



# UMAP AT A GLANCE 2018

*Government-initiated International Platform  
for Student Exchange in Asia and the Pacific*

March 2018





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# 1. What is UMAP?

UMAP stands for “*University Mobility in Asia and the Pacific*”.

It is a voluntary organization of government and non-government representatives of the higher education sector encouraging mobility among university students and staff.



*Conference to Discuss Higher Education Co-operation in Asia/Pacific Region  
(Canberra, Australia, 17-19 September 1991)*

## i. Our Mission

UMAP aims to enhance international understanding through increased mobility of university students and staff among regional countries and territories.

## ii. Member Countries and Eligibility

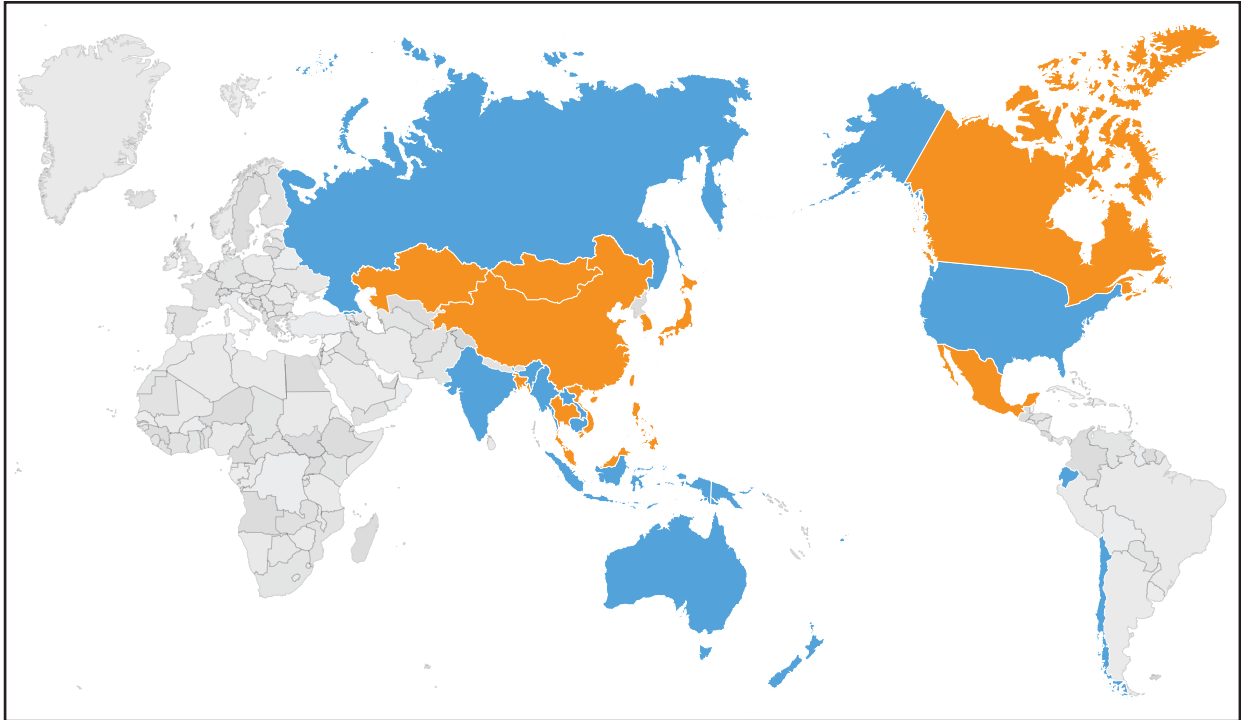
The following 15 countries/territories are **full members** of UMAP\*  
(out of 35 eligible member countries/territories (as of March 2018)).

Australia / Bangladesh / Brunei / Cambodia / Canada / Chile / People's Republic of China / Ecuador / Fiji / Guam / Hong Kong / India / Indonesia / Japan / Kazakhstan / Republic of Korea / Laos / Macao / Malaysia / Mexico / Mongolia / Myanmar / New Zealand / Papua New Guinea / Peru / Philippines / Reunion Island / Russia / Samoa / Singapore / Taiwan / Thailand / Timor-Leste / USA / Vietnam





## Member Countries/Territories & Eligible Countries/Territories



**Note:** **Orange** shows FULL members that pay the membership fees (\$500-\$4000/year).  
**Blue** shows members that do not pay the membership fees (\$500-\$4000/year).

- The UMAP Board, comprising the National Secretariats (NS) from all member countries/regions, meets twice a year to discuss UMAP business, review programs, and consider new initiatives.
- To fulfill the goals of reinforcing cultural and educational exchange, UMAP encourages more and more countries to join as members.
- Accredited public and private universities in full member countries/territories are eligible to participate in UMAP Exchange Programs.

