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中国苏州大学与加拿大滑铁卢大学本科生教育合作项目协议书

1. 本合作项目的目的

1.1 此项目旨在中国苏州大学与加拿大滑铁卢大学开展 2+2（即：在中国学习 2 年，在加拿大学习 2 年）本科生教育合作。

1.2 苏州大学和滑铁卢大学合作，每年从苏州大学选派 20 名学生参加该合作项目赴滑铁卢大学学习。

1.3 滑铁卢大学参与本合作项目的专业为：生物学、生物化学、生物医学、化学、纳米科学(待滑铁卢大学批准)、计算科学、环境科学、地球科学、数学物理学和物理学；苏州大学相关专业参与该合作项目。

2. 本合作项目的意义

滑铁卢大学开展此合作项目的意义：

- 增加中国学生体验加拿大高等教育的机会；
- 提升滑铁卢大学的国际声誉；
- 吸引更多世界各地的优秀学生。

苏州大学开展此合作项目的意义：

- 提升苏州大学的国际声誉；
- 扩大苏州大学与西方国家大学间的相互交流；
- 增强苏州大学吸引优秀学生的能力；
- 提高苏州大学毕业生在国内及国际就业市场上的竞争力；
- 使学生有机会接触西方社会（文化，习俗等），了解成熟的市场经济，学习先进的科学技术。

3. 录取条件及要求

3.1 由滑铁卢大学对苏州大学推荐的学生予以审核，并决定是否录取。

3.2 申请参加本合作项目的学生必须取得大学英语 4 级证书。

3.3 参加本合作项目的学生将按照滑铁卢大学国际学生的学费标准交纳学费，学生须承担在滑铁卢大学与学习有关的所有费用，包括但不限于学费、书本费、旅行费、生活费、保险费和语言培训费。

4. 滑铁卢大学的职责

4.1 滑铁卢大学将为参加本合作项目的学生提供 ESL 培训，并为通过 ESL 考试的学生颁发证书。

4.2 参加本合作项目的学生前两年在苏州大学修读的课程成绩高于班级平均成绩或者达到 70 分时，滑铁卢大学将予以承认。只有与滑铁卢大学核心课程和选修课程相符合的课程及学分才会被转换成滑铁卢学分，最多可以转换为 10 个滑铁卢学分。



4.3 滑铁卢大学将为符合学位要求的学生授予荣誉学士学位，一般来说，学生须在滑铁卢大学修满至少 20 门课程，10 个滑铁卢学分。

4.4 参加本合作项目的学生将有可能被授予滑铁卢大学入学奖学金，选拔方式是基于学生的学习表现。

4.5 滑铁卢大学将鼓励其教师与苏州大学开展教学交流及科研合作。滑铁卢大学将接受与其有合作关系的苏州大学各学院(部)的教师各 1 名赴滑铁卢大学培训，以便双方的课程协调和衔接。培训期限一般为 3 至 4 周，在滑铁卢大学的相关费用将由滑铁卢大学承担。

5. 苏州大学的职责

5.1 苏州大学将在学生中广泛宣传本合作项目，以吸引最优秀的学生参加。

5.2 苏州大学将按照滑铁卢大学设定的标准对申请的学生进行初选。

5.3 苏州大学将为申请参加本合作项目的学生创造机会，并鼓励学生提前参加英语语言培训。

5.4 苏州大学将向滑铁卢大学提供详尽的课程信息，包括考试题和学生们的答案，以便滑铁卢大学确定哪些课程可以转换成滑铁卢大学的学分。

5.5 苏州大学将在教学大纲中尽可能地引进一些滑铁卢大学的课程信息与内容，以帮助参加本合作项目的学生达到进入滑铁卢大学后两年的学习要求。

5.6 苏州大学负责接收因学业或其它方面的原因不能继续在滑铁卢大学学习或者没能达到滑铁卢大学学位要求的学生回到苏州大学，继续他们的学业。

5.7 苏州大学将为符合苏州大学毕业和学位授予条件的学生颁发毕业证书和学位证书。

5.8 苏州大学将鼓励其教师与滑铁卢大学开展教学交流和科研合作，并承担滑铁卢大学派遣的教师在苏州大学期间的费用。

6. 管理程序

6.1 苏州大学于每年 9 月向学生宣传本合作项目。

6.2 滑铁卢大学于每年秋季派教师对申请的学生进行考试和面试。考试及面试将主要考察他们是否具备在滑铁卢大学成功完成学业的潜力以及他们用英语理解和交流的能力。滑铁卢大学将承担派出教师的旅行和生活费用。

6.3 申请截止期限和申请材料、入学通知材料等将视各项的具体情况，每年都有不同。滑铁卢大学每年向苏州大学提出申请截止的建议时间。

6.4 滑铁卢大学的申请表格将张贴在学校的网上 (<http://horizon.ouac.on.ca/uw/scichina>)。

6.5 作为入学条件之一，学生到达滑铁卢大学后必须先参加一个为期 6 周的英语培训和入学教育课程，这个课程于每年 7 月中旬开始，所需费用由学生本人承担。已通过大学英语 6 级考试，且参加瑞尼森学院入学考试成绩达 75 分以上者，可以不参加本次语言培训。学生参加过雅思或托福等标准考试且成绩达到滑铁卢大学入学要求者，也可以不参加本次语言培训。

6.6 学生参加完 6 周英语培训且语言能力达到了滑铁卢大学学习要求者，可于 9 月份正式进入理学院学习。如果学生的英语能力未达要求，需要额外培训的，则



最长需推迟一个学期正式入学，直至其英语能力达到入学要求。

6.7 参加本合作项目的学生和教师，都必须购买大学健康保险计划及滑铁卢大学补充保险计划。

6.8 合作双方同意向对方提供大学运作及管理方面的相关信息，这些信息包含但不限于课程的评分标准及对学生违纪处分的案例说明等。

双方应各自指定一位项目协调人员来全面负责项目的执行情况。该项目协调人员将作为双方的联系人，负责使协议所涉及内容获得校方同意，并负责协调申请此项目学生的报名、选拔、出国手续等各个环节的工作。滑铁卢大学的项目协调人为 Shoufa Lin 博士，苏州大学项目协调人为资虹女士。

本协议自双方代表签字后生效，直至书面修改和终止。本协议可以根据任何一方的要求予以终止，但终止协议的要求必须提前 12 个月提出。任何协议的终止都不应影响到现有合同的执行，任何合同都应该根据双方确定的条款完成。任何时候协议需要补充都应经双方书面同意后方可进行。

苏州大学
校长

Dr. Zhu Xiulin

滑铁卢大学
校长：

Dr. Feridun Hamdullahpur

理学院院长
Dr. Terrance McMahon

日期：2010.12.31

日期：2011.01.24



AGREEMENT FOR UNDERGRADUATE EDUCATIONAL COLLABORATION

BETWEEN

SOOCHOW UNIVERSITY, CHINA

AND

THE UNIVERSITY OF WATERLOO, CANADA

1. Purpose of Agreement

- 1.1 This agreement is for implementation of a 2-year in China and 2-year in Canada collaborative educational program involving undergraduate students from Soochow University (SU) with the University of Waterloo (UW).
- 1.2 UW and SU will work together to select up to 20 students from SU each year to participate in the educational programs.
- 1.3 The study majors of the educational regular programs at UW are Biology, Biochemistry, Biomedical Science, Chemistry, Computational Science, Environmental Science, Earth Sciences, Mathematical Physics, Nanoscience (pending UW approval) and Physics; Related majors in SU will be involved in this program.

