
- 5.5 XXXX will offer students who meet the requirements set out in clause 6.5 a place in XXXX managed accommodation for the first year of their Programme.
- 5.6 Students are responsible for ensuring that they obtain all necessary visas and other documents required to enable them to study at XXXX.
- 5.7 Students may apply to XXXX for entry to programmes other than the XXXX Programme. Such applications will be considered in accordance with XXXX's normal admissions procedures, and the specific credit arrangements set out in this Agreement will not apply.
- 5.8 XXXX and SCUT subscribe to a policy of equal opportunities in relation to the arrangements for agreeing and offering places to students and will not unlawfully discriminate, directly or indirectly, on the grounds of any of the following protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief sex and sexual orientation. XXXX and SCUT shall abide by these principles in the administration of this agreement.

6. Financial arrangements

- 6.1 The financial arrangements that apply to this Agreement are set out in Schedule 2.

7. Information for students

- 7.1. SCUT shall be responsible for promoting and marketing the SCUT Programme and for providing information about the opportunities for progression to XXXX to students and prospective students, but XXXX may also, at its discretion, promote and market the SCUT

Programme.

- 7.2. All publicity and marketing materials relating to the opportunities for progression from the SCUT Programme to the XXXX Programme must be agreed in writing by both parties prior to publication.
- 7.3. SCUT shall not make any representations to students or prospective students which may suggest that they are guaranteed a place on the XXXX Programme or that they will be successful on the XXXX Programme.
- 7.4. Neither party will do anything which, in the reasonable opinion of the other, would damage the other's reputation and/or business.

8. Ownership of materials and Intellectual Property

- 8.1 Unless agreed otherwise in writing, any materials created by either party for the purposes of the SCUT Programme or the XXXX Programme, and any Intellectual Property rights in such materials, whether existence at the date of this Agreement or created during the course of it, shall belong to the party which created them.
- 8.2 If any materials relating to the SCUT Programme or the XXXX Programme are created jointly by the parties those materials (and any Intellectual Property in such materials) shall be owned jointly by the parties.
- 8.3 If either party becomes aware of any potential infringement of the other party's name, logo or Intellectual Property rights, or becomes aware of any allegation that any of the other party's materials infringe the rights of a third party, it shall immediately inform the other party.

9. Confidentiality

- 9.1 SCUT and XXXX shall keep and procure that their employees keep strictly confidential all Confidential Information received or obtained as a result of entering into or performing this Agreement, and shall use such Confidential Information only for the purposes of this Agreement.
- 9.1 Either party may disclose information which would otherwise be Confidential Information if and to the extent: required by law or by any relevant regulatory body; disclosed on a strictly confidential basis to the professional advisers, auditors and bankers of that party; the information has come into the public domain through no fault of that party; or the other party has given prior written approval of the disclosure.

10. Duration and termination of this Agreement

- 10.1 This Agreement shall commence on the date once it is signed by all authorised signatories and continue for a period of 5 years unless terminated before that time in accordance with this clause. The parties may at any time by agreement in writing extend the duration of this Agreement.
- 10.2 Either party may terminate this Agreement: by giving to the other not less than 6 months' notice in writing; with immediate effect by notice in writing if the other party commits a material breach (which may consist of a series of minor breaches) of the terms of this Agreement; with immediate effect by notice in writing if the other party is subject to a change of control, becomes insolvent, is unable to pay its debts as and when due or otherwise ceases to exist.
- 10.3 SCUT and XXXX may terminate this Agreement with immediate effect by notice in writing if, in its reasonable opinion, the quality of the other party's Programme is no longer of a sufficiently high level for it to allow students to progress to the XXXX Programme with credit and advanced standing.
- 10.4 If notice of termination has been given under this clause, the parties shall: agree in writing a mechanism for ensuring that students registered on the SCUT Programme are able to complete it and progress to the corresponding XXXX Programme; and cease to promote or market the opportunities for progression from the SCUT Programme to the XXXX Programme and not register any new students on this basis.
- 10.5 Upon termination of this Agreement: each party shall cease using the name and/or logo of the other; the provisions of clauses 8, 9 12 and 13 will remain in full force and effect.