# 1. What is UMAP?

## iii. Programs

### 1. UMAP Student Exchange Programs

*Eligibility:*

Open to undergraduate and post-graduate students.

- Multilateral Student Exchange Program [UME]
  - (One or two semesters long) - Program A**Tuition:** Participating universities are expected to consider a tuition waiver policy for exchange students for Program A.
- Bilateral Student Exchange Program [UBE]
  - (One or two semesters long) - Program B**Tuition:** Conditions for the waiver/non-waiver of tuition fees will depend on the host universities
- Super Short-Term Programs [SSTP]
  - (One to eight weeks long) - Program C**Tuition:** Conditions for the waiver/non-waiver of tuition fees will depend on the host universities

### 2. UMAP Summer Program

Special program organized by UMAP member countries/territories

- UMAP Discovery Camp – August 2016 in Philippines
- UMAP Summer Program – August 2017 in Japan
- UMAP Discovery Camp – July~August 2018 in Thailand
- – 2019 in Taiwan
- – 2020 in Malaysia

### 3. UMAP Research Net [URN]

Joint research projects implemented by groups of two or more researchers

## 2. Procedure to Join UMAP Student Exchange Programs

### Step 1)

Contact the UMAP National Secretariat (NS) responsible for your country/territory and request their endorsement.

NS by country/territory can be found at this link:

*<http://umap.org/about/membership/#nationalsecretariat>*

Note: Only accredited institutions of higher learning from UMAP member countries/regions are eligible to participate in UMAP Student Exchange Programs. If your country/territory is not a UMAP member, please contact the UMAP IS.

### Step 2)

Sign the “Pledge of Agreement”, and send it to UMAP IS.

\*Universities are expected to sign the Pledge of Agreement with UMAP International Secretariat (IS) in advance, demonstrating that they accept the principles of the UMAP exchange program concerning obligations of home and host universities, etc.

The form can be downloaded on UMAP’s website

Home >For Prospective Members <<http://mjk.ac/tUsZxg>>

Once the “Pledge of Agreement” is confirmed by UMAP IS, your institution becomes a UMAP member!

### Step 3)

Offer your program by sending “Outlines of Proposal”

UMAP IS will issue a call for programs to member universities. Please fill in the form and send it to UMAP IS.

### 3. Responsibilities of UMAP Participating Universities for Student Exchange Programs

#### Home Universities

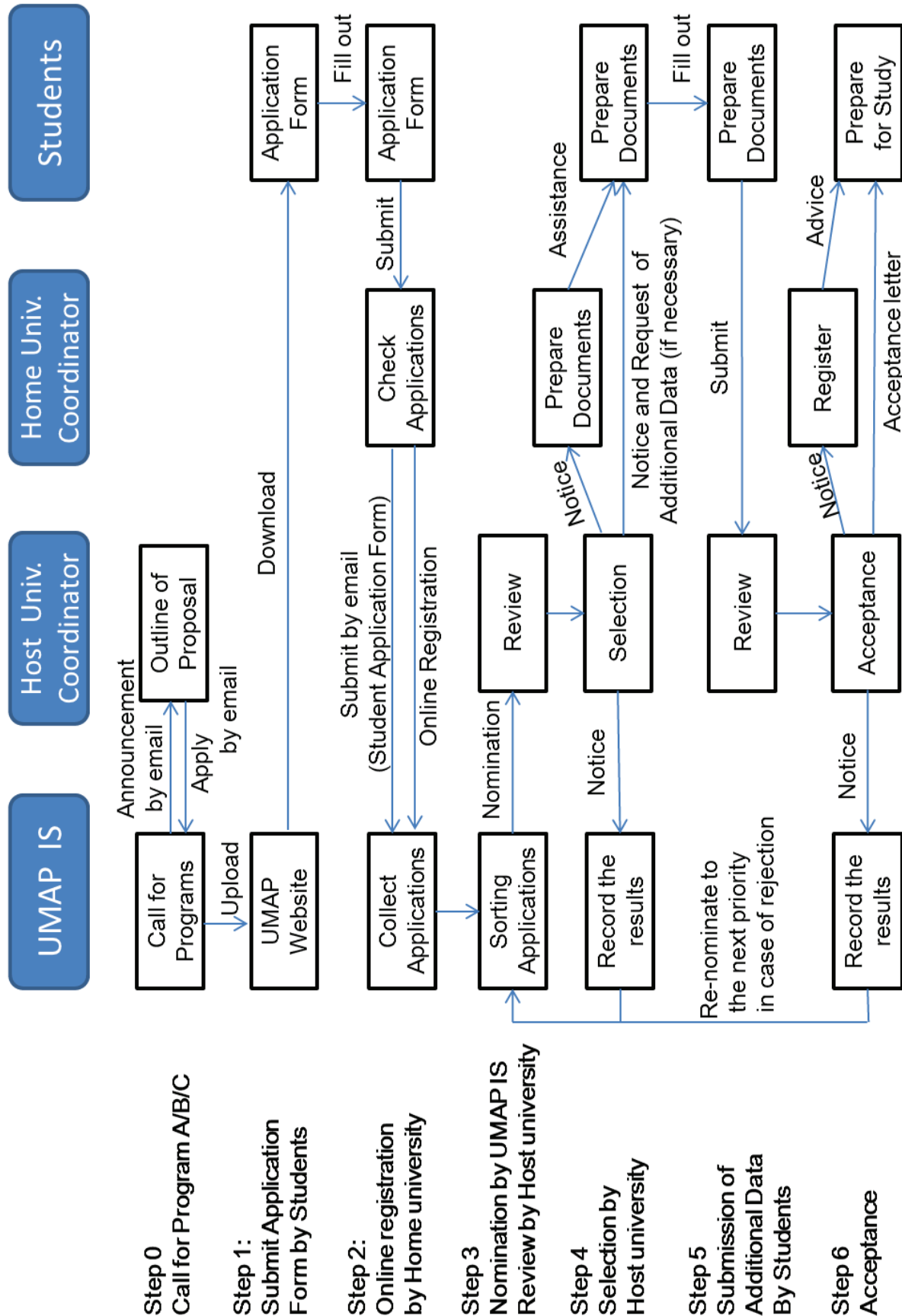
1. Select students to participate in exchange programs.
2. Approve study programs, including any necessary training.
3. Determine the level of financial support to be provided.
4. Provide appropriate preparation for students.
5. Recognize work/credits completed overseas.