2. Benefits of the Collaborative Educational Program

The benefits of this collaborative educational program for the *University of Waterloo* are to:

- Increase opportunities for Chinese students to experience Canadian higher education;
- Promote the international reputation of UW;
- Attract the most talented students worldwide.

The benefits of this collaborative educational program for *Soochow University* are to:

- Promote the international reputation of SU
- Increase interaction between SU and western universities;
- Enhance the ability of SU to attract top students;
- Enhance the ability of SU graduates to compete in the national and international job market;
- Expose students to western society (culture and customs), successful market economy, and advanced science and technology.



3. Eligibility and Requirements

- 3.1 Admission decisions are the responsibility of UW.
- 3.2 Minimum English requirements are College English Test Level 4 for students to qualify for UW English as a Second Language (ESL) Training Program and the ESL certificate.
- 3.3 Students will pay international tuition fees set by UW. Students are responsible for all costs associated with study at the University of Waterloo, including but not limited to tuition, books, travel and living, health insurance and ESL training programs.

4. Responsibilities of the University of Waterloo

- 4.1 UW will establish an English as a Second Language (ESL) Training Program at Waterloo campus to train the students who meet the criteria for this program. An ESL certificate will be issued to students who pass the certificate exams.
- 4.2 UW will grant for qualified students transfer credits for their first two years of course work if students obtain marks that are higher than the class average, or above 70% in examinations set by SU. Only courses that can count as either core or electives in the UW program will be considered for transfer, to a maximum of 10.0 lecture units.
- 4.3 UW will award the appropriate Honours Bachelor's Degree to students who have met the degree requirements. Normally at least 20 semester courses (10.0 units) at UW will be required.
- 4.4 Students in the program may be awarded UW entrance awards. Selection of these students will be based on high academic standing.
- 4.5 UW will encourage its faculty to take part in teaching exchanges and research collaborations with SU. In particular, UW will be responsible for training one faculty member each from collaborating colleges of SU to facilitate curriculum compatibility of SU and UW. The duration of the training will normally be three or four weeks on campus and UW will assume responsibility for the on-campus expenses of the visiting faculty member.

5. Responsibilities of Soochow University

- 5.1 SU will be responsible for making applicants aware of this collaborative educational program in order to attract the most talented students.
- 5.2 SU will be responsible for pre-selection of students according to the qualification criteria set by the University of Waterloo.



- 5.3 SU will, where possible, create opportunities for applicants and encourage them to take part in extracurricular English language training while in China.
- 5.4 SU will provide sufficient course information, including typical exam questions and student responses to allow UW to determine which courses qualify for UW transfer credits.
- 5.5 SU will, where possible, incorporate courses, information and materials from UW into its curricula to help students meet UW prerequisites for upper year courses.
- 5.6 SU is responsible for accepting returning students who cannot, for academic or other reasons, continue their study at UW as well as the students who can not complete degree requirements at UW.
- 5.7 SU will award graduate certificate and degree certificate to students who meet graduation and degree requirements.
- 5.8 SU will encourage its faculty to take part in teaching exchanges and research collaborations with UW and will assume responsibility for the on-campus expenses of the visiting faculty members from UW.

6. Administrative procedures:

- 6.1 SU will begin to promote the program to students in September when they return from their summer break.
- 6.2 UW will send staff to examine and interview student candidates in the fall. The emphasis of the exam and interviews will be on a student's potential for success in academic programs at UW and ability to understand and communicate effectively in English. UW will assume responsibility for the travel and living expenses of the staff from UW.
- 6.3 The exact deadlines for applications and supporting documents, as well as admission documents, may vary from year to year and program to program. UW will advise SU of deadlines on an annual basis.
- 6.4 Application forms for UW are posted on the UW website at: <http://horizon.ouac.on.ca/uw/scichina>.
- 6.5 As a condition of admission, students will be required to take part in a 6-week English language training and orientation program upon arriving at UW. The program will begin in mid-July. Students are responsible for all costs associated with the English language training. Should the student(s) have attained both College English Test Level 6 and at least 75% on the Renison College Placement Test, this requirement will be waived, although the students are encouraged to take part in the program. Students meeting the UW English language requirement through standardized testing (e.g. TOEFL or IELTS) are also exempt.
- 6.6 Students whose English skills meet the standards set for academic study at UW at the end of the 6-week English language training will enroll in the Faculty of Science in early September. Students who require additional intensive language training will have their enrollment deferred for up to one term until their English skills meet the standards.



6.7 All students and faculty involved in the program must purchase the University Health Insurance Plan (UHIP) and UW's Supplemental Health Insurance Plan.

6.8 Each university agrees to provide to university officials performance information, including but not limited to grades for courses taken and discipline case summaries when a penalty has been imposed.

Each institution agrees to appoint an overall Coordinator for the administration of the agreement. The Coordinators will serve as the contact person at each university, being responsible for ensuring that the necessary approvals are in place, for arrangements associated with the participating students and for the students' general welfare. The UW Coordinator is Dr. Shoufa Lin. The SU Coordinator is Ms. Hong Zi.

This agreement takes effect on the date it is executed on behalf of both institutions and will remain active until revised in writing or terminated. It may be terminated at the request of either University, provided that such request is made at least twelve months before termination is to become effective, that any such termination shall not affect any existing contracts and that any existing contracts that may have been entered into by the parties shall be completed in accordance with their terms. At any time this agreement may be amended by mutual written agreement of the parties.

UNIVERSITY OF WATERLOO

PRESIDENT:

Dr. Feridun Hamdullahpur

DEAN OF SCIENCE:

Dr. Terrance McMahon

Date:

January 24, 2011

SOOCHOW UNIVERSITY

PRESIDENT

Dr. Xiulin Zhu

Date:

Dec. 31, 2010.