11. Disputes

- 12.1 The parties shall attempt to resolve in good faith any dispute arising between them out of the operation of this Agreement. If the dispute cannot be resolved informally, it shall be referred to a senior post-holder within each institution.
- 12.2 The parties agree to co-operate in dealing with or defending any claim by a third party arising out of the operation of this Agreement.

12. Law and jurisdiction

- 13.1 This Agreement shall be governed by and construed in accordance with the laws of either China or XXXX.

13.2 If the both parties cannot settle a dispute and one of them wishes to commence an action against the other through the court process, the parties agree that if: SCUT wishes to commence proceedings against XXXX, it shall do so through the XXXX Courts and it agrees that the laws of XXXX shall apply; or XXXX wishes to take proceedings against SCUT, it shall do so through the Chinese Courts and it agrees that the laws of the People's Republic of China shall apply.

13. General provisions

A variation to this Agreement will not be valid unless made in writing and signed by both parties.

Any notice given in connection with this Agreement must be in writing and delivered personally or by first class pre-paid recorded delivery (or equivalent) to the address given in this Agreement, or to another address notified by either party for the purposes of serving notices. A notice will be deemed to have been served when left at the service address, if delivered personally, or seven days after posting if sent by first class pre-paid recorded delivery. If notice is deemed to have been given on a day that is not a business day, it shall be deemed to have been given on the next business day.

Any sums payable under this Agreement are exclusive of VAT, which shall be payable where appropriate at the rate prevailing at the relevant tax point.

The rights and remedies of each party under this Agreement shall not be diminished, waived or extinguished by any failure or delay by that party to exercise such a right or remedy.

The provisions of this Agreement are severable and distinct from one another, and if at any time any provision is or becomes invalid, illegal or unenforceable, the validity, legality or enforceability of the other provisions shall not in any way be affected or impaired.

This Agreement may be executed by each party on separate counterparts.

For the avoidance of doubt, nothing in this Agreement shall confer on any third party any benefit or the right to enforce any provision of this Agreement.

Nothing in this Agreement shall create or be deemed to create a partnership, joint venture or relationship of principal and agent between the parties.

The parties shall not assign, transfer or sub-contract any of their rights and responsibilities under this Agreement.

Schedule 1

English language requirements

While all students must at least meet XXXX's minimum English language requirements, specific English Language entry requirements vary between undergraduate and postgraduate programmes at XXXX and may also be changed from time to time. Students applying to study for the XXXX programmes under this agreement will be treated equitably with applicants applying for these programmes through all other routes, agreements and mechanisms.

Students will be required to demonstrate their competency in English equivalent to IELTS (academic test) 6.5, achieving 5.5 in each sub score no more than two years before the proposed date of entry to XXXX University.

Alternatively:

Students with an IELTS for __ Visas & Immigration* (academic test) score of __ can apply (subject to the availability of places) for a 12 week pre-sessional English Language Programme at XXXX University. Students who successfully complete this programme will not be required to re-sit IELTS and achieve __.

Students with an IELTS for __ Visas & Immigration* (academic test) score of __ can apply (subject to the availability of places) for an 8 week pre-sessional English Language Programme at XXXX University. Students who successfully complete this programme will not be required to re-sit IELTS and achieve __.

** 'IELTS for __ Visas & Immigration' is the test needed for entry to pre-sessional programmes (academic version) at XXXX University*

(The rest of the page is intentionally left blank)

Schedule 2

Financial arrangements

For the purposes of this agreement, SCUT students progressing to the XXXX programmes listed in Schedule 1 will receive a XXXX reduction in tuition rate for both years of study at XXXX University.

The discount in tuition fees will only apply for students who do not use the services of an Education Advisor.