#### Host Universities

1. Provide study programs.
2. Evaluate performances of participants and report to their home universities and UMAP IS.
3. Provide appropriate counseling and other support services for students.
4. Assist participants in obtaining accommodations at a reasonable cost.
5. Ensure appropriate health and safety provisions

- Host and home universities need to ensure credit recognition with the aid of UCTS credit equivalence prior to student's exchange.

## 4. Application flow for UMAP's prospective exchange students



## 5. UCTS – UMAP Credit Transfer Scheme

The objective of UMAP Credit Transfer Scheme (UCTS) is to provide a credit conversion scale for grade equivalence between different higher education systems.

UCTS ensures that credits and grades can be transparently transferred and received by students on exchange, thus, reducing a significant hindrance to mobility.

**The definition of UCTS is as follows:**

1UCTS = 38-48 hours of student workload.  
This includes 13-16 academic hours of instruction.

The following table illustrates a recommended conversion of UCTS with various national and regional credit systems:

Country/Region	UCTS	Asia	USA	Europe (ECTS)*	UK (CATS)**
Credit Conversion	1UCTS	1credit	1credit	1.5ECTS	3credits
Student Workload	38-48hrs.	38-48hrs.	45hrs.	37.5-45hrs.	Converted from ECTS
Teaching Hours	13-16hrs.	13-16hrs.	15hrs.	-----	-----

\*ECTS - European Credit Transfer System

\*\*These 3 British credits are based on the conversion principle of British credits with ECTS defined by the QAA (Quality Assurance Agency for Higher Education (2008). This principle is effective among all higher education institutions that use CATS (Credit Accumulation and Transfer Scheme) in the UK.

UCTS Guide can be downloaded on UMAP's Homepage  
Home >UCTS <http://umap.org/ucts/>



## **What are the advantages of UCTS?**

### **Students**

1. Credit systems among countries/territories covered by UCTS can be compared easily, making it simple to determine the correct credit equivalencies between home universities and host universities.
2. The number of courses/credits taken abroad that can be transferred to home institutions can be calculated easily.
3. Knowing the correct number of credits that can be transferred to their home university through UCTS, students can be assured that they can complete their coursework requirements back home and graduate on time.

### **Faculty and staff members**

1. Credit systems and equivalencies across regions and countries are easy to compare, making it simple to advise students on the number of courses they need to take abroad.
2. It is a simple, hassle-free method for calculating credits and facilitating transfer from host to home institution.
3. The time needed to understand and calculate credit equivalencies is reduced.
4. It increases institutions' chances of finding new student exchange partners around the globe by letting UCTS resolve difficulties in transferring credits.

## 6. List of National Secretariat (NS) & Participating universities during 2012-2018

Each member country/territory shall set up a **UMAP NS** to be the chief point of contact in that member country/territory.

For those who don't have their national contact (i.e. UMAP NS), please directly contact with the **UMAP IS** located at Toyo University in Japan.