苏州大学
Soochow
University



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**Comprehensive Collaborative Agreement in Nanotechnology
Between
Soochow University (China) and the Waterloo Institute of Nanotechnology (WIN)
at the Waterloo University (Canada)**

On February 20 & 21 2011, The Waterloo Institute for Nanotechnology (WIN) at the University of Waterloo (UW) (Canada) visited Soochow University (Soochow) (China). The two institutions agreed to encourage direct contact and cooperation between their faculty members, departments and research institutes under provision of this letter of Intent.

WHEREAS, The Waterloo Institute for Nanotechnology, Canada (hereinafter referred to as (WIN), is a research institute represented by Dr. Arthur Carty (Executive Director), at the University of Waterloo represented by Dr. Feridun Hamdullahpur (President, UW).

WHEREAS, Soochow University Nanotechnology, China (hereinafter referred to as (SUN), is a research institute represented by Dr. Jian-Mei Lu (Vice President) at Soochow University represented by Dr. Xiu-Lin Zhu (President)

WHEREAS, WIN and SUN hereinafter referred to as the "Parties", are mutually interested in long-term research cooperation and related activities. Now therefore, the parties agree as follows:

Article 1: Purpose

- A. The purpose of this Collaborative Agreement, hereinafter referred to as "Agreement", is to provide modalities for scientific and technical cooperation in Nanotechnology between the Parties.
- B. This Agreement is a statement of intent to facilitate the exchange of scientific and technical knowledge and the augmentation of scientific and capabilities of the parties in the field of Nanotechnology.

Article 2: Implementation of the Cooperation

- A. Cooperative activities under this Agreement may consist of exchange of technical and administrative information, exchange visits, cooperative research in disciplines within the scope of programs of the Parties and other forms of cooperative activities as may be mutually agrees upon.
- B. Consistent with each Party's applicable policies and procedures, areas of cooperation may include, but are not limited to:
 - a) Assignments of guest scientists and students to each other's laboratories for periods to

be agreed upon by the Parties, as permitted under existing laboratory policies and programs;

- b) Cooperative research projects carried out partially in each institution;
- c) Participation in seminars, workshops and training courses in each other's laboratories;
- d) Shared use of facilities and equipment in each other's laboratories;
- e) Any other activities as mutually agreed upon.
- f) Cooperation shall be implemented by separate prior written agreements, in accordance with applicable statutes, regulations and contracts governing the respective Parties.

Article 3: Financial Obligations

Cooperative activities under this Agreement are subject to the availability of appropriated funds, personnel, and resources. Neither Party is required to obligate funds pursuant to this Agreement. Except when otherwise specifically agreed in writing, all costs resulting from cooperation shall be borne by the party that incurs them. In particular, whenever a delegation/exchange of staff is contemplated under this Agreement,

SUN-WIN Workshop and Nanotechnology Researcher Exchange Program

Nanotechnology Workshop:

SUN and WIN have agreed to hold a joint workshop in Waterloo or Soochow at a time to be mutually agreed to examine and explore common interests and identify potential collaborative research projects.

Researcher Exchange Program:

The Parties have agreed to commit a minimum amount of funding for the exchange of students and/or faculty to "kick-start" approved research projects.

It is proposed that when a researcher from WIN and SUN has identified a project on which to collaborate, the researchers will submit a 5 page proposal to WIN and SUN for review and approval. The review will be completed by a separate WIN committee and SUN committee. Upon approval, the researchers will be awarded funding to help exchange the students/faculty member who will perform the research.

For each approved project, it is expected that each researcher (one from WIN and one from SUN) will send a student/faculty member to each other's respective institute to advance the project.

The sending Party will pay for travel costs and shall be responsible for the salaries, insurance, and benefits of its personnel. The receiving Party will pay for food and accommodation and be generally responsible for coordinating activities. To this end, it is proposed that each exchange award will be up to CDN \$5,000 (or the equivalent in RMB) per student. In this

way, each institute will send, receive and host a student from each University for a period of 90 to 120 days to work in each investigators laboratory to advance the project.

Article 4: Planning and Review of Activities

- A. The parties should name representatives who at times mutually established, shall plan and review activities under this Agreement and use all reasonable efforts to mitigate disputes, if any arise.
- B. The point of the contact for implementation of these activities for WIN shall be the WIN Central Administrative Office and SUN shall be Soochow University Nanotechnology.

The Coordinator will serve as the contact person on campus being responsible for arrangements associated with visits, ensuring that necessary approvals are in place and for the general welfare of visiting personnel. The Coordinator at WIN is Mr. Alain Francq (Managing Director, WIN) and the Coordinator at SUN is Dr. Qin-Min Pan. A conference call should be held every 6 months to steward the institutional relationship and provide updates and administrative support to projects.

Article 5: Duration of Agreement

This Agreement is effective from the date of signature for a period of five (5) years, unless terminated earlier, as set forth in Article 6. This Agreement may be amended or renewed by written agreement of the parties.

Article 6: Termination

The Parties may terminated this agreement at any time ,with or without cause, giving sixty (60) days written notice to the other. Upon notice of termination, the Parties shall cease incurring any further obligations in connection with this agreement and shall meet in good faith to establish a mutually agreeable close out plan, which shall include the disposition of any remaining obligations; however, in principle, obligations and commitments already agreed upon shall be honored and continued by the Parties until full completion.

Article 7: Confidential Information

Both institutions shall agree at all times during the term of this memorandum not to disclose any confidential information to the other institution.

Article 8: Cooperative Research and Intellectual Property

Both institutions to this memorandum may propose to the other specific individual research projects for collaboration. Such proposals may be made at any time and an individual project agreement will be drafted for each research project. The protection and exploitation of any valuable intellectual property arising out of a research project will be addressed in each

individual project program agreement.

Article 9: Non-binding

This agreement is a statement of intent and is not legally binding upon the parties. This Agreement shall not create legally enforceable rights and cannot to be the basis of any legal claim between the parties.

IN WITNESS WHEREOF each of Parties has caused the Agreement to be executed in duplicate and retains one each of the duplicate texts having equal authenticity.

