



**ATENEUM DE MANILA
UNIVERSITY**



**MEMORANDUM OF UNDERSTANDING
BETWEEN
ATENEUM DE MANILA UNIVERSITY
REPRESENTED BY ITS
SCHOOL OF HUMANITIES AND SCHOOL OF SOCIAL SCIENCES
AND
KHON KAEN UNIVERSITY
REPRESENTED BY ITS
FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

In accordance with a mutual desire to promote international academic cooperation and educational exchanges, Ateneo de Manila University, represented by its School of Humanities and School of Social Sciences, hereinafter referred to as "Ateneo", and Khon Kaen University, represented by its Faculty of Humanities and Social Sciences, hereinafter referred to as "KKU," agree to cooperate through research and study in furtherance of the advancement of learning as stated below:

Ateneo and KKU will endeavor to cooperate in educational and research projects. To the extent feasible, the parties will encourage direct contact and cooperation between their faculty members, departments, research institutes, and students under provisions of this understanding.

ARTICLE 1.

Ateneo and KKU agree to promote the following activities in order to mutually enhance each other's educational, academic and research activities:

1. Exchange of faculty members and researchers,
2. Exchange of undergraduate and graduate students,
3. Placement of undergraduate and graduate students within the university or with industry partners for internship,
4. Exchange of information and academic resources that are of mutual interest,
5. Activities such as collaborative research, joint symposia and guest lectures.

ARTICLE 2.

Matters pertaining to the implementation of the exchange and other activities based on this understanding shall be negotiated and agreed upon in writing by representatives of the two parties. Arrangements for specific visits, exchanges, and other forms of cooperation will be developed jointly and will be agreed upon in each specific case. Modification of any ongoing student exchanges will require a supplementary agreement, specifying the terms and nature of the student exchange.

ARTICLE 3.

No monetary consideration will be exchanged between the institutions who are parties hereto. The parties understand that all financial arrangements will have to be negotiated and will depend on the availability of funds.

ARTICLE 4.

This understanding is valid for five years and becomes effective on the later of the dates that it is signed by the official representatives of all three institutions. This understanding may be reviewed at any time and any modifications concerning the present agreement may be made only by mutual written consent expressed by authorized representatives of the parties. At the end of the five-year period, this understanding may be renewed subject to mutual consent in writing. Either institution may terminate the understanding earlier than by the lapse of its term by providing written notice to the other at least 90 days before the intended date of early termination.

ARTICLE 5.

The parties agree that Ateneo and KKU will be prepared to answer and defend only that responsibility and resultant legal liability, involving personal injury and property damage, which is based upon or arises from their respective negligent acts or omissions which may occur in connection with this understanding.

ARTICLE 6.

With respect to matters involving the processing of personal data, the parties agree that all applicable data protection laws, such as, but not limited to, the Philippines' Data Privacy Act of 2012 and Thailand's Personal Data Protection Act BE 2562 shall be complied with, subject to cross-border arrangements and cooperation. In the event of any contradiction or inconsistency between such laws, the stricter policy shall prevail.

The parties shall perform any or all actions necessary to facilitate such processing of personal data, including the execution of contracts, securing of consent, and other similar or related acts.

ARTICLE 7.


If, as a result of an act of force majeure, including without limitation, an act of God, war, riot, labor dispute, strike or threat thereof, intervention of a government agency or instrumentality or other occurrence beyond the control of either party, either party is substantially hindered in performing its obligations hereunder then, that party shall have the right, upon notifying the other of the occurrence of the act of force majeure, to suspend performance of its obligations pursuant to this agreement until the event of force majeure has passed.

ARTICLE 8.

This understanding will be administered by the International Affairs Group at the Faculty of Humanities and Social Sciences, Khon Kaen University and by the Office of International Relations at Ateneo de Manila University.