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### **Bangladesh**

National Secretariat *University Grants Commission of Bangladesh (UGC)*

**Md. Mustafejur Rahman**

**Position:** Senior Assistant Secretary, University Grants Commission of Bangladesh

**Email:** mustafizugc@gmail.com

**Address:** UGC Bhaban, Plot# E-18/A, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207

**Website:** <http://www.ugc.gov.bd/en>

Participating University

- Daffodil International University

### **Brunei**

National Secretariat *Universiti Brunei Darussalam*

**Dr. Abby Tan Chee Hong**

**Position:** Director of Global Relations, Office of Assistant Vice Chancellor (Global Affairs), Universiti Brunei Darussalam

**Email:** abby.tan@ubd.edu.bn

**Address:** Universiti Brunei Darussalam, Jalan Tungku Link Gadong, Brunei Darussalam BE1410

**Website:** <http://www.ubd.edu.bn>

**Dr. Sabrina Daud**

**Position:** Deputy Director of Global Relations, Office of Assistant Vice-Chancellor (Global Affairs), Universiti Brunei Darussalam

**Email:** sabrina.daud@ubd.edu.bn

Participating University

- Universiti Brunei Darussalam

### **Canada**

National Secretariat *The BC Council for International Education*

**Dr. Randall Martin**

**Position:** Executive Director

**Email:** martin@bccie.bc.ca

**Address:** Suite 603 - 409 Granville Street Vancouver, British Columbia V6C 1T2 Canada

**Ms. Chelsey Laird**

**Position:** Senior Manager, Internationalization and Market Support

**Email:** claird@bccie.bc.ca

Participating University

- Northwest Community College (NWCC)





## **People's Republic of China**

National Secretariat *Sias International University*

**Mr. Julian Yue**

**Position:** Director of Office of International Relations

**Email:** junliangyue@hotmail.com, yuejunliang@sias.edu.cn

**Address:** 168 Renmin Road, Xinzheng, Henan, 451150

**Website:** www.sias.edu.cn

## **Hong Kong**

National Secretariat *The Chinese University of Hong Kong (CUHK)*

**Ms. Shally Fan**

**Position:** Director of Academic Links

**Email:** shallyfan@cuhk.edu.hk

**Address:** Room 1303, Yasumoto International Academic Park, The Chinese University of Hong Kong, Shatin, NT, Hong Kong

**Website:** <http://www.oal.cuhk.edu.hk/>

**Dr. Suk-Ying Wong**

**Position:** Associate Vice-President

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**Address:** Room 110, 1/F., University Administration Building, The Chinese University of Hong Kong Shatin, NT, Hong Kong

National Secretariat *The University of Hong Kong (HKU)*

**Prof. John Kao**

**Position:** Vice-President and Pro-Vice-Chancellor (Global)

**Email:** vpglobal@hku.hk

**Address:** Office of International Student Exchange, G/F, Fong Shu Chuen Amenities Centre, The University of Hong Kong, Pokfulam Road, Hong Kong

**Website:** <http://global.hku.hk/>

**Ms. Cathy Wong**

**Position:** Senior Programme Manager, Office of International Student Exchange (soon to be renamed as Global Affairs Office)

**Email:** cathyinkw@hku.hk

**Address:** The President's Office, 10/F Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong

**Website:** <http://www.aal.hku.hk/studyabroad>

## **Japan**

National Secretariat *UMAP Japan National Committee*

**Position:** Student Exchange Programs Planning Division, Student Exchange Department, Japan Student Services Organization (JASSO)

**Email:** [umap@jasso.go.jp](mailto:umap@jasso.go.jp)

**Address:** c/o Japan Student Services Organization (JASSO) Student Exchange Programs Planning Division, Student Exchange Department 2-2-1 Aomi, Koto-ku, Tokyo 135-8630, Japan

**TEL:** +81-3-5520-6012

**Website:** <http://www.jasso.go.jp/en/index.html>

## 6. List of National Secretariat (NS) & Participating universities during 2012-2018

### Participating Universities

- Aichi Prefectural University
- Akita International University
- Hiroshima University
- Kansai University
- Kibi International University
- Nanzan University
- Niigata University
- Osaka Institute of Technology
- Osaka Jogakuin University
- Otaru University of Commerce
- Shibaura Institute of Technology
- Showa Women's University
- Toyo University
- University of Fukui
- University of the Ryukyus