FOR THE WATERLOO INSTITUTE FOR
NANOTECHNOLOGY, CANADA

Arthur J. Carty
Arthur Carty, Executive Director, WIN

22/02/2011
Date of Signature

FOR SOOCHOW UNIVERSITY
NANOTECHNOLOGY, CHINA

21/02/2011
Jian-Mei Lu, Vice President, SUN

Jianmei Lu
Date of Signature

FOR THE UNIVERSITY OF WATERLOO,
CANADA:

Feridun Hamdullahpur
Feridun Hamdullahpur, President, UW

March 8, 2011
Date of Signature

FOR SOOCHOW UNIVERSITY
CHINA:

21/02/2011
Xiu-Lin Zhu, President, Soochow University

Xiu-Lin Zhu
Date of Signature



**AMENDMENT
TO THE
AGREEMENT FOR UNDERGRADUATE AND GRADUATE EDUCATIONAL
COLLABORATION IN NANOTECHNOLOGY
BETWEEN
UNIVERSITY OF WATERLOO, CANADA
AND
SOOCHOW UNIVERSITY, P.R. CHINA**

The University of Waterloo, through its Waterloo Institute for Nanotechnology ("WIN") and Soochow University Nanotechnology signed a Comprehensive Agreement to collaborate on nanotechnology research on February 21st, 2011.

Recognizing that strong and active international research collaboration is underpinned and enhanced by cooperation in undergraduate and graduate education, the University of Waterloo ("UW") and Soochow University ("SU") wish to create a joint bachelors/master's program in science for students interested in studying nanotechnology (the "Joint Academic Program").

All contents of the Joint Academic Program agreement signed in November 2011 will be replaced with the following revisions:

1. Program Description

- 1.1. Under this 3+1+1 Joint Academic Program, outstanding students from SU will study at SU for 3 years in an honours bachelors program at SU and spend years 4 and 5 in a combined bachelors/master's program in science at UW.
- 1.2. On successful completion of the Joint Academic Program, students will graduate with a bachelor of science ("BSc") degree from SU and a master of science ("MSc") degree from UW.

2. Admissions

- 2.1. SU will advertise the Joint Academic Program to high school students in China and administer the undergraduate application process. Selection and admission of candidates will be made by UW. The participating students must meet the regulations of UW with respect to international non-degree students and must pursue the approved course of study for the agreed period. In addition, the students must satisfy the following criteria:

- (a) have high scholarly standing (minimum B overall average, 75 GPA, or equivalent);
- (b) meet UW's English language proficiency requirements;
- (c) must not be an exchange student from a third institution;

UW and SU Agreement for Cooperation in Nanotechnology



- (d) During year 4, students will undertake undergraduate studies that will contribute to their year 4 degree requirements at SU, subject to the criteria outlined in clause 3.1 and 3.2 below.

2.2. Initially up to 5 students from SU will be selected for the Joint Academic Program. The number of students may increase in future years upon mutual agreement of the parties.

2.3. UW will consider all eligible applications in accordance with its normal admissions procedures. Applications to UW should be submitted by the application deadline of the program to which they are applying.

3. Registration

3.1. Joint Academic Program students in year 4 (equivalent to the Fall and Winter terms at UW) will be registered as international non-degree students in a bachelor's program at UW and will undertake research and studies that will contribute to their year 4 degree requirements at SU.

3.2. During year 4, Joint Academic Program students will take a maximum of one graduate course per term/semester (Fall and Winter terms at UW), which will contribute to their master's degree requirements at UW (if admitted) and select a supervisor for their master's thesis research from among UW faculty who are members of WIN/Faculty of Science.

3.3. Subject to obtaining a minimum overall standing of 80% or higher in year 4 of the Joint Academic Program, attainment of UW's required level of English Language proficiency as described in UW's graduate studies calendar, and successful completion of the bachelor degree from Soochow, Joint Academic Program students will be permitted to apply for admission to the master's program at UW. Students must apply and be admitted to a master's program for Year 2 (1st year graduate) of the 3+1+1. Graduate courses taken in the undergraduate non-degree program can be requested for transfer to the graduate program.

3.4. Joint Academic Program students in their master's program at UW will be registered as international students.

4. Tuition and Incidental Fees

4.1. As international non-degree students, Joint Academic Program students in year 4 will pay standard international tuition fees at UW during their undergraduate studies. An award/grant in the amount equivalent to the international tuition fee for one academic course may be provided per term, during the Fall and Winter terms. The availability of the award/grant and number of students accepted into the Joint Academic Program will be negotiated and mutually agreed upon in writing on an annual basis.

4.2. UW campus facilities will be available to international non-degree students on the same conditions and, where applicable, at the same incidental fees as for domestic students.

4.3. Joint Academic Program students in the master's program at UW will be required to pay UW's standard international tuition fees. UW will provide a scholarship (International Master's Student Award) equivalent to half the differential between domestic and international tuition fees.



5. Financial Support

- 5.1. While in the master's program at UW, Joint Academic Program students will receive from UW the standard financial support for a master's student in their department.
- 5.2. International graduate students who maintain a sufficient grade average during their graduate program are eligible for UW financial support as described in the UW graduate studies calendar.

6. Student Expenses and Accommodation

- 6.1. UW will not be responsible for any expenses incurred by students in any year of the Joint Academic Program including, but not limited to, travel, living and accommodation, medical care or personal expenses.
- 6.2. Throughout their entire residency at UW, Joint Academic Program students will be responsible for obtaining and maintaining personal health and hospitalization insurance coverage, and will be required to enroll in the UW University Health Insurance Plan (UHIP) and UW's Supplementary Health Insurance Plan.
- 6.3. UW shall not be responsible for providing accommodations to Joint Academic Program students, but may offer advice and assistance in securing housing during the period of study.

7. Coordinators

Each institution agrees to appoint overall Coordinators for the administration of this agreement.

The Coordinators for UW will be:

Lisa Pokrajac, Assistant Director of Research Programs
Waterloo Institute for Nanotechnology
University of Waterloo
200 University Avenue West
Waterloo ON, Canada, N2L 3G1
(519) 888 4567 x36801
lisa.pokrajac@uwaterloo.ca

Study Abroad Coordinator (Central Administration)
Waterloo International
University of Waterloo
200 University Avenue West
Waterloo ON, Canada, N2L 3G1
(519) 888 4567 x38350
studyabroad@uwaterloo.ca



The Coordinator for SU will be:

Professor Qinmin Pan
College of Chemistry, Chemical Engineering and Materials Science
Soochow University, Box 32
199 Ren-Ai Road, Suzhou Industrial Park
Suzhou, 215123 P.R. China

8. Academic Collaboration

Further academic collaboration may happen from time to time between participating academic departments at UW and SU, including faculty and graduate visiting student exchange. The terms of reference and funding arrangements for these engagements will be outlined in individual letters of agreement signed by both parties prior to departure.

9. Terms and Termination

This agreement will take effect on the date of last signature and remain in effect for a period of two years. The agreement can be extended or amended at any time by mutual written agreement signed by both parties. It may be terminated at the request of either party, provided such request is made at least 12 months before termination is to become effective, provided however that any such termination shall not affect any existing arrangements that may have been entered into by the parties and any such arrangements shall be completed in accordance with their terms.