On behalf of

Ateneo de Manila University
located in Quezon City, the Philippines




Fr. Roberto C. Yap, SJ
President

01 Sept 2022

Date

On behalf of


Khon Kaen University
located in Khon Kaen, Thailand



Assoc. Prof. Charnchai Panthongviriyakul, M.D.
President


- 4 JUL 2022

Date



Dr. Jonathan O. Chua
Dean of the School of Humanities

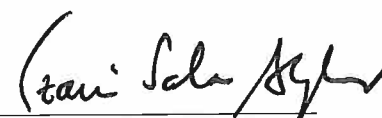
Date



Assoc. Prof. Dr. Orathai Piayura
**Dean of the Faculty of Humanities
and Social Sciences**

- 4 JUL 2022

Date



Dr. Czarina A. Saloma-Akpedonu
Dean of the School of Social Sciences

26 Sept 2022

Date



**ATENEO DE MANILA
UNIVERSITY**



**STUDENT EXCHANGE AGREEMENT
BETWEEN
ATENEO DE MANILA UNIVERSITY
REPRESENTED BY ITS
SCHOOL OF HUMANITIES AND SCHOOL OF SOCIAL SCIENCES
AND
KHON KAEN UNIVERSITY
REPRESENTED BY ITS
FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

In consideration of the promotion of international educational cooperation and educational exchanges, this agreement is executed by the above parties on the later of the dates that it is signed by the official representatives of both institutions.

Ateneo de Manila University (hereafter referred to as Ateneo), particularly with regard to its School of Humanities (SOH) and School of Social Sciences (SOSS), and Khon Kaen University (hereafter referred to as KKU), particularly with regard to its Faculty of Humanities and Social Sciences (HUSO), hereby agree to promote the student exchange program between the two institutions based upon the Memorandum of Understanding signed in 2022 by the official representatives of Ateneo and KKU.

1. Ateneo agrees to accept into SOH or SOSS up to a maximum of two (2) exchange students from HUSO KKU each semester. KKU agrees to accept into HUSO up to a maximum of two (2) exchange students from either Ateneo SOH or SOSS each semester.
2. In this agreement, unless the context otherwise specifies, “home institution” shall mean the institution at which a student is originally enrolled and intends to graduate and “host institution” shall mean the institution at which a student is temporarily enrolled as an exchange student. Exchange students shall mean Ateneo SOH & SOSS students at HUSO KKU or HUSO KKU students at Ateneo SOH or SOSS, respectively. The exchange students will be given full registered status at the host institution, and accorded all rights and privileges commensurate with this status. It is understood that exchange students will continue as candidates for degrees at their home institution, and will not be candidates for degrees at the host institution.
3. Responsibilities of the Home Institution
 - a) Each home institution is responsible for maintaining the registration of its own students at such home institution for the duration of the program.
 - b) Each home institution is responsible for recruitment, selection and pre-program orientation of student participants.
 - c) Selection of participating students is to be made on the basis of academic ability and the perceived ability to flourish in a foreign context.

- d) The names and preliminary files of selected participants of the home institution will be forwarded to the host institution for final approval:
 - i) for academic year exchanges or fall semester exchanges:
 - (1) by April 30th of any year for admission to Ateneo SOH & SOSS; and
 - (2) by January 31st of any year for admission to HUSO KKU.
 - ii) for spring semester exchanges:
 - (1) by September 30th of any year for admission to Ateneo SOH & SOSS; and
 - (2) by July 31st of any year for admission to HUSO KKU.
- e) The home institution will provide the host institution with details of courses which are essential to the home institution's students' curricular plans.
- f) The home institution will advise the host institution of any circumstances which may affect the latter's student's year abroad.
- g) The home institution will advise its students about academic and cultural expectations at the host institution.

4. Responsibilities of the Host Institution

- a) Subject to Clause No. 7 below, the host institution will be responsible for accepting students recommended by the home institution. However, the final decision regarding acceptance of a student will rest with the host institution.
- b) The host institution will provide orientation for the incoming students from the home institution.
- c) The host institution will endeavor to ensure that students are admitted to courses regarded as essential, but the host institution reserves the right to exclude students from restricted enrollment programs.
- d) The host institution will provide academic and other advisory services for incoming students from the home institution.
- e) The host institution will provide assistance to the incoming student participants from the home institution in securing housing. To this end, the participants of the exchange program should arrive at the host institution by the beginning of the academic session.
- f) The host institution will provide to the home institution a final transcript documenting the student's academic performance at the host institution.
- g) The host institution will provide guidance to the incoming students regarding health insurance requirements and availability.

- 5. Ateneo SOH & SOSS students will pay tuition and fees to Ateneo SOH & SOSS for the period of their study at HUSO KKU and will be considered enrolled in an Ateneo SOH or SOSS program. HUSO KKU students will pay tuition and fees to HUSO KKU for the period of their study at Ateneo SOH & SOSS and will be considered enrolled in a HUSO KKU program. For avoidance of doubt, it is agreed by the parties that no financial transactions will occur between them.