### **Kazakhstan**

National Secretariat *Karaganda State Medical University*

**Ms. Saule Kassymova**

**Position:** Head of the Department of International Cooperation and Bologna Process

**Email:** KasymovaS@kgmu.kz

**Address:** Gogol Street, 40, Karaganda, 10000, Republic of Kazakhstan

**Website:** <http://www.kgm.kz/en>

### Participating University

- Karaganda State Medical University

### **Korea**

National Secretariat *Hanyang University*

**Ms. Angie Lee(Ms.)**

**Position:** Manager, Office of International Affairs

**Email:** angielee@hanyang.ac.kr

**Address:** 222 Wangsimri-ro, Seongdong-gu, Seoul, Korea 133-791

**Website:** <http://www.hanyang.ac.kr/english/>

### Participating Universities

- Chosun University
- Far East University
- Hallym University
- Hanyang University
- Hongik University
- Konkuk University
- Kookmin University
- Koreatech
- Kwangju University
- Kyungpook National University
- Sangmyung University

### **Malaysia**

National Secretariat *Universiti Kebangsaan Malaysia (UKM)*

**Dr. Yazrina Yahya**

**Position:** Director, International Relations Centre, UKM

**Email:** yazrina@ukm.edu.my, exchange@ukm.my

**Mr. Ong Chang Ee**

**Position:** Executive, International Student Service Division, International Relations Centre (UKM Global), UKM

**Email:** changee@ukm.edu.my

**Address:** Level 2, Chancellory Building, Universiti Kebangsaan Malaysia, Jalan Reko, 43600 Bangi, Selangor, Malaysia

**Website:** <http://www.ukm.my/portal/>

### Participating Universities

- Taylor's University
- Universiti Kebangsaan Malaysia (UKM)
- Universiti Teknologi Malaysia



## **Mexico**

National Secretariat *Universidad de Colima*

**Ms. Genoveva Amador Fierros**

**Position:** Head of International Affairs and Academic Cooperation Office, Universidad de Colima

**Email:** [genoveva@ucol.mx](mailto:genoveva@ucol.mx)

**Address:** Avenida Universidad 333, Col. Las Víboras, C.P. 28040. Colima, Col., México

**Website:** <http://www.ucol.mx>

### Participating Universities

- Instituto Tecnológico Autónomo de México (ITAM)
- Instituto Tecnológico de Sonora
- Universidad Autónoma de Baja California
- Universidad Autónoma de Ciudad Juárez
- Universidad Autónoma del Estado de Hidalgo
- Universidad Autónoma de San Luis Potosí
- Universidad Autónoma de Sinaloa
- Universidad de Colima
- Universidad de Guadalajara
- Universidad del Caribe
- Universidad de Monterrey
- Universidad de Quintana Roo
- Universidad Internacional
- Universidad Juárez del Estado de Durango
- Universidad La Salle Noroeste

## **Mongolia**

National Secretariat *National University of Mongolia*

**Dr. Baldorj Ochirkhuyag**

**Position:** Vice President for Research Innovations and International Relations

**Email:** [ochirkhuyag@num.edu.mn](mailto:ochirkhuyag@num.edu.mn)

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Suite 200,

Ikh surguuliin gudamj 1

Ulaanbaatar 14200,

Mongolia

**Website:** [www.num.edu.mn](http://www.num.edu.mn)

## **Philippines**

National Secretariat *Commission on Higher Education (CHED)*

**Ms. Lily Freida M. Milla, Esq.**

**Position:** Director III, International Affairs Staff, CHED

**Email:** [lily.freida@gmail.com](mailto:lily.freida@gmail.com), [ias@ched.gov.ph](mailto:ias@ched.gov.ph)

**Address:** C. P. Garcia Avenue 2/F, CHED HEDC Building, 1100 Quezon City, Philippines

**Website:** <http://www.ched.gov.ph/>

### Participating Universities

- Angeles University Foundation
- Ateneo de Manila University
- Bataan Peninsula State University Philippines
- Central Luzon State University
- De La Salle University
- De La Salle University Dasmariñas
- Filamer Christian University
- Ifugao State University
- Kalinga State University
- Lyceum Northwestern University
- Lyceum of the Philippines University - Batangas
- Mapua University (former; Institute of Technology)
- Mindanao University of Science and Technology
- St. Paul University Philippines
- University of Antique
- University of Asia and the Pacific (UA&P)
- University of Mindanao

## 6. List of National Secretariat (NS) & Participating universities during 2012-2018

### **Taiwan**

National Secretariat *Fu Jen Catholic University*

**Dr. Ahjee Lee**

**Position:** UMAP National Secretariat Project Leader

**Email:** 035868@mail.fju.edu.tw

**Address:** A 112, Cardinal Tien Memorial Hall, Fu Jen Catholic University, No. 510, Zhongzheng Rd., Xinzhuang Dist., New Taipei City, 24205 Taiwan (R.O.C)

**Website:** <http://www.oie.fju.edu.tw/block/view/sn/751/lang/en>

**Ms. Erin Wang**

**Position:** UMAP National Secretariat

**Email:** umaptaiwan@gmail.com

**Address:** Room 117, Cardinal Tien Memorial Hall, Fu Jen Catholic University, No. 510, Zhongzheng Rd., Xinzhuang Dist., New Taipei City, 24205 Taiwan (R.O.C)