10. Dispute Resolution

All disputes in connection with the agreement or the execution thereof shall be settled by negotiation between the two institutions through their contact persons, and will follow UW and SU's established policies and guidelines.

11. Independent Institutions

Nothing contained in this agreement should be construed to create or imply a joint venture, partnership, principal-agent or employment relationship between UW and SU.

12. Non-Binding Effect

The Institutions intend for this Agreement to be non-binding. Nothing in this Agreement should be construed to obligate the Institutions to any current or future expenditure of resources, or to enter into contract with one another. Based on mutual agreement of the Institutions, binding agreements may be developed to carry out the purposes of this Agreement.

13. Notices

Any notice to be given under this Agreement should be in writing and addressed to:

Contact Person for UW: Study Abroad Manager, Waterloo International

Contact Person for SU: Coordinator for the International Student Exchange Program, Undergraduate Academic Affairs Office

Notice will be deemed given (i) when verified by written receipt if sent by courier, or when received if sent by mail without verification of receipt or (ii) when verified by automated receipt or electronic logs if sent by facsimile or email. Notices sent by facsimile or email should be followed as soon as possible by original signed documents.

14. News Releases

Any news releases resulting from this Agreement should be coordinated with both Institutions' Office of Communications and Public Affairs or other appropriate offices.

15. Non-Exclusivity

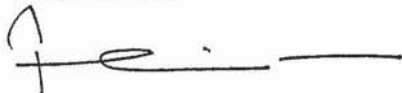
This Agreement in no way restricts the Institutions from participating in similar activities or arrangements with others.



IN WITNESS WHEREOF the parties hereto have executed this agreement on the dates shown hereunder.

UNIVERSITY OF WATERLOO

PRESIDENT



Dr Feridun Hamdullahpur

Date: _____

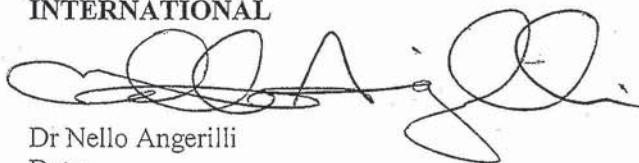
SOOCHOW UNIVERSITY

PRESIDENT

Dr Xiulin Zhu

Date: 2014-4-24

ASSOCIATE VICE-PRESIDENT,
INTERNATIONAL



Dr Nello Angerilli

Date: _____

ASSOCIATE PROVOST,
GRADUATE STUDIES

Dr Sue Horton

Date: _____

DEAN OF SCIENCE



Dr Terrance McMahon

Date: _____

UW and SU Agreement for Cooperation in Nanotechnology



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AGREEMENT FOR UNDERGRADUATE AND GRADUATE EDUCATIONAL COLLABORATION IN NANOTECHNOLOGY

BETWEEN

UNIVERSITY OF WATERLOO, CANADA

AND

SOOCHOW UNIVERSITY, P. R. CHINA

The University of Waterloo, through its Waterloo Institute for Nanotechnology ("WIN") and Soochow University Nanotechnology signed a Comprehensive Agreement to collaborate on nanotechnology research on February 21st, 2011.

Recognizing that strong and active international research collaboration is underpinned and enhanced by cooperation in undergraduate and graduate education, the University of Waterloo ("UW") and Soochow University ("SU") wish to create a joint bachelors/master's program in science and/or engineering for students interested in studying nanotechnology (the "Joint Program") as follows:

1. Program Description

- 1.1. Under this 3+1+1 Joint Program, outstanding students from SU will study at SU for 3 years in an honours bachelors program at SU and spend years 4 and 5 in a combined bachelors/master's program in science or engineering at UW.
- 1.2. On successful completion of the Joint Program, students will graduate with a bachelor of science ("BSc") or bachelor of engineering ("BEng") degree from SU and a master of science ("MSc") or master of applied science ("MASc") degree from UW.

2. Admissions

- 2.1. SU will advertise the Joint Program to high school students in China and administer the undergraduate application process. Selection and admission of candidates will be made by UW.
- 2.2. Initially up to 5 students from SU will be selected for the Joint Program. The number of students may increase in future years upon mutual agreement of the parties.
- 2.3. UW will manage the application and admissions process for the graduate portion of the Joint Program.

3. Registration

- 3.1. Joint Program students in year 4 will be registered as exchange students in a bachelor's program at UW and will undertake studies that will contribute to their year 4 degree requirements at SU.
- 3.2. During year 4, Joint Program students may take one graduate course per semester, which will contribute to their master's degree requirements at UW and select a supervisor for their master's thesis research from among UW faculty who are members of WIN.
- 3.3. Subject to obtaining a minimum overall standing of 80% or higher in year 4 of the Joint Program plus attainment of UW's required level of English language proficiency as described in UW's graduate studies calendar, Joint Program students will be permitted to apply for admission to the master's program at UW.

- 3.4. Joint Program students in the master's program at UW will be registered as international students.
4. **Tuition and Incidental Fees**
- 4.1. As exchange students, Joint Program students in year 4 will not be required to pay UW tuition fees.
- 4.2. UW campus facilities will be available to visiting exchange students on the same conditions and, where applicable, at the same incidental fees as for domestic students.
- 4.3. Joint Program students in the master's program at UW will be required to pay UW's standard international tuition fees. UW will provide a scholarship (International Master's Student Award) equivalent to half the differential between domestic and international tuition fees.
5. **Financial Support**
- 5.1. While in the master's program at UW, Joint Program students will receive from UW the standard financial support for a master's student in their department.
- 5.2. International graduate students who maintain a sufficient grade average during their graduate program are eligible for UW financial support as described in the UW graduate studies calendar.
6. **Student Expenses and Accommodation**
- 6.1. UW will not be responsible for any expenses incurred by students in any year of the Joint Program including but not limited to travel, living and accommodation, medical care or personal expenses.
- 6.2. Throughout their entire residency at UW, Joint Program students will be responsible for obtaining and maintaining personal health and hospitalization insurance coverage, and will be required to enroll in the UW University Health Insurance Plan (UHIP) and UW's Supplementary Health Insurance Plan.
- 6.3. UW shall not be responsible for providing accommodations to Joint Program students, but may offer advice and assistance in securing housing during the period of study.
7. **Coordinators.** Each institution agrees to appoint an overall Coordinator for the administration of this agreement.