(The rest of the page is intentionally left blank)

IN WITNESS THEREOF, the parties hereto have offered their signatures:

For
South China University of Technology

For
The Host University

Professor XXXX
Vice President

Professor XXXX
XXXX

Date

Date

附件 5. 4+2 本硕连读项目协议模板



TEMPLATE
4+2 ARTICULATION AGREEMENT
BETWEEN
SOUTH CHINA UNIVERSITY OF TECHNOLOG
AND
XXXX

South China University of Technology, Guangzhou, P.R. China (referred to as “SCUT”) and XXXX (referred to as “XXXX”), inspired by the extensive possibilities offered by international co-operation, recognize the need to develop and nurture new partnerships, with the aim to promote international understanding and contribute to the pool of global knowledge.

In the spirit of this challenge and responsibility, SCUT and XXXX acknowledge the similarities in the scholarly pursuits of the institutions and desire to promote mutual understanding and respect. SCUT and XXXX, in accordance with the principles of equality and mutual benefit and through friendly negotiation, hereby agree to establish a collaborative arrangement for the purposes of providing high quality education and research training to qualified students with the aim of developing education collaborations between SCUT and XXXX.

1. Program overview

SCUT and XXXX aim to collaborate within the following category of education:

1.1 Master studies

Students from SCUT may apply in competition with other candidates to relevant Master programmes at XXXX and any and all acceptance of students is decided at XXXXs full discretion in accordance with XXXX rules as well as Swedish legislation.

2. Fields of Cooperation

SCUT and XXXX aim to support cooperation within the academic areas in which XXXX offers Master programmes. Applicants may apply to participate in studies within any of the fields () at XXXX. Nothing in this MoU shall be interpreted as to the Parties conferring any binding rights or obligations towards each other. Each Party shall remain responsible for their own debts and costs towards third parties.

3. Entry criteria

3.1 Potential students must have completed a Bachelor's degree, corresponding to a XXXX Bachelor's degree or equivalent academic qualifications from an internationally recognised university. A Bachelor's degree at SCUT is required for most programmes at XXXX.

3.2 Students in their final year of undergraduate education may also apply to XXXX and if qualified, receive a conditional acceptance. If the student has not completed its studies a statement from the Teaching Affairs Office (or equivalent department) stating the expected completion date is required.

4. Language requirements

The students must pass an English language proficiency test for admission which should be at least TOEFL (paper-based) or (Internet-based) or IELTS with no section lower than.

Alternatively:

Students with an IELTS score of can apply (subject to the availability of places) for a 12 week pre-sessional English Language Programme at XXXX University. Students who successfully complete this programme will not be required to re-sit IELTS and achieve. This 12 week course will be offered to all students within the program, commencing in the beginning of August each year and upon successful completion the student will be issued a course certificate from XXXX.

5. Application and selection process

5.1 All prospective candidates shall apply online via the XXXX webpage. XXXX will set up a specific website with the relevant application form.

5.2 XXXX evaluates eligible candidates. By ___ each year, XXXX will provide each qualified candidate with a copy of the preliminary admission letter. The preliminary letters will be conditional only in terms of graduation status for students applying for Master programme studies at XXXX.

5.3 Students who pass the assessment process will be admitted to XXXX with an official Letter of Admission to assist their application for a student visa to start their education at XXXX.

6. Services

XXXX will assist in finding housing for the students the first year of their stay in XXXX and will arrange for insurance by the XXXX Department. This shall be done in accordance with XXXX rules.

7. Tuition and fees

Fees are paid by the students to XXXX according to current regulations at each time.

8. Agreement duration and review

This Agreement shall become effective for five (5) years in the first instance, commencing from the date of the signing of this Agreement. It may be terminated by either party giving twelve months' notice of its intention to do so. The Agreement will be reviewed during its third year of operation. If both sides concur, it will be renewed for a further five years. In the event the program is discontinued, students and postdoctoral fellows admitted under the program will continue to receive support at the levels and for the time periods stipulated above. All commitments already in progress shall be fulfilled.

9. Additional activity and dispute resolution

This MoU can be modified and added to by written mutual consent of both parties. Matters not included in the Agreement, but directly related to it, may be addressed by the mutual agreement of the parties. Any such agreement must be appended to this Agreement and becomes valid upon the date of signing.

