

**STUDENT EXCHANGE AGREEMENT
BETWEEN
FACULTY OF HUMANITIES
THE HONG KONG POLYTECHNIC UNIVERSITY
AND
FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS DIPONEGORO**

This Agreement is made on 30 June 2025.

BETWEEN

The Hong Kong Polytechnic University having its principal office at Hung Hom, Kowloon, Hong Kong (“**PolyU**”); and

Universitas Diponegoro having its principal office at Jl. Prof. Soedarto, S.H., Tembalang, Semarang, Central Java, Indonesia (“**Undip**”)

PolyU and Undip shall collectively be referred to as the “**institutions**” and individually as an “**institution**”. The institution that receives exchange students shall be referred to as the “**Host Institution**”. The institution that sends the exchange students shall be referred to as the “**Home Institution**”.

WHEREAS

The institutions wish to establish a framework for student exchange programme to support the promotion of all-round development of students, particularly in the areas of global outlook and cultural appreciation, and hereby agree to the terms and conditions set out in this Agreement.

The institutions hereby agree as follows:

1. **The Exchange Programme:** The programme is between The Faculty of Humanities of PolyU and The Faculty of Social and Political Sciences at undergraduate level. With respect to PolyU, the Department of English and Communication (ENGL), and the Department of Chinese and Bilingual Studies (CBS) are the responsible unit. With respect to Undip, Department of Public Administration, Department of Politics and Government Studies, Department of Communication Science, Department of Business Administration, Department of International Relations are the responsible units.

2. **Number of Exchange Students:** Each institution agrees to exchange a total of 4 student units per year for an academic exchange period of one or more summer session(s) or semester(s) up to one academic year provided that the host institution will accept exchange-in student only if its academic and /or accommodation resources are available. Two student units will be allocated to the student from PolyU Department of English and Communication (ENGL), and Two student units will be allocated to the student from PolyU Department of Chinese and Bilingual Studies (CBS). A student unit means one exchange student attending for an academic semester or two exchange students attending for a summer session. It is expected that the institutions shall strive to achieve an overall balance of 20 student units during the period of this Agreement and will endeavor to correct any imbalances in the following years.

The obligations of the institutions under this Agreement are limited to exchange students only and do not extend to their respective spouses and dependents.

3. **Selection of Students:** It is expected that the Home Institution shall select students of good academic performance and the students shall meet the required language proficiency of their chosen academic programme. Nominated students of the Home Institution must have successfully completed at least one year of continuous study at their Home Institution before the proposed exchange. The Host Institution reserves the right of final approval on the admission of an exchange student.
4. **Credit Transfer and academic record:** The Home Institution shall consider and decide on whether credits earned by their exchange-out students at the Host Institutions will be transferred for inclusion in the students' academic records at the Home Institution.
5. **Financial Arrangements:** Exchange students shall remain registered as full-time students throughout the exchange period and pay normal tuition fees to the Home Institution. Exchange students will be enrolled at the host institution without having to pay tuition fees. They are however responsible for the costs of living, travelling, accommodation, insurance and other incidental expenses such as the costs for applying student visas as required by the local laws.
6. **Accommodation:** The Host Institution will provide exchange students with all possible assistance in looking for suitable accommodation.
7. **Immigration Formalities:** Each institution will issue appropriate documents for visa application purposes in accordance with the applicable laws in the respective jurisdictions, although it is ultimately the responsibility of the individual student to obtain a proper visa in a timely manner.
8. **Insurance:** The Home Institution shall remind the exchange students that they are required to arrange their own insurance against illnesses and accidents covering the period of their stay in the country of the Host Institution.
9. **Personal Data and Information:** Both institutions shall comply with the laws and regulations on personal data and information of their respective jurisdictions, and observe the applicable requirements in retention and handling of the personal data and information of the exchange students. The Home Institution shall obtain the consent and authorization

of the student before providing the student's personal data and information to the host institution.

Both institutions shall employ reasonable organizational, operational and technological processes and procedures to keep the personal data and information provided by the other party or the exchange students safe from any unauthorized, accidental or unlawful use, access, alteration, loss, destruction, erasure, theft or disclosure.

Neither institution shall disclose or transfer any personal data and information of the exchange students provided by the other party or the exchange students to a third party other than for the purposes of this Agreement.

10. **Students' Obligations and Entitlements:** Exchange students will be registered as full-time students of the Host Institution. They will be subject to the rules and regulations and code of conduct of the Host Institution as well as the laws of the host country. Exchange students will be entitled to academic resources and support services generally available to full-time students at the Host Institution.
11. **Arrival Arrangements:** On the exchange students' arrival at the host country, the Host Institution will provide them with appropriate orientation on the host country and institution.
12. **Effective Period:** This Agreement will be effective from 1 July 2025 until 30 June 2030, and may be terminated by either institution giving the other a prior written notice of not less than six months. Such termination shall not affect the parties' obligations that are outstanding before termination. Both institutions agree that exchange students participating in the exchange programme at the time of termination may complete the remainder of the exchange period under the terms and conditions of this Agreement at the time of the termination.
13. **Programme Administration:**

For PolyU:
 - The Global Engagement Office will be responsible for exchange programme administration
 - Faculty of Humanities will be responsible for the academic matters
For Undip:
 - Office of International Affairs will be responsible for exchange programme administration
 - Office of Academic and Student Affairs will be responsible for the academic matters
14. **Advertising and Publicity:** Each institution may use the name and logo of the other for purposes related to the student exchange collaboration. Written consent is required for other purposes. In any event, each institution shall upon request of the other cease to use the name and logo of the latter within a reasonable time.
15. **Exclusion of Third Party Rights:** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the contracting parties hereto any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

16. Force Majeure:

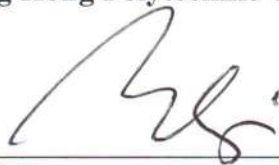
- 16.1 Each institution reserves the right to suspend the implementation of this Agreement, either in whole or in part, temporarily for reasons of national security, national interests, public order or public health. Such suspension shall take effect immediately after notification is given to the other institution.
- 16.2 Notwithstanding clause 16.1, should any event occur which hinders or restricts the implementation of this Agreement, both institutions shall use their best endeavours to agree upon such action, as may be necessary and equitable, to resolve or mitigate the impact of the event.

17. Dispute Resolution: In the event of any dispute arising out of this Agreement, the institutions shall use their best endeavours to discuss and resolve the issues amicably.

18. Miscellaneous: The headings and captions of this Agreement are inserted for convenience of reference and do not define, limit or describe the scope or intent of this Agreement or any particular clause or paragraph.

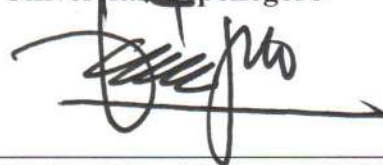
IN WITNESS whereof the parties have signed this Agreement on the date first above written.

**For and on behalf of
The Hong Kong Polytechnic University**



Prof. Li Ping
Dean of Faculty of Humanities

**For and on behalf of
Universitas Diponegoro**



Dr. Drs. Teguh Yuwono, M.Pol. Admin
Dean of Faculty of Social and Political
Sciences