The Coordinator for UW will be:
Alain Francq, Managing Director
Waterloo Institute for Nanotechnology
University of Waterloo
200 University Avenue West
Waterloo, Ontario, Canada, N2L 3G1
(519) 888-4567 Ext: 32710, afrancq@uwaterloo.ca

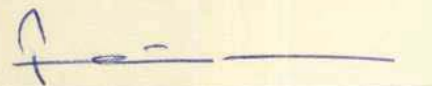
The Coordinator for SU will be:
Dr. Prof Qinmin Pan
College of Chemistry, Chemical Engineering and Materials Science
Soochow University, Box 32
199 Ren-Ai Road, Suzhou Industrial Park
Suzhou, 215123 P.R. China

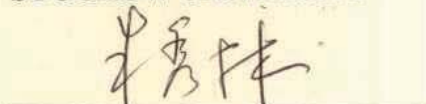
8. **Academic Exchange.** Academic exchange may happen from time to time between participating academic departments at UW and SU, including faculty and graduate student exchange. The terms of reference and funding arrangements for academic exchanges will be outlined in individual letters of agreement signed by both parties prior to departure.
9. **Term and Termination.** This agreement will take effect on the date of last signature and remain in effect for a period of five years. The agreement can be extended or amended at any time by mutual written agreement signed by both parties. It may be terminated at the request of either party, provided such request is made at least 12 months before termination is to become effective, provided however that any such termination shall not affect any existing arrangements that may have been entered into by the parties and any such arrangements shall be completed in accordance with their terms.
10. **Dispute Resolution.** All disputes in connection with this agreement or the execution thereof shall be settled by negotiation between the two institutions through their Coordinators, and will follow UW and SU's established policies and guidelines.
11. **Independent Institutions.** Nothing contained in this agreement should be construed to create or imply a joint venture, partnership, principal-agent or employment relationship between UW and SU.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the dates shown hereunder.

UNIVERSITY OF WATERLOO

SOOCHOW UNIVERSITY





PRESIDENT

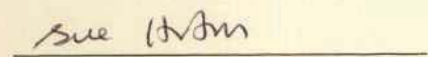
PRESIDENT

Dr. Feridun Hamdullahpur

Dr. Xiulin Zhu

Date: Nov. 17, 2011

Date: 2011-11-7


ASSOCIATE PROVOST,
GRADUATE STUDIES

Dr. Sue Horton

Date: Nov 7 2011


DEAN OF SCIENCE

Dr. Terrance McMahon

Date: Nov. 7, 2011

DEAN OF ENGINEERING

Dr. Adel Sedra

Date: Nov. 7, 2011

STUDENT EXCHANGE AGREEMENT

BETWEEN

UNIVERSITY OF DUBLIN, TRINITY COLLEGE DUBLIN,
SCHOOLS OF PHYSICS, CHEMISTRY AND BIOCHEMISTRY & IMMUNOLOGY

AND

SOOCHOW UNIVERSITY, COLLEGE OF NANO SCIENCE & TECHNOLOGY

This Agreement is made on the 20th day of July 2015

BETWEEN The Provost, Fellows, Foundation Scholars and the other members of Board of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin, having an address at College Green, Dublin 2 (hereinafter referred to as 'Trinity College Dublin')

AND Soochow University having an address at 199 Ren-ai Road, Suzhou Industrial Park, Suzhou (hereinafter collectively referred to as 'the Parties')

WHEREAS Trinity College Dublin and Soochow University recognizing the value of international cooperation, have agreed to establish a Student Exchange Programme and in accordance with Clause D of the Memorandum of Understanding entered into by the Parties on December 11th 2014 (hereinafter referred to as 'the MOU') This Agreement is intended to promote academic collaboration, and should be read in conjunction with the MOU. Where conflicting clauses exist between this Agreement and the MOU, this Agreement shall take precedent as a substantive legally binding agreement.

NOW IT IS HEREBY AGREED as follows:

A. DEFINITIONS

In this agreement unless the context implies otherwise:

- (i) "**exchange**" shall mean a one-for-one exchange of students from each university;
- (ii) "**exchange students**" shall mean students participating in the student exchange program;
- (iii) "**home institution**" shall mean the university at which the student intends to graduate;
- (iv) "**host institution**" shall mean the university which has agreed to receive the exchange students from the home institution;
- (v) "**studying at the host institution**"; and "**student exchange programme**" shall mean the student exchange program established herein.

B. EXCHANGE PROGRAMMES

Trinity College Dublin and Soochow University will exchange students on the following basis:

(i) Undergraduate Student Exchange for three (3) month research project placements

Trinity College Dublin and Soochow University will allocate two Senior Sophister places to Soochow University for September 2015 which will be reciprocated by Soochow University in March 2016. This system will continue annually until the expiration of this agreement or unless otherwise agreed in writing by both Parties.

(ii) Postgraduate student exchange

Postgraduate student exchange will work on the basis of invitation from either partner institution. It is agreed, however, that both parties will review the programme annually to maintain a well-balanced exchange.

C. SELECTION OF PARTICIPANTS

The home institution will screen its applicants for the student exchange programme in accordance with the home institution's programme regulations and the host institution's entry standards, as described in Schedule 2A. The home institution will send the applications to the host institution by the date specified by the host institution. The required supporting documents are listed in Schedule 2B. The host institution reserves the right to make the final decision on the admission of students nominated for the student exchange programme.

The following guidelines will apply to all exchange students:

- a) Exchange students shall undertake academic programmes at the host institution, developed in consultation between the home and the host institution, as full time, non-degree status students at a level, undergraduate or graduate, determined by the host institution. The host institution reserves the right to exclude students from restricted enrolment programmes.
- b) Exchange students must have completed at least two years of tertiary studies at the home institution prior to commencing studies at the host institution.
- c) The host institution may impose language requirements and/or other admission requirements.
- d) Any academic credit earned at the host institution may be transferred back to the home institution in accordance with procedures determined by the latter.
- e) Upon completion of the year or semester at the host institution, the exchange students must return to the home institution unless an extension of stay has been approved by both the home and host institutions.
- f) The acceptance of a graduate research student is subject to the availability of a suitable host institution supervisor and resources.

D. RESPONSIBILITIES OF TRINITY COLLEGE DUBLIN

Trinity College Dublin will agree to accept the prescribed number of exchange students and, when relevant to the exchange method in question, to enrol them as full time, non-degree students of Trinity College Dublin for the two regular semesters of the academic year or for one semester only (as applicable). Trinity College Dublin will assist Soochow University's exchange students, as far as possible, in arranging accommodation and will provide appropriate assistance in matters of health,

language and local custom that may arise. At the end of the academic year, Trinity College Dublin will send to Soochow University an official transcript of credits for each exchange student from Soochow University studying at Trinity College Dublin. For exchange students from Soochow University studying at Trinity College Dublin for Michaelmas Term only, Trinity College Dublin will send Soochow University an official transcript of credits after the end of Michaelmas Term.'