Both parties commit to resolving any disputes on the terms of this MoU by seeking friendly, mutually acceptable resolutions.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

For
South China University of Technology

For
The Host University

Professor XXXX
Vice President

Professor XXXX
XXXX

Date

Date

附件 6. 3+2 本硕连读项目协议模板



TEMPLATE
3+2 ARTICULATION AGREEMENT
BETWEEN
SOUTH CHINA UNIVERSITY OF TECHNOLOGY
AND
XXX

1. PURPOSE

- A. South China University of Technology ("SCUT") and ("XXX") enter into this 3+2 Program Agreement ("Agreement") for the purpose of educational collaboration.
- B. The two parties have found that it is mutually beneficial to collaborate on the XXX 3+2 Engineering Program ("3+2 Program"). The 3+2 Program provides eligible SCUT students with the opportunity to obtain two degrees within a five-year period: a Bachelor of Science/Engineering ("B.S. / B.E.") from SCUT and a Master of Science//Engineering ("M.S." / "M.E.") from XXX.

2. PROGRAM – 3+2 Program for SCUT Students

- A. Overview
 1. During Years 1-3 of their university education, students attend SCUT with a chosen major in XXX, XXX, XXX, XXX.
 2. During Year 4, students attend XXX to complete their undergraduate education in their chosen major. In addition, students apply to XXX's M.S./ M.E. program with a concentration in the same major they chose for Years 1-4.

3. Upon successfully completing Year 4 and all requirements for the B.S. / B.E. from SCUT, students receive a B.S. / B.E. in their chosen major from SCUT.
4. During Year 5, students accepted into the M.S./ M.E. program attend XXX and complete the M.S./ M.E. requirements for their chosen major.
5. Upon successfully completing the requirements for the M. S. / M.E. degree, students receive a M.S./ M.E. from XXX.

B. Eligibility

To be eligible to apply for the 3+2 Program, SCUT students must first:

1. successfully complete three years of undergraduate education at SCUT with a major in XXX, XXX, XXX, XXX,
2. be selected by SCUT as candidates for application to the 3+2 Program, and
3. meet XXX's English language proficiency requirements.

C. Administration of the 3+2 Program

1. Phase I – Years 1-3 at SCUT
 - a. Students study at SCUT and complete Years 1-3 of their undergraduate education in their chosen major in XXX, XXX, XXX, XXX.
 - b. SCUT may select up to XX eligible students per year as candidates for the 3+2 Program.
 - c. Selected students apply to the 3+2 Program by following XXX admissions procedures, requirements, and deadlines. Information about the Program is available on the website located at XXX.
 - d. XXX evaluates applicants pursuant to its admission standards and selection criteria. XXX has sole discretion to accept or deny students for admission to the 3+2 Program.
 - e. XXX provides accepted students with an official letter of acceptance to facilitate the processing of students' XX visas. Only students who successfully obtain an XX visa may continue to Phase II.
2. Phase II – Year 4 at XXX
 - a. Accepted students enroll at XXX will continue their chosen major and take non-credit required courses. XXX shall provide Year 4 students with the same

support services provided to all international students studying at XXX through the 3+2 Program.

- b. In the fall quarter of Year 4, SCUT shall encourage Year 4 students to apply to the M.S./M.E. program in the same major chosen for their undergraduate education.
- c. During Year 4, in addition to enrolling in engineering courses and the non-credit courses, students may also enroll in up to two graduate-level engineering courses in their chosen major. Credits for the graduate courses count only towards M.S./ M.E. degree requirements.
- d. Upon students' successful completion of Year 4 and all requirements for the B.S. / B.E. from SCUT, SCUT shall award students with a B.S. / B.E. degree in their chosen major. To support the students' application to XXX's M.S./ M.E. program, SCUT shall provide to XXX the students' complete transcripts and letters confirming the students have been awarded B.S. / B.E. degrees.
- e. XXX then evaluates whether the M.S./ M.E. program applicants meet XXX's admissions standards and selection criteria. XXX has sole discretion to accept or deny students for admission to the M.S./ M.E. program.

3. Phase III – Year 5 at XXX

- a. Students accepted into XXX's M.S./ M.E. program in their chosen major enroll in and attend the XXX graduate courses required to complete the M.S./ M.E. degree requirements.
- b. Upon student's successful completion of the requirements for the M.S. degree, XXX shall award them with a M.S./ M.E. degree in their chosen major.