6. Subject to Clause No. 1 of this agreement, the number of exchange students from each institution will be determined each year by mutual agreement between Ateneo SOH & SOSS and HUSO KKU. Exchange students may study at a host institution for either a semester or a full academic year. If an exchange imbalance exists at the end of the initial five-year period, the imbalance shall be resolved as follows:
 - a) If this agreement is continued or its initial period extended, the imbalance shall be corrected by adjusting the number of students to be exchanged in the following year and each subsequent year, unless otherwise agreed upon.
 - b) If an imbalance of exchange places exists at the time of termination of this Agreement, the institution which has hosted the larger number of exchange students shall be entitled to rectify the imbalance by continuing to send students to the other institution under the terms of this agreement within 5 years of the date of the official termination of the Agreement. This adjustment is limited to the exchange of students and no funds will be exchanged between parties.
7. Exchange students from both institutions will be selected by the home institution and recommended to the host institution. The host institution retains the right to approve or reject the recommendation based on the students' qualifications in meeting the admission requirements at the host institution, but the home institution may appeal a decision by requesting reconsideration.

Among the qualifications are the following:

- a) *For Ateneo SOH & SOSS students going to HUSO KKU.* By the beginning of the period for which they are applying for the exchange program, Ateneo SOH & SOSS students should possess a GPA of 2.8 or better on a 4.0 scale, but exceptions could be made based upon the total academic qualifications of the student.
 - b) *For HUSO KKU students going to Ateneo SOH or SOSS.* By the beginning of the period for which they are applying for the exchange program, HUSO KKU students should possess a QPI of 2.8 or better on a 4.0 grading scale, but exceptions could be made based upon the total academic qualifications of the student.
8. Each institution will send to the other complete sets of application materials for its nominees as exchange students by the pertinently-announced deadline and will also send to the other acceptance letters, visa application materials and housing information as soon as they are available. Each exchange student will be responsible for securing any and all necessary travel documents.
9. Each exchange student will be responsible for the following costs and/or expenses:
 - a) Exchange students will pay the then-current tuition and fees of their respective home institutions to the latter in accordance with the deadlines set by the home institutions.
 - b) Room and board costs at the host institution will be the responsibility of the incoming exchange student. Costs of books, living expenses, transportation expenses and any other costs related to, or arising from, the exchange will also be borne by each exchange student.

- c) The exchange students will be responsible for purchasing necessary health insurance and any other insurances deemed necessary by them. It is recommended that students consult with an insurance professional for pertinent advice. Further, they are responsible for their own medical and legal expenses while at the host institution.
 - d) Exchange students shall be responsible for the cost of transportation to and from the host institution.
 - e) Exchange students shall be responsible for securing their travel documents and visas.
10. The parties shall designate the following as their respective liaisons for this exchange program:

For Ateneo de Manila University:

Karen C. Sunico
Director
Office of International Relations
Ateneo de Manila University
Katipunan Avenue, Loyola Heights 1108
Quezon City, PHILIPPINES
Phone: +632 8926-7945
Fax: +632 8426-5907
Email: director.oir@ateneo.edu

For the Faculty of Humanities and Social Sciences, Khon Kaen University:

Ms. Chudapa Klangsaeng
Head of International Affairs Group
Faculty of Humanities and Social Sciences
Khon Kaen University
123 Village No. 16, Mittraphap Road, Naimuaeng Sub-district,
Muaeng Khon Kaen District,
Khon Kaen Province 40000 THAILAND
+66 88 338 4972
Email: chudakl@kku.ac.th

11. Both institutions agree that no person shall, on the grounds of race, color, national origin, gender, physical disability, sexual orientation, or creed be excluded from participation in the student exchange program.
12. Data Protection
- a) Both institutions agree that in implementing this agreement, they will lawfully use, access, share and/or disclose the personal data of participating exchange students.
 - b) For the duration of this agreement, each institution will provide the other a copy of the personal data of its participating exchange students using reliable and secure channels. As primary custodian, it will keep and secure the original copy of such data (e.g., passport, visa, etc.), making it accessible only to authorized personnel.
 - c) The data subjects affected by this agreement shall consist of each institution's undergraduate and graduate students for the years that this agreement is valid.

The personal data involved are described in detail in the documents attached herewith as Schedules "B" and "C". They exclude personal data voluntarily and directly submitted by data subjects to the institutions or lawfully acquired by the latter through other lawful means.

d) In the context of the student exchange program, the following data processing activities by both institutions shall apply:

1) Nomination and Application of Students

- (a) An institution can request from the other any data and/or information relevant to the performance of its duty to facilitate the nomination and application of the other institution's students.
- (b) The information requested should be sufficient for the institution to accomplish and deliver the necessary student support services and/or other associated modes of assistance to the other institution's prospective exchange students.
- (c) Schedules "B" and "C" of this document feature the personal data each institution will share with each other.