E. RESPONSIBILITIES OF SOOCHOW UNIVERSITY

Soochow University will agree to accept the prescribed number of exchange students and, when relevant to the exchange programme in question, to enrol them as full time, non-degree students for the two regular semesters of the academic year or for one semester only (as applicable). Soochow University will assist Trinity College Dublin's exchange students in arranging accommodation and will provide appropriate assistance in matters of health, language and local custom that may arise.

Soochow University will also cover the living and accommodation expenses of incoming undergraduate exchange students. It will also be the responsibility of Soochow University to apply, with input from Trinity as required, for Chinese Scholarship Council funding on behalf of students going to Trinity College Dublin on an exchange basis at the undergraduate level.

At the end of each academic semester or academic Soochow University will send to Trinity College Dublin an official transcript of credits for each exchange student from Trinity College Dublin studying at Soochow University.

F. RESPONSIBILITIES OF EXCHANGE STUDENTS

Exchange students will be responsible for:

- (a) applying for and obtaining the appropriate visa (host institution to provide necessary documents);
- (b) applying for and obtaining appropriate insurance. Exchange students are advised to take out travel insurance and are required to take out insurance for medical treatment and hospitalisation in the host country before leaving home, and
- (c) complying with the same academic and disciplinary regulations as other students attending the host institution, in addition to adhering to the home institution's standards of conduct.

G. FINANCES

All exchange students must register/enrol and pay tuition and other fees to the home institution. They will not be required to pay any examination fee, tuition fees or other mandatory academic related fees to the host institution. The use of non-academic or non-obligatory facilities, services and functions at the host university may require the payment of fees by the exchange student. The enrolment in non-obligatory programs at the host university, such as the Semester Start-up Programme in Trinity College Dublin, which is an optional programme, will require the payment of fees by the exchange student.

Exchange students will be responsible for:

- (a) Accommodation, meal and travel expenses (with the exception of postgraduate exchange students outbound to Soochow University);
- (b) Medical insurance and medical expenses ;
- (c) Textbooks, clothing and personal expenses;
- (d) Passport and visa costs;

- (e) Non-compulsory incidental fees; and
- (f) All other debts incurred during the period of exchange.

H. GOVERNING JURISDICTION

This Agreement and all matters arising of or relating (including without limitation, its enforceability), are governed by the laws applicable in the country in which the matters giving rise to dispute took place.

I. INTELLECTUAL PROPERTY

Ownership of intellectual property created by exchange students as part of their enrolment at the host institution will be governed by the host institution's policy on ownership of intellectual property.

J. INDEMNITY AND INSURANCE

Each party, to the extent allowed by applicable law, agrees to indemnify the other party against all expenses, losses, damages, costs, claims, suits and proceedings sustained or incurred by the other party as a direct result of a breach of this agreement by, or the negligence of, the first party.

Each Party will maintain adequate insurance to ensure that exchange students visiting host institutions will be provided with the same level of insurance cover as all students attending the host institution.

K. COMPLIANCE

Both parties will comply with all relevant laws in the jurisdiction in which it is in situ and all visiting scholars shall comply with all relevant laws in the jurisdiction of the host Party.

Each party will comply with relevant national regulations and guidance of their respective countries regarding quality assurance of collaborative activities.

L. NO AGENCY

Nothing in this SEA gives rise to a relationship of agency between the parties.

M. NO JOINT VENTURE, PARTNERSHIP OR EMPLOYMENT RELATIONSHIP

Nothing in this SEA shall be relied upon to construe a joint venture, partnership or employment relationship between the Parties.

N. NO TENANCY OR INTEREST IN PROPERTY

Nothing in this SEA shall create or shall be construed to create any tenancy or to confer or be construed to confer upon one Party any interest in any, all or part of the grounds, building or premises of the other Party.

O. CONFIDENTIALITY

- 1.1. The Parties recognise that the delivery of the Programmes may require the transfer of Confidential Information (as more particularly defined below) between the Parties.
- 1.2. Subject to Trinity College Dublin's obligations pursuant to the Freedom of Information Act 2014, the Universities Act 1997 and applicable law, neither Party shall, during this Agreement or after its termination, disclose the other's Confidential Information to any other party or parties.
- 1.3. Subject to Trinity College Dublin's obligations pursuant to the Freedom of Information Act 2014, neither Party shall use such Confidential Information for any purpose except as permitted in this Agreement and shall not disclose such confidential information to any third party except as permitted by this Agreement. If Trinity College Dublin is, subject to the Freedom of Information Act 2014, requested to provide information or materials relating to or referring to Soochow University, Trinity College Dublin shall, in good time prior to any disclosure, inform Soochow University and give Soochow University the opportunity to make appropriate representations or take such action as it feels necessary to attempt to secure that the information is kept confidential.
- 1.4. The term "Confidential Information" shall mean all information and materials exchanged between the Parties other than information explicitly declared as non-confidential by the disclosing Party.
- 1.5. The term "Confidential Information" shall not include information on materials:
 - 1.5.1. which were in the public domain at the time of disclosure; or
 - 1.5.2. which after disclosure have become part of the public domain through publication or otherwise, except by breach of this Agreement; or
 - 1.5.3. which the recipient can demonstrate, based on written records, was already in its possession prior to its disclosure under this Agreement; or
 - 1.5.4. which the recipient receives from an independent third party which has the right to disclose it to such party; or
 - 1.5.5. which are subsequently and independently developed by employees of the receiving Party (as evidenced by the receiving Party's written records) who had no knowledge of the disclosed information.
- 1.6. The obligations of confidentiality herein shall not apply to any information or materials to the extent that such information or materials:
 - 1.6.1. are required to be disclosed by law or appropriate government agency provided that the receiving Party informs the disclosing Party as soon as possible and the disclosing Party is given the opportunity, if time permits, to make appropriate representations or take such action as it feels necessary, at its cost, to attempt to secure that the information is kept confidential;
 - 1.6.2. are reasonably required to be disclosed to professional advisors;
 - 1.6.3. have been approved in writing for publication by the Parties.

P. DATA PROTECTION

Both Parties agree to fulfil their respective obligations under this Agreement in accordance with the Data Protection Act 1988 (as amended by the Data Protection Amendment Act 2003) or equivalent legislation in relation to the safe keeping of personal data.

Q. TERMS OF RENEWAL, AMENDMENT, AND TERMINATION

This SEA shall remain in force for a period of three (3) years from the execution date at the beginning of this SEA, with the understanding that it may be terminated by either Party giving twelve months' notice to the other Party in writing.