### Participating Universities

- Asia University
- Chang Gung University
- Chang Jung Christian University
- Cheng Shiu University
- Chia Nan University of Pharmacy and Science
- China Medical University
- Chung Yuan Christian University
- Chungyu University of Film and Arts
- CTBC Financial Management College
- Dayeh University
- Feng Chia University
- Fortune Institute of Technology
- Fu Jen Catholic University
- I-Shou University
- Kainan University
- Kun Shan University
- Lunghwa University of Science and Technology
- Ming Chuan University
- MingDao University
- Minghsin University of Science and Technology
- Nanhua University
- National Central University
- National Changhua University of Education
- National Chengchi University
- National Cheng Kung University
- National Chiao Tung University
- National Chi Nan University
- National Chin-Yi University of Technology
- National Chung Cheng University
- National Chung Hsing University
- National Dong Hwa University
- National Formosa University
- National Hsinchu University of Education
- National Taichung University of Education
- National Taipei University (College) of Business
- National Taiwan Normal University
- National Taiwan Ocean University
- National Taiwan University of Arts
- National Taiwan University of Science and Technology
- National Taiwan University of Sport
- National Tsing Hua University
- National University of Kaohsiung
- National Kaohsiung Marine University
- National Yang-Ming University
- National Yunlin University of Science and Technology
- Overseas Chinese University
- Providence University
- Shih Chien University
- Shu-Te University
- Soochow University
- Southern Taiwan University of Science and Technology
- Taiwan Shoufu University (TSU)
- Tajen University
- Tamkang University
- Tatung University
- Tunghai University
- Tzu Chi University of Science and Technology
- University of Kang Ning
- University of Taipei
- Wenzao Ursuline University of Languages
- Yuanpei University of Medical Technology
- Yu Da University of Science and Technology



## **Thailand**

National Secretariat *Office of the Higher Education Commission, Ministry of Education*

### **Ms. Lakhana Dockiao**

**Position:** Director, Bureau of International Cooperation Strategy

**Email:** lakhana.doc@mua.go.th

**Address:** 328 Si Ayutthaya Road, Ratchathewi, Bangkok, Thailand 10400

**Telephone:** +66-2610-5404

### **Mr. Akanit Kingsak**

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**Address:** 328, Si Ayutthaya Road, Thung Phaya, Khet Ratchathewi, Bangkok, Thailand 10400

**Telephone:** +66-2610-5399

**Website:** <http://www.mua.go.th/>

### Participating Universities

- Assumption University
- Bangkok University
- Chiang Mai University
- Christian University of Thailand
- Chulalongkorn University
- Dhurakij Pundit University (DPU)
- Dusit Thani College
- Eastern Asia University
- Hatyai University
- Kasetsart University
- Khon Kaen University
- King Mongkut's Institute of Technology Ladkrabang (KMUTL)
- King Mongkut's University of Technology Thonburi (KMUTT)
- Loei Rajabhat University
- Mae Fah Luang University
- Mahasarakham University
- Mahidol University
- Nakhon Ratchasima Rajabhat University
- Naresuan University
- Payap University
- Pibulsongkram Rajabhat University
- Rajamangala University of Technology Lanna
- Rajamangala University of Technology Rattanakosin (RMUTR)
- Rangsit University
- Roi-Et Rajabhat University
- Siam University
- Srinakharinwirot University
- Sripatum University
- St. Theresa International College
- Thammasat University

## **Vietnam**

National Secretariat *Vietnam National University, Hanoi (VNU)*

### **Dr. Le Thi Thu Thuy**

**Position:** Deputy, Director of Academic Affairs Department

**Email:** ltthuy@vnu.edu.vn

### **Ms. An Thuy Linh**

**Position:** Cooperation and Development Department

**Email:** linhat@vnu.edu.vn

**Address:** 144 Xuan Thuy Street, Cau Giay District, Hanoi, Vietnam

**Website:** <http://www.vnu.edu.vn/eng/>

### Participating Universities

- FPT University
- University of Social Sciences and Humanities (USSH)
- Vietnam National University, Hanoi (VNU)