2) Actual Student Exchange

All information received by an institution from the other shall be used to facilitate the integration of the other institution's students with their new environment abroad, and its conduct of other related administrative processes for the overall wellbeing of its international exchange students.

e) Each institution, with respect to the personal data it will process, agrees and warrants that:

- 1) It shall comply with all applicable data privacy laws.
- 2) In cases where it is the source institution, it shall provide the affected data subjects with all relevant information mandated by applicable data privacy laws. When necessary, it shall also obtain the consent of said data subjects prior to the sharing, disclosure, or transfer of their personal data.
- 3) It shall ensure that the personal data it processes are accurate, complete, and, where appropriate, kept up-to-date. This provision shall be read in conjunction with Section 12.e.6) hereof.
- 4) It shall adopt or implement appropriate organizational, technical, and physical security measures to ensure the protection of personal data, including the confidentiality thereof. It shall use contractual means and/or other mechanisms to make sure its security obligations, as provided herein, are also imposed on all persons authorized to process personal data on its behalf. When requested by the source institution, it shall demonstrate the existence of such measures, including the submission of applicable or relevant policies or forms.

5) In the event of a data breach involving the personal data it has disclosed, shared, or transferred as a source institution, it shall notify the appropriate data protection authority, when so warranted, in accordance with applicable policies of such authority. If such breach involves personal data it has received, acquired, or gained access to by reason of this agreement, it shall notify the source institution and assist the latter in any ensuing investigation. In either capacity, it shall carry out all necessary and appropriate measures to investigate and/or resolve data breaches and other types of security incidents.

6) It shall respect and uphold the rights of data subjects, as provided under all applicable data privacy laws. This may mean addressing their queries, complaints, and requests for access to or correction of their personal data.

For the purpose of this agreement and the enforcement of this particular provision, a data subject shall be referred to the source institution. If necessary, the source institution shall inform the recipient institution if:

(a) a data subject has had his or her personal data rectified, corrected, or updated; and/or

(b) a data subject has suspended or withdrawn his or her consent, or has ordered the blocking, removal, or destruction of his or her personal data from the filing system.

7) It shall only process the shared, disclosed, or transferred personal data in accordance with the purpose/s specified under this agreement, including any or all compatible uses.

8) Where it is the recipient institution, it shall not outsource or subcontract its obligations under this agreement to person/s and/or other organization/s without the prior written authorization of the source institution. Where it is able to obtain such authorization, it shall ensure that its obligations relating to data protection are also imposed on the third party, including its employees and agents.

9) Where it is the recipient institution, it shall refrain from processing the shared, disclosed, or transferred data outside its territorial jurisdiction, including those it has outsourced or subcontracted to a personal information processor or some other type of service provider, unless it has been authorized in writing by the source institution. When so authorized, it shall ensure that the shared, disclosed, or transferred personal data are covered by a comparable level of protection while in a foreign jurisdiction.

10) It shall deal promptly and properly with all inquiries from the source institution relating to its processing of personal data.

11) It shall return, delete, destroy, or dispose of the shared, disclosed, or transferred personal data in a safe and secure manner within a reasonable period after the termination of this agreement. When so requested by the source institution, it shall certify in writing its compliance with this particular obligation.

f) Both institutions acknowledge that this agreement may be reviewed by a data protection authority, on its own initiative or upon a complaint by an affected data subject. Data

protection authorities have the authority to conduct an audit of the institutions under the applicable data privacy laws. The institutions shall abide by the advice of data protection authorities with regard to the processing of personal data. They shall cooperate in the conduct of any investigation relative to a security incident or any form of unlawful or unauthorized processing.