This SEA may only be renewed if, after a review process between the parties, the parties agree in writing to renew it. This SEA may be amended by the exchange of letters between the two parties. Such amendments, once approved by both Parties, will become part of this SEA. Neither Party may assign this SEA or any right under this SEA without the prior written consent of the other Party.

R. NOTICES

Any notice or other communication to any party hereto (whether required or permitted to be given under or in connection with this Agreement) shall be in writing and shall (at the option of the party giving the notice) be sent by prepaid post to the address set out under its name below, or to such other address as is from time to time notified to the party giving the notice in compliance with the provisions of this clause R:

Trinity College Dublin - The Vice-President for Global Relations

Address: The Office of the Vice-President for Global Relations,
East Theatre,
Trinity College,
Dublin 2

SOOCHOW UNIVERSITY

Address: College of Nano Science & Technology,

Soochow University Dushu-Lake Campus 199 Ren-ai Road, Suzhou
Industrial Park, Suzhou

Jiangsu Province, 215123 China

Any notice or communication referred to this SEA shall be deemed to have been served, if sent by prepaid post, 48 (forty eight) hours after posting.

S. FORCE MAJEURE

If either party to this Agreement is prevented or delayed in the performance of any of its obligations under this Agreement by Force Majeure and if such party gives written notice thereof to the other party specifying the matters constituting Force Majeure together with

such evidence as it reasonably can give and specifying the period for which it is estimated that such prevention or delay will continue, then the party in question shall be excused the performance or the punctual performance as the case may be as from the date of such notice for so long as such cause of prevention or delay shall continue.

T. ENTIRE AGREEMENT

This Agreement and related Schedules contains the whole agreement between the parties relating exclusively to student exchange programmes and supersedes all previous agreements between the parties in relation to student exchange programmes. No amendment, variation or waiver of this Agreement shall be effective unless set out in writing and duly executed by each of the parties.

U. SECTION HEADINGS

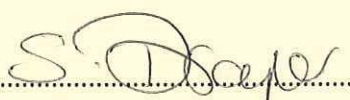
Headings contained in this SEA are for reference purposes only and shall not be deemed to be an indication of the meaning of the clause to which they relate.

V. DISPUTE RESOLUTION

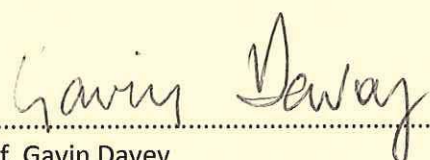
Any dispute arising out of or in connection with this Agreement which cannot be resolved by amicable discussions between the Parties shall be referred to the Presidents of the Parties or their nominees for resolution, or may be submitted to such alternative dispute resolution mechanism as may be agreed in writing between TCD and Soochow University.

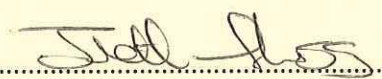
IN WITNESS whereof this SEA has been duly executed on the date shown at the beginning of this SEA.

Signed by a duly authorised representative of **The Provost Fellows, Foundation Scholars and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin**

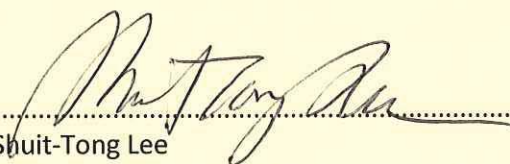

.....
Prof. Sylvia Draper
Head of School, School of Chemistry


.....
Prof. Igor Shvets
Head of School, School of Physics


.....
Prof. Gavin Davey
Head of School, School of Biochemistry & Immunology


.....
Prof. Juliette Hussey
Vice President for Global Relations

Signed by duly authorised representative of **Soochow University**


.....
Prof. Shuit-Tong Lee
Dean of College, College of Nano Science & Technology

SCHEDULE 1A STRUCTURE OF ACADEMIC YEAR

<u>Trinity College Dublin</u>	SEMESTER	<u>Soochow University</u>
September to December	Semester I	September to January
January to May	Semester II	March to July

SCHEDULE 1B OFFICIALS AT UNIVERSITIES

TRINITY COLLEGE DUBLIN	ACTIVITY	Soochow University
Administrator, Academic Registry	Administration of SEP	
Administrator, Academic Registry	Application & Registration	
Departmental Co-ordinator	Academic Counselling	
Administrator, College Accommodation Office	Halls & Other Accommodation	
Administrator, Senior Tutor's Office	Orientation & Welfare	
Director of Internationalisation	Official Visits & Academic Links	

SCHEDULE 2A SELECTION CRITERIA

The home university must ensure that the exchange student should:

- a. be registered as a full-time undergraduate student of the home university
- b. have successfully completed at least:
 - (i) one semester of study at the home university upon application for the Student exchange; and
 - (ii) two years of study at a recognised third level institution upon admission to the host university.
- c. be a student of good standing at the home university with a minimum upper division second class honours for students applying to Soochow University and a GPA of 3.3 or equivalent for students applying to TCD.
- d. propose an appropriate programme of study at the host university;
- e. show the aptitude, motivation and maturity to thrive in the environment at the host university; and
- f. have sufficient funds for all fees, personal and living expenses for the duration of the study abroad at the host university.

SCHEDULE 2B SUPPORTING DOCUMENTS AND OTHER PREREQUISITES

- a. Soochow University students applying for admission as an exchange student must submit to TCD:
 - i) the application form;
 - ii) documentary proof of nationality;
 - iii) transcript of academic record;
 - iv) academic statement;
 - v) letter of recommendation;
 - vi) passport sized photograph; and
 - vii) documentary proof they are nominated by College of Nano Science & Technology for the exchange programme.

- b. TCD students applying for admission as an exchange student must submit the required documents which are decided by Soochow University
 - i) the application form;
 - ii) documentary proof of nationality;
 - iii) transcript of academic record;
 - iv) academic statement;
 - v) letter of recommendation;
 - vi) passport sized photograph; and
 - vii) documentary proof they are nominated by Trinity for the exchange programme.

SCHEDULE 3A FINANCIAL RESPONSIBILITY OF EXCHANGE STUDENTS

- a. tuition, mandatory academic and obligatory fees at their home university. Correspondingly, these fees will be waived at the host university;
 - b. medical/health insurance. Exchange students will have access to the host institution's health services and will be required to carry adequate health insurance;
 - c. obligatory expenditure required in the country of the host university;
 - d. journey to and from the country of the host university;
 - e. personal and living expenses, including accommodation and food (with the exception of postgraduate exchange students outbound to Soochow University; and TCD undergraduate 3 month research students outbound to Soochow (accommodation cost to be covered by Soochow)
 - f. any debts/costs of damages incurred for the duration of their study abroad.
-