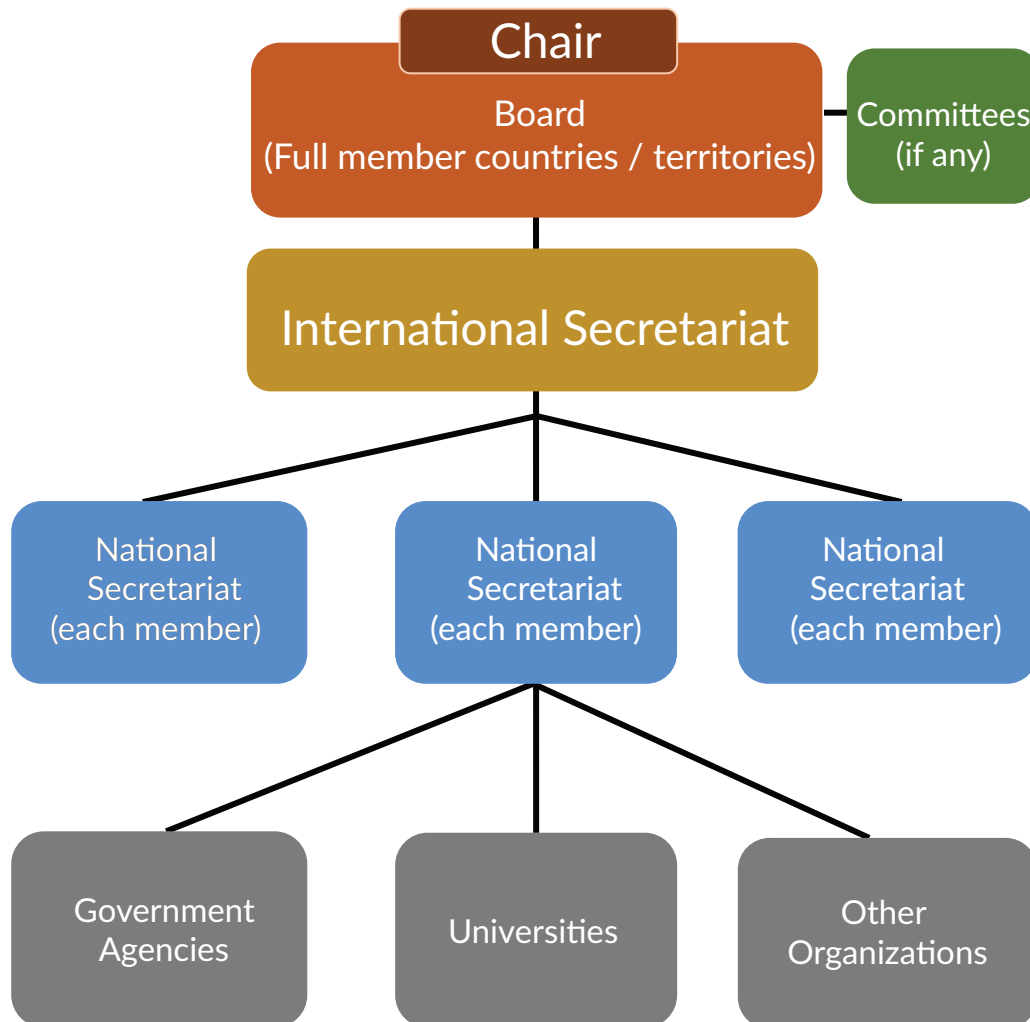
## 7.UMAP Membership Fees

### Scale of Contribution (US\$) by National Secretariat

Country	Contribution Rate (%)	Amount as of 2017 (USD)
Cambodia, Laos, Mongolia, Papua New Guinea, Reunion Island, Timor - Leste	1%	500
Brunei, Ecuador, Fiji, Guam, Myanmar, Samoa	1.5%	750
Bangladesh, Kazakhstan, Macau, Peru, Vietnam	2%	1000
Chile, Hong Kong, Indonesia, Malaysia, New Zealand, Philippines Singapore, Thailand	3%	1500
India, Republic of Korea, Mexico, Russia, Taiwan	4%	2000
Australia, Canada, People's Republic of China	6%	3000
Japan, USA	8%	4000

The above scale uses 80 percent of GDP and 20 percent of GDP per capita to arrive at a multiple for each member. The resulting list is then grouped into cohorts to arrive at an estimate of the percentage of the total UMAP General Fund to be borne by each member. As economic information is always changing, the scale will periodically be reviewed by the Board to see if adjustments are merited.

## 8. Organization of UMAP



The UMAP Board comprises all members and it shall determine the policies and the main lines of work for the smooth and effective operation of UMAP. The Secretariat of UMAP is called the UMAP International Secretariat. It is responsible for the management and administration of the day-to-day operations of UMAP and serves as the liaison for the member secretariats. Each member country/territory sets up a National Secretariat to be the chief point of contact in that country/territory and to be responsible for the promotion and development of the UMAP Exchange Programs.

