

MEMORANDUM OF UNDERSTANDING BETWEEN



NATIONAL INSTITUTE OF
TECHNOLOGY (KOSEN),
HAKODATE COLLEGE, JAPAN
14-1 Tokura-cho, Hakodate, Hokkaido, Japan

AND



TEMASEK POLYTECHNIC, SINGAPORE
21 Tampines Avenue 1
Singapore 529757

20 JULY 2023

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is made between National Institute of Technology (KOSEN), Hakodate College, Japan ("NIT (KOSEN), Hakodate College"), and Temasek Polytechnic, Singapore ("TP"), a body corporate incorporated under the Temasek Polytechnic Act 1990.

II. INTENTION & SCOPE OF MOU

This MOU is intended to establish the framework for understanding and cooperation between NIT (KOSEN), Hakodate College and TP in the areas of staff and student exchanges and in the sharing of expertise, knowledge and information.

III. OBJECTIVES OF EXCHANGES

The objectives are to promote the following:

1. the exchange of students
2. the exchange of scholars (professors, lecturers or researchers)
3. the exchange of academic information and materials
4. further education opportunities to both students of NIT (KOSEN), Hakodate College and TP
5. internship opportunities for students in their respective fields of study
6. organisation of joint research programmes
7. organisation of joint seminars

IV. COMMITMENT OF NIT, HAKODATE COLLEGE AND TP

In Respect of Student Exchange

1. Both institutions will ensure that the selected student(s) meet the appropriate academic and relevant requirements as determined and agreed upon by the two institutions. It is mutually agreed that the intended exchange be made known to the host institution in advance.
2. Where an exchange is effected, the travelling and living expenses will be the responsibility of the institution from which the exchange is made ("home Institution") unless otherwise negotiated.
3. The institution in which the exchange is made ("host Institution") shall not impose any tuition fee on the exchange student(s). However, students attached to or attending extra-curricular programme or workshops may be charged with non-tuition fees, unless otherwise negotiated.

4. Students are expected to purchase health and travel insurance as required by the host country. They must present these documents and their translations to the host institution before departure from the home country.
5. Subject to availability, the host institution will provide or help make appropriate arrangement for accommodation and also provide assistance in dealing with administrative procedures for exchange students.
6. Both institutions affirm that the exchange students have the necessary personal funding resources to meet their financial obligations.
7. For student internships / student attachments, either institution may nominate up to approximately 20 students per year. Both institutions agree that the length of Student Internship / Student Attachment shall not exceed 1 year for each student.
8. Students may be attached to the host institution for study in an approved programme or for work attachment to a research laboratory in the host institution. The students shall be enrolled as non-degree/diploma students at the host institution.
9. The host institution shall provide the home institution with an evaluation of the student's course work at the host institution upon the request of the home institution. This may be recognised for academic credit at the home institution according to its rules and regulations.

In Respect of Faculty Exchange

1. Both institutions will consult on a regular basis regarding the possibility of staff exchange in areas of teaching, research or administration. The period of exchange will not exceed one year. The exchange will depend on the needs of the institutions and availability of staff for exchange.
2. Both institutions will ensure that the selected staff meets the appropriate work, language and other requirements as determined and agreed upon by the two institutions. It is also agreed that the intended exchange be made known to the host institution at least three months (3) in advance.
3. Where an exchange is effected, the salary, travelling and living expenses will be the responsibility of the institution from which the exchange is made ("home Institution"), unless otherwise negotiated.
4. Subject to availability, the host Institution will provide or help make appropriate arrangement for accommodation.
5. The host Institution will set working conditions and privileges, which are at least equivalent to those accorded to resident staff of that institution.
6. Staff members are expected to purchase health and travel insurance as required by the host country. They must present these documents and their translations to the host Institution before departure from the home country.
7. The host Institution will assist the exchange staff in dealing with the relevant administrative procedures.
8. Where teaching and research staff members are placed on exchange, advance arrangements shall be made between the two institutions with respect to access to special facilities such as laboratories, dedicated equipment, offices, email and computing support and the like.

V. ACADEMIC CO-ORDINATORS

The MOU will be coordinated by **Assoc. Professor Osamu Terakado**, Department of Material and Environmental Engineering, NIT (KOSEN), Hakodate College and **Ms Katherina Tan**, Senior Manager, International Relations from Temasek Polytechnic.


VI. MOU TERMS

1. All individuals on exchange under this MOU shall be subjected to the laws of the host country and the legislation, in whatever form, governing the affairs of the host country. Exchange students are required to satisfy the immigration rules governing application of student pass and visa of the host countries. Overseas exchange students may be required to undergo an extensive medical examination.
2. For student internships / student attachments, equal reciprocity of the number of students will be ensured per year, or as mutually agreed between NIT (KOSEN), Hakodate College and TP.
3. NIT (KOSEN), Hakodate College and TP acknowledge that the provisions in this MOU represent their mutual intentions and commitment towards promoting institutional exchanges in accordance with the terms and conditions of this MOU. But this MOU is not intended to create any legally binding obligations nor contractual relationship between the institutions. In the event that a separate legal agreement needs to be executed in relation to this MOU, both institutions, may negotiate in good faith on the terms and conditions of a legal agreement to be executed at any other appropriate time.
4. The MOU will be executed in duplicate copies in the English language.

VII. DURATION AND TERMINATION

1. This MOU will become effective upon the signature by representatives of the two institutions. The MOU shall be in force for a period of five (5) years from the date of this MOU and shall be renewable after re-negotiation procedures have been completed.
2. The MOU may be terminated at any time by either institution giving at least six (6) months' notice to the other institution in writing.
3. Amendments to this MOU will only be made by the agreement of both institutions.

IN WITNESS WHEREOF the institutions have caused this MOU to be executed by their respective authorised representatives below.



Signed by for and on behalf of
**NATIONAL INSTITUTE OF
TECHNOLOGY (KOSEN),
HAKODATE COLLEGE**
Dr. Megumi Abe
President
National Institute of Technology (KOSEN),
Hakodate College
Japan



Signed by for and on behalf of
TEMASEK POLYTECHNIC
Mr. Peter Lam
Principal & CEO
Temasek Polytechnic
Singapore