- g) The institutions nominate the following representatives for any or all queries or complaints in relation to the processing of personal data in the implementation of this agreement:

University Data Protection Office
Room 200, Manila Observatory, Ateneo de Manila University
Katipunan Avenue, Loyola Heights, Quezon City 1108
+63 2 8426-6001 local 4801
info.udpo@ateneo.edu
alert.udpo@ateneo.edu (complaints, data breaches, or security incidents)

Law Division, Office of the President of Khon Kaen University
1st Floor, 3rd Floor and 4th Floor Sirikunakorn Building
123 Village No. 16, Mittraphap Road, Naimuaeng Sub-district,
Muaeng Khon Kaen District, Khon Kaen Province 40000 THAILAND
+66 43 202 442, +66 43 009 700 EXT. 48685-6
info@kku.ac.th
ronwir@kku.ac.th

- h) The data sharing between the institutions shall be deemed terminated under the following conditions:
- 1) upon the termination or expiration of the term of this agreement, or any authorized extension thereof;
 - 2) if either institution materially breaches any of its representations, warranties or obligations under this agreement, at the option of the other institution;
 - 3) upon dissolution of either institution; or
 - 4) upon a finding by any data protection authority that the data sharing is:
 - (a) no longer necessary for the specified purpose/s and its objective/s has already been achieved; or
 - (b) detrimental to national security, public interest or public policy, or the termination of the same is necessary to preserve and protect the rights of a data subject.


13. This agreement is valid for five years and becomes effective on the later of the dates that it is signed by the official representatives of both institutions. This agreement may be reviewed at any time and any modifications concerning the present agreement may be made only by mutual consent in writing between authorized representatives of the parties. At the end of the five-year period, it may be renewed subject to mutual consent in writing. Either institution may terminate the agreement earlier than by the lapse of its term by providing written notice to the other at least 90 days before the intended date of early termination.

14. If, as a result of an act of force majeure, including without limitation, an act of God, war, riot, labor dispute, strike or threat thereof, intervention of a government agency or instrumentality or other occurrence beyond the control of either party, either party is substantially hindered in performing its obligations hereunder then, that party shall have the right, upon notifying the other of the occurrence of the act of force majeure, to suspend performance of its obligations pursuant to this agreement until the event of force majeure has passed.

IN WITNESS WHEREFORE, this document has been executed this _____ day of _____.

FOR

Ateneo de Manila University



Fr. Roberto C. Yap, SJ
President

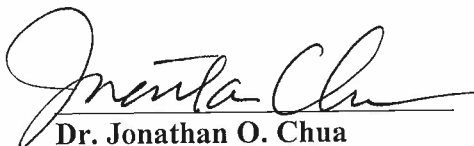
01 Sept 2022
Date

Khon Kaen University




Assoc. Prof. Dr. Charnchai Panthongviriyakul, M.D.
President

- 4 JUL 2022
Date




Dr. Jonathan O. Chua
Dean of the School of Humanities

Date



Assoc. Prof. Dr. Orathai Piayura
Dean of the Faculty of Humanities and Social Sciences

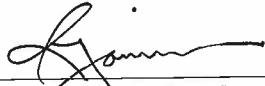
- 4 JUL 2022
Date



Dr. Czarina A. Saloma-Akpedonu
Dean of the School of Social Sciences

26 August 2022
Date

SIGNED IN THE PRESENCE OF:



Jamael A. Jacob
Data Protection Officer
Ateneo de Manila University



Rongrat Wirotepetch
Legal Consultant
Khon Kaen University

SCHEDULE A

Definition of Terms

For the purpose of this agreement and its Schedules, the following terms are defined, as follows:

1. “Applicable data privacy laws” refer to the Philippines’ Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), and other relevant data privacy or data protection laws and regulations that govern the Parties and/or their data processing activities.
2. “Data Breach” refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed.
3. “Data subject” refers to an individual whose personal data is processed.
4. “Data protection authorities” refer to the Philippine National Privacy Commission and its counterpart in other regions and/or jurisdictions.
5. “Organizational, technical, and physical security measures” refer to those measures aimed at protecting personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access, and against all other unlawful forms of processing.
6. “Personal data” refers to all types of personal information. It is the collective term used to mean personal information, sensitive personal information, and privileged information.
7. “Personal information” refers to any information, on its own or when combined with other information, from which the identity of an individual is apparent or can be reasonably and directly ascertained.
8. “Personal information controller” or “PIC” refers to a person or organization who controls the processing of personal data, including a person or organization who instructs another person or organization to process personal data on its behalf.
9. “Personal information processor” or “PIP” refers to any person or organization to whom a PIC may outsource or subcontract the processing of personal data.
10. “Privileged information” refers to any and all forms of data, which under the Philippine Rules of Court and other pertinent laws constitute as privileged communication.
11. “Recipient Institution” refers to the Institution receiving shared, disclosed, or transferred personal data.
12. “Security Incident” refers to an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity, and confidentiality of