D. Year 4 Curriculum Development

1. XXX shall develop the Year 4 curriculum, in consultation with SCUT, to ensure Year 4 students can fulfill the requirements of a SCUT B.S. / B.E. in their chosen major.
2. The Year 4 curriculum will include engineering courses that fulfill SCUT degree requirements as well as the additional non-credit courses required.
3. The parties shall mutually agree on the Year 4 curriculum in writing before any students are accepted into the 3+2 Program.

E. XXX's Right to Dismiss SCUT Students

1. XXX reserves the right to dismiss any student for academic or personal misconduct in violation of established regulations and policies. XXX shall provide notification of dismissal to SCUT if such notification complies with the relevant regulations and laws and other privacy laws in providing such notification. The dismissal of a SCUT student from the 3+2 Program does not abrogate this Agreement or the arrangements regarding other students.

F. Responsibilities of SCUT Students

1. Students are solely responsible for all tuition, fees, and expenses associated with their participation in the 3+2 Program as provided in Section III of this Agreement.
2. All students are solely responsible for securing transportation, meals, and incidentals while in the XXX.
3. Students must comply with the standard rules, regulations, and restrictions of XXX, including without limitation, enrollment restrictions and requirements of academic honesty and laboratory safety training.
4. Students must provide proof of health insurance that complies with the requirements of XXX, and must maintain such insurance in full force and effect for the period of time that they will be at XXX.
5. Students are solely responsible for their conduct and lack of compliance with any laws of the XXX. XXX assumes no such responsibility.

3. FINANCIAL OBLIGATIONS

- A. No compensation will be paid between SCUT and XXX for students' participation in the 3+2 Program.
- B. SCUT shall collect directly from students the tuition and fees charged by SCUT for Years 1-3. XXX has no claim against such tuition or fees.
- C. XXX shall collect directly from students the tuition and fees charged by XXX for Years 4-5. Such tuition and fees are those required by XXX and ASAP, which may be adjusted at XXX's sole discretion. SCUT has no claim against such tuition or fees, and SCUT shall not charge a commission on such tuition or fees.
- D. Students are solely responsible for all expenses incurred by them through their participation in the 3+2 Program. Expenses may include without limitation:

1. fees for passport, visa, and other legally required documentation;
2. roundtrip airfare to and from the United States;
3. housing, local transportation, and meals;
4. health insurance and/or health care;
5. fees required to access recreational facilities and other campus facilities; and
6. all other incidental expenses, personal expenses, and/or debts incurred while in the United States.

4. INDEMNIFICATION

- A. XXX shall defend, indemnify and hold harmless SCUT, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of XXX, its officers, employees, or agents.
- B. SCUT shall defend, indemnify and hold harmless XXX, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of SCUT, its officers, employees, or agents.
- C. The indemnification provisions in this Agreement survive any termination of this Agreement.

5. NON-DISCRIMINATION

With respect to student admission, access and treatment in programs and activities conducted under this Agreement, consistent with applicable XXX law and University of XXX policy, (1) the parties shall not discriminate or harass on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, and (2) both parties shall prohibit sexual harassment.

6. USE OF NAME AND SEAL

XXX shall not use the name and seal (including the official and unofficial seal) of SCUT, and any other symbol or logo of SCUT, until XXX has sought and received written approval for such use pursuant to SCUT policies and procedures.

7. TERM

This Agreement remains in effect for three years following its execution by both parties, unless otherwise terminated as permitted herein. The parties may renew this Agreement under the same terms for up to three additional years by mutual, written consent. If the parties so renew this Agreement, any financial terms for the remaining years shall be negotiated and agreed upon six months prior to the beginning of the third year and shall be set forth in writing.

8. TERMINATION

Either party may terminate this Agreement upon six months' prior written notice to the other party; however, SCUT and XXX remain responsible under the terms of this Agreement for any students who have already enrolled at XXX, and the parties shall permit such students to complete the 3+2 Program.

