

**MEMORANDUM OF AGREEMENT
(MoA)**

between

(Faculty/ Unit Name)
KASETSART UNIVERSITY
The Kingdom of Thailand

And

(Faculty/ Unit Name)
(NAME OF UNIVERSITY/INTERNATIONAL INSTITUTION)
Country

This Memorandum of Agreement (MoA) is a general enabling document for inter-institutional cooperation between Kasetsart University (hereafter referred to as KU) and the University (hereafter referred to as.....). Both parties/universities agree as follows:

ARTICLE 1

SCOPE OF THE COOPERATION

The purpose of this Memorandum of Agreement (MoA) is to promote international understanding, academic collaboration, cultural interaction and friendship by supporting educational, professional and cultural activities among faculty and students of the two parties/universities. Accordingly, the areas of cooperation will include, subject to mutual consent, any program offered at either party/university as felt desirable and feasible on either side and that both sides feel contribute to the fostering and development of the cooperative relationship between the two parties/universities.

ARTICLE 2

AREAS OF COOPERATION

Specific areas of cooperation between the two parties/universities, subject to the availability of funds and the framework of the regulations and administrative rules in force in each country, include the following:

- 1) Exchange of faculty members and staff;
- 2) Exchange of undergraduate and graduate students;

- 3) Joint research activities;
- 4) Joint teaching programs;
- 5) Participation in seminars, meetings, and academic conferences;
- 6) Exchange of academic materials and other information;
- 7) Special short-term academic programs; and
- 8) Other activities based on mutual interest.

The terms of such mutual assistance and necessary budget for each specific program and activity that is implemented under the terms of this agreement shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of the particular program or activity and the terms of such program and activity shall be negotiated on an annual basis.

A liaison officer will be designated by each party/university to promote and coordinate cooperation.

ARTICLE 3

STUDENT EXCHANGE

Graduate students from each party/university may apply to the other party/university for the purpose of pursuing an approved course of instruction extending over one semester or one academic year. It is understood that each party/university will nominate for the exchange, students of high scholarship, maturity and promise. The Host Institution will reserve the right of making final judgments on the admissibility of each student nominated for exchange.

- 1) KU will send up to ... exchange students to University each year andUniversity will send up to ... exchange students to KU beginning with the academic year unless this number is changed by mutual consent of the two parties/universities. The liaison officers of the two parties/universities will review the program annually to determine any imbalance in the number of exchange students, and adjust the number of students the following year if necessary, to maintain a reasonable balance in the exchange.
- 2) Exchange students may apply to any academic program offered at the Host Institution at a level determined by the Host Institution. The Host Institution reserves the right to exclude students from restricted enrolment courses.
- 3) Exchange students must satisfy language proficiency and all other requirements for admission to the Host Institute as determined by the regulations of the Host Institution unless exceptions are noted and added to this agreement in an Appendix. As the language of instruction at KU is English, some formal evidence of English proficiency is generally required of applicants who are not native speakers. A Test of English as a Foreign Language (TOEFL) score ofis generally required for undergraduate students andfor graduate students.

- 4) Exchange students will pay full tuition at their Home Institution as if they were in full time attendance at the Home Institution. No tuition payment will be required from the exchange students at the Host Institution.
- 5) Exchange students will be responsible for all other expenses including:
 - a) Transportation to and from the Host Institution;
 - b) Room and board expenses;
 - c) Medical insurance; Health service fees, if any;
 - d) Textbooks, clothing and personal expenses; and
 - e) Passport and visa costs; in Turkey, cost of residence permit.
- 6) The exchange student must agree to abide by all the rules and regulations of the Host Institution.
- 7) Any academic credit earned at the Host Institution may be transferred to the Home Institution in accordance with the procedures determined by the latter. Each institution agrees to provide the Home Institution an official academic report for all exchange students at the end of their exchange program. The Host Institution also agrees to furnish exchange student with official transcript of credit at the student's request.
- 8) The Host Institution agrees to provide appropriate counselling and other assistance to the exchange students, including assistance in finding adequate on-campus or off-campus housing.

ARTICLE 4

FACULTY EXCHANGE

- 1) Faculty members from the two parties/universities may apply to spend an academic semester or a shorter period at the other university serving as visiting member of the teaching faculty or research staff to undertake assigned duties as a visiting faculty member. Remuneration will be negotiated by the two universities.
- 2) The exchange of faculty members shall be subject to the instructional and staffing requirements of each party/university. The approval of exchange faculty, the assignment of teaching responsibilities and all other features of an academic appointment shall require the approval of the appropriate academic and administrative officers in each party/university.
- 3) The arrangement and expense of accommodation will be the responsibility of the faculty member exchanged, but each party/university agrees to use its best efforts to find suitable housing for the exchange visitor.
- 4) This exchange shall continue until such time as either university gives notice to terminate the agreement. In such an event, the faculty members shall continue their duties until the end of the then-current term in which notice of termination is given.

ARTICLE 5

RENEWAL, REVISION, AND TERMINATION

This Memorandum of Agreement (MoA) is agreed for a period of five (5) years and effective from the date the representatives of both parties/universities affix their signatures below. At the end of this period, in the event of renewal, it will be again subject to the procedure of communication.

This agreement may be revised through the mutual agreement of both parties/universities, and can be terminated by one of the parties/universities upon giving six months' written notice signed by the presiding officer of the notifying party. Notification of termination can be made any time.

The general agreement is signed in two copies in English.

Kasetsart University

By: _____

[Authorized Signatory]
[Position]

Date: _____

University/International Institution

By: _____

[Authorized Signatory]
[Position]

Date: _____


INTERNATIONAL
AFFAIRS
DIVISION