

MEMORANDUM OF UNDERSTANDING BETWEEN



AND



**POLYTECHNIC INSTITUTE OF
BRAGANÇA, PORTUGAL**
Campus Santa Apolónia
5300 Bragança, Portugal

**TEMASEK POLYTECHNIC,
SINGAPORE**
21 Tampines Avenue 1
Singapore 529757

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is made between Polytechnic Institute of Bragança, Portugal ("IPB"), and Temasek Polytechnic, Singapore ("TP"), a body corporate incorporated under the Temasek Polytechnic Act (Cap. 323A).

II. INTENTION & SCOPE OF MOU

This MOU is intended to establish the framework for understanding and cooperation between IPB and TP in the areas of staff and student exchanges, joint projects 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 staff members (professors, lecturers, or researchers)
3. joint projects

IV. COMMITMENT OF IPB 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 parties. 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).
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. Either institution may nominate up to 4 students per year to participate in the exchange. Both institutions agree that the length of student exchange shall not exceed one semester or 5 months for each student.
6. Subject to availability, the host institution will provide or help make appropriate arrangements for accommodation and also provide assistance in dealing with administrative procedures for exchange students.
7. Both institutions affirm that the exchange students have the necessary personal funding resources to meet their financial obligations.
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 and waive any relevant fees
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 month. 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 parties. 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 arrangements 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 agreement shall be made between the two Institutions with respect to access to special facilities such as laboratories, dedicated equipment, office accommodation, email and computing support and the like.

In Respect of Joint Projects

1. Both Institutions shall tap into the expertise and resources of the two institutions to identify joint projects.
2. Terms and conditions of funding, financial arrangements, scope and timeline of projects, intellectual property rights, number and nature of staff and student involvement and other project related details would be provided for by Definitive Agreement as and when appropriate by both institutions on such terms to be discussed and agreed upon.



V. ACADEMIC CO-ORDINATORS

1. The MOU will be co-ordinated by Luís S. Pais, Vice-President for International Relations of the Polytechnic Institute of Bragança, Portugal (Tel: +351 273 303 200; Fax: +351 273 325 405; Email: pais@ipb.pt) and Mrs Sally Chew, Director, International Relations & Industry Services (Tel: +65 6780 5220; Email: gektee@tp.edu.sg); Dr Kho Choon Joo, Deputy Director, Temasek Polytechnic, School of Applied Science (Tel: +65 6780 5291; Email: cjkho@tp.edu.sg); Mr William See Kok Kee, Deputy Director, Temasek Polytechnic, School of Engineering (Tel: +65 6780 4134; Email: william@tp.edu.sg).

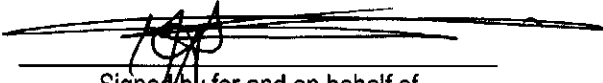
VI. MOU TERMS

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 countries. Exchange students to Singapore are required to satisfy the immigration rules governing application of student pass and visa of Singapore. Overseas exchange students to Singapore may be required to undergo an extensive medical examination.
2. Reciprocity of student exchange will be ensured and mutually agreed between IPB and TP.
3. IPB 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 parties (or partners). In the event that a separate legal agreement needs to be executed in relation to this MOU, both parties, may negotiate in good faith on the terms and conditions of a legal agreement to be executed at any other appropriate time.

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 party giving at least six (6) months' notice to the other party in writing.
3. Amendments to this MOU will only be made by the agreement of both parties.

IN WITNESS WHEREOF the parties have caused this MOU to be executed by their respective authorised representatives on the date mentioned below.


Signed by for and on behalf of
POLYTECHNIC INSTITUTE OF BRAGANÇA
João Sobrinho Teixeira
President of the Polytechnic Institute of
Bragança, Portugal

Date: _____

2002.09.12


Signed by for and on behalf of
TEMASEK POLYTECHNIC
Mr Boo Kheng Hua
Principal & CEO
Temasek Polytechnic, Singapore

Date: _____