9. FORCE MAJEURE

Neither party is liable in damages or has the right to terminate this Agreement for any delay or default in performance if such delay or default is caused by conditions beyond the delaying or defaulting party's control including without limitation acts of God, government restrictions (including without limitation the denial or cancellation of any export or other necessary license), wars, insurrections, strikes, epidemics, civil unrest, sabotage, and/or any other cause(s) beyond the reasonable control of the party whose performance is affected.

10. CONSTRUCTION

This Agreement shall be construed as if the parties jointly prepared it, and any uncertainty or ambiguity may not be interpreted against any one party.

11. CONTROLLING LANGUAGE AND COUNTERPARTS

The controlling language of this Agreement is English. All communications and notices shall be in English. Two identical official copies of this Agreement in the English language shall be signed by the representatives, with one copy to be retained by each institution. This Agreement may be executed in two or more counterparts, each of which is deemed an original but all of which together constitute one and the same instrument. Execution and delivery of this Agreement by delivery of a facsimile or electronically recorded copy (including a .pdf file) bearing a copy of the signature of a party constitutes a valid execution and delivery of this Agreement.

12. NOTICE

All Notices required under this Agreement are deemed to have been fully given: (1) five business days after deposit by certified or registered mail, postage prepaid, return receipt requested; or (2) three business days after deposit with Federal Express, DHL, or another global express carrier service that requires the recipient's signature upon delivery. Notices will be addressed as follows:

13. ENTIRE AGREEMENT

This Agreement contains all of the terms and conditions agreed upon by the parties and supersedes any prior agreement, oral or written, and all other communications between the parties.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

For
South China University of Technology

For
The Host University

Professor XXX
Vice President

Professor XXX
XXXX

Date

Date

附件 7. 定制组团项目协议模板



TEMPLATE
TAILORED PROGRAM AGREEMENT OF COLLABORATION
BETWEEN
SOUTH CHINA UNIVERSITY OF TECHNOLOGY
AND
XXX

This Agreement of Collaboration (hereinafter referred to as "AGGREMENT") is made on the __ day of __.

BETWEEN

Party A: XXX (hereinafter referred to as "SCUT"), 381 Wushan Road, Tianhe District, Guangzhou, China

Party B: XXX

This AGREEMENT covers "SEERVICES" to be rendered by XXX for XXX and is subject to the following terms and conditions.

1. Purpose

XXX desires to engage the expertise of XXX to provide high quality educational services abroad, known as the Programme, to XXX students as described below. XXX is willing to provide XXX

2. Scope of Services

This programme is dedicated to undergraduate students of XXX, jointly designed by XXX and XXX and approved by XXX. Running during summer vacation period (July and August) each year, XXX

includes lectures, academic visits, language & skill training, and cultural visits, etc. It provides a view of the most forefront research topics related to the subject of students, training of lifestyle and research skills, etc. Students are expected to complete 50 study hours within 21 days based in XXX University. All classroom sessions are taught in English.

3. Deliverables

Students will receive personalised evaluation reports and certificates for their performances, which will be reported to XXX following the end of the XXX Program.

4. Discrepancies and Omissions

If there are any discrepancies or omissions regarding the scope of XXX, XXX shall obtain written clarification from XXX before providing XXX.

5. Relationship and Liability

The parties are independent legal entities with respect to each other. Nothing in this XXX is intended to create any association, partnership or joint venture relationship between them.

Each party shall deal with each other during the term of this XXX in good faith.

Each party can for the term of this XXX market itself to and act to form a strategic relationship to promote educational XXX.

During the term of this XXX and for the period of 1 year thereafter, each party shall respect the confidential information of the other party and shall not disclose these or make use of them otherwise than in furtherance of the purposes of this XXX.

6. Term and Termination

This XXX shall be of effect from the “Effective Date” stated at the head of its first page and shall remain in force for 3 years. It may be renewed upon its expiry with the written agreement of both parties.

Either party may terminate this XXX by giving 3 months’ notice in writing to the other party. The termination of this XXX shall not affect the implementation of the projects or programmes established under it prior to such termination.