## 9. Frequently Asked Questions

### Q1. What are the advantages of becoming a UMAP member?

- 1) UMAP's broad variety of study abroad programs meet the diverse needs of students and future employers.
- 2) In the future, UMAP plans to make practical learning opportunities, including internships, available to students.
- 3) UMAP's interconnectedness allows for the increase in mutual trust and quality assurance among numerous universities.
- 4) The UMAP Credit Transfer Scheme (UCTS) enables students to confidently participate in a variety of quality student exchange programs.
- 5) UMAP has an open organization (membership) and an open platform: governments, associations of universities, consortium of universities, and/or an individual university.
- 6) Any country or territory in the Asia-Pacific region is eligible to become a full –member of UMAP and participate in UMAP exchange programs. This gives students and faculty members unparalleled access to an incredible diversity of cultures, peoples, histories, and opportunities.

### Q2. Are there any scholarships offered by UMAP?

*For students)* There are scholarships offered by Taiwan's Ministry of Education, and Japan's Ministry of Education, Culture, Sports, Science, and Technology (MEXT). Eligible students are both inbound and outbound exchange students of their country/territory through UMAP.

Participating universities may also make arrangements to fund bilateral exchanges, taking into account such matters as maintenance of scholarship benefits, eligibility for government funding assistance, and health care costs.

*For Faculty members)* UMAP has a grant called UMAP Research Net (URN), which provides funds to joint research conducted by researchers from UMAP affiliated universities. The next call for proposals will be spring 2018.

### Q3. Do universities have to pay to participate in student exchange programs?

Depending on a country's National Secretariat (NS), which pays the membership fee, universities in certain countries/territories may be able to join without any additional payments.



THE PLEDGE OF AGREEMENT  
on  
UMAP MULTILATERAL STUDENT EXCHANGE PROGRAM  
between  
[ ]  
AND UMAP INTERNATIONAL SECRETARIAT

..... (University), ..... (Country),  
as a participating institution of the University Mobility in Asia and the Pacific  
(UMAP) Multilateral Student Exchange Program (UME), hereby pledges to the  
UMAP International Secretariat (UMAP IS) as the representative of UMAP, that  
..... (University) will agree upon the following terms for the  
implementation of exchanges of undergraduate or graduate students (hereinafter  
referred to as “exchange students”) under the UME:

1. All participating exchange students should be currently enrolled students from participating universities.
2. The selection of exchange students will be subject to the authority and discretion of each host university. The maximum number of inbound and outbound exchange students for each university will not exceed two (2) per semester (Program A).
3. Regardless of Article 2 above, universities that accept more than two (2) exchange students in a given semester will be allocated an equal number of additional quotas for outbound exchange students. The quotas can be used from the following semester without expiration date.
4. The provisions of the preceding two paragraphs shall not preclude bilateral agreements made between any two (2) participating universities that hope to exchange more students (Program B: UMAP Bilateral Student Exchange Program (UBE)).
5. Exchange students shall be permitted to stay at the host university not longer than one year.
6. Exchange students will not be subject to fees for examinations, admission and tuition at the host university.
7. Exchange students will receive a letter of enrollment or note from the host university to apply for VISAs for a length of time equivalent to the exchange term in the country where the host university is located.
8. ....(University) shall host or participate in Program A. This shall not prevent its students from participating in Program B and/or Super Short-Term Programs (Program C) before the university hosts or participates in Program A.

9. Exchange students will comply not only with international exchange and other requirements of the host country, but also with the rules and regulations of the host institution.
10. Exchange students may enroll into any courses/classes offered by the host university, except courses with specific requirements determined by the university.
11. All participating universities agree to accept credits and to transfer credits earned by students from the exchange program via the UMAP Credit Transfer Scheme (UCTS), subject to the regulations and procedures of the respective universities.
12. All participating universities shall provide exchange students with accommodation or help them acquire their own accommodation.
13. Concerning the implementation of UME, open and widespread participation shall be encouraged; all details shall be discussed and agreed by host and home universities with UMAP IS whenever necessary.
14. As for the implementation of exchange students, notification is required at least one year earlier to the end date for the termination of this agreement.
15. This Agreement will/shall be valid from the date signed by each participating university with UMAP IS. The Agreement may be terminated by the university giving six (6) months' written notice to UMAP IS. In the event of termination, the respective parties will honor all commitments to students currently participating in the program.
16. The memorandum shall be concluded in English. Any revision or modification of the Agreement shall be made in writing through discussion in UMAP committee and board meetings.

(Signature)\_\_\_\_\_

(Name)\_\_\_\_\_

(Title)\_\_\_\_\_

(University)\_\_\_\_\_

(Country)\_\_\_\_\_

Date \_\_\_\_\_

(Signature)\_\_\_\_\_

Makio Takemura, Ph.D.

Secretary General

UMAP International Secretariat

Tokyo, Japan

Date \_\_\_\_\_



If you have any questions, please contact UMAP International Secretariat (UMAP IS).

- UMAP IS (Toyo University, Tokyo, Japan)

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