If either party shall act in a way which significantly damages or risks significantly damaging the

business or reputation of the other, or breaches the terms of this XXX, then that other party may terminate this XXX by one month notice in writing, or immediately in the case of very serious damage, risk of damage or breach of this XXX. The non-breaching party's termination shall not confer on the breaching party any right to compensation to the breaching party and the breaching party shall compensate losses the non-breaching party has suffered because of its mis-conduct.

If early termination is caused by XXX, XXX shall pay XXX for XXX provided to the termination date and reimburse XXX for all non-cancellable obligations made on XXX's behalf.

As the provider of XXX, XXX shall actively assist in discharge of nuisance and reduce the occurrence of loss in the event of any potential damage. For any work errors directly caused by XXX (e.g. intentionally concealing or distorting the actual situation), XXX shall bear the liability for the loss. If either party breaches this XXX, the defaulting party shall compensate the actual loss.

XXX shall not be liable to XXX for any indirect, consequential, or incidental damages or financial losses arising out of, or relating to, this Program.

7. Registration and Arrangement

The XXX Program is scheduled between _____ (Date), for 20 – 35 students.

Registration deadline of the XXX Program (Year): 31st January 2018 (Date)

Payment schedule: Deposit (% of total) payment fees are to be made to XXX by XXX before the registration deadline and then in full at least 30 days before the Program starts.

The XXX Program fees are ¥_____ per student and ¥_____ per XXX staff.

If, for any reason, the number of students attending in the program falls below 20, the total of academic/administrative fees as a portion of total program fees will remain at ¥_____.

The XXX Program (Year) details (English) and pricing structure with additional notes can be found in Appendix XXX and XXX.

Bank account details of XXX:

8. Insurance

Each individual participant shall be covered by travel and medical insurance, which shall cover the period of time the participant is in the _____.

9. Indemnification

Neither party to this XXX shall be liable for any negligent or intentional acts or omissions chargeable to the other, unless such liability is imposed by law.

10. Force Majeure

A party is excused from performing its obligations under this AGREEMENT when conditions unforeseen, unavoidable and impossible by the parties make its performance impractical, illegal or impossible. Conditions of excuse include, but are not limited to: natural disasters, strikes, fires, war, terrorism and threats of terrorism, government actions, and acts or omissions of third parties. The party whose performance is affected shall keep the other party fully informed about the conditions and their prospects of ending.

11. Adherence to Laws

The interpretation and performance of this XXX shall be subject in all respects to ___ law and the exclusive jurisdiction of the ___ courts shall apply.

12. Assignment

No party to this XXX may assign its obligations under this XXX without the prior written consent of the other party.

13. Amendments

No modification of this XXX shall be effective unless made by a written amendment signed by each party's designated representative.

14. Effectiveness and Counterparts

This XXX shall be of effect upon signatures on behalf of both parties and its dating at the head of its first page.

This XXX may be signed in counterparts. Facsimile signatures constitute original signatures.

15. Notices

All notices must be in writing and delivered to the party's designated representative by either

certified mail, return receipt requested, commercial carrier with delivery receipt or via email.
Notices are effective upon receipt by the designated representative.

Designated representative of XXX:

Designated representative of XXX:

Agreed to by the parties as follows:

For
South China University of Technology

For
The Host University

Professor XXX
Vice President

Professor XXX
XXXX

Date

Date

附件 8. 协议签署授权书

授权委托书

授权人：王迎军

工作单位：华南理工大学

职务：校长

被授权人：

工作单位：华南理工大学

职务：

我是华南理工大学的法定代表人，现授权我校代表我签署《华南理工大学与》的有关事宜。此授权书有效期自 至 止。

授权人（签字）：

被授权人（签字）：

日期：

日期：

附件 9. 华南理工大学全日制本科生境外交流资助办法

华南理工大学全日制本科生境外交流资助办法

为进一步推进学校本科生国际化培养，促进本科教育国际化发展，学校决定设立本科生境外交流专项经费，资助本科生进行境外交流与学习。为规范专项经费使用，特制定本办法。

一、经费来源

建立多元经费投入机制，争取各级财政、校友和企业对学校本科教育国际化工作的经费支持，逐步加大学校经费投入力度。每年以学校投入经费为主，同时吸引校友、企业捐助，设立“本科生境外交流专项经费”。

二、资助对象

面向参加学校公派出国（境）交流项目的学生，本科生在读期间只能申请一次资助。

三、资助类别与资助额度

1. 专项资助

(1) 本硕、本博创新班及卓越工程师班等境外交流项目，学校资助学费、个人签证费以及往返旅费的二分之一，学生本人自负二分之一；

(2) 校级优秀本科生项目是由学校面向全体学生选拔参加的优质国际短期交流项目(3个月以上,12个月以内)，学校资助每个学生三万元人民币，其余费用学生自负；

(3) 国家留学基金委员会优秀本科生项目，根据国家留学生基金委的相关资助规定执行。

2. 个人资助：面向个人参加国际或港澳台地区交流项目的资助，包括参加国际或港澳台地区联合培养项目、短期访学以及各类国际 seminar、workshop 等短期交流活动的学生，总金额约 50 万元。经费主要用于资助学生个人签证费及往返旅费，其中国际交流个人资助额度上限为 1 万元，港澳台地区交流个人资助额度上限为 4000 元。贫困生优先资助。

四、申请流程

1. 专项资助由学生所在学院组织申报，填写“华南理工大学本科生境外交流项目资助申请表”，并提供参与学生名单、项目总经费预算等材料，报送至教务处。

2. 个人资助由个人提出书面申请，填写“华南理工大学本科生境外交流个人资助申请表”，并提供家庭经济情况证明、出国（境）费用预算等相关材料，经所在学院审核后报送至教务处。

3. 经教务处进行初步审核后，会同国际交流与合作处、国际交流与合作处审核申请材料并确定资助额度，上报学校主管国际交流工作校领导审核批复。

4. 申请者获得资助后，按规定流程办理相关手续。

5. 项目结束后一个月内，申请者需将项目总结电子版提交至教务处，并持相关证明及票据按批复资助额度办理报

销事宜。

五、其他

1. 学校每年根据“本科生境外交流专项经费”的总额度，确定专项资助和个人资助的资助数量并发布通知。

2. 每位本科生在读期间只能申请一次资助，不得重复申请。

3. 教务处、国际交流与合作处具体负责组织专项资助项目的申报、评审、资助及总结等工作。

4. 各学院负责组织本单位专项资助项目申报、项目总结等具体管理工作，并协助组织学生申请个人资助。

5. 教务处于每年3月和9月分两次受理学生个人资助申请，并根据申请人的学习成绩、外语水平等方面拟定资助学生名单及资助额度，并在教务处网站及学校办公信息平台公示后公布。

6. 所有批准项目的经费管理按项目独立核算，严格按照国家和学校的相关管理办法执行。

六、本办法自2017年9月1日起实施，由教务处负责解释。《华南理工大学全日制本科生国际交流专项资助办法》（华南工教〔2015〕18号）同时废止。

附件 10. 定制团组项目需求信息表

学院负责人签字：

填报时间：

填表人：

邮箱： @scut.edu.cn

手机：

项目基本信息					
学院		专业方向		年级	<input type="checkbox"/> 1-2 年级 <input type="checkbox"/> 3-4 年级及研究生
意向海外大学	1、 2、 3、			定制项目主题	
项目预期人数		项目起止时间		项目人均预算	
项目定制具体信息——学术安排					
期望定制的课程及内容		(中英文)			
是否有实验室学习需求？如有，请详细列出。					
是否有客座讲座需求？如有请列出。					
是否有文化参访需求？如有请列出。					
是否有企业参观需求？如有请列出。					
其他需求					
项目定制具体安排——后勤安排					
海外接送机	<input type="checkbox"/> 需要 <input type="checkbox"/> 不需要				
抵校指导会	<input type="checkbox"/> 需要 <input type="checkbox"/> 不需要				
餐食	<input type="checkbox"/> 欢迎餐 <input type="checkbox"/> 送别餐 <input type="checkbox"/> 其他餐食				
其他需求					



篤行 | 明辨 | 慎思 | 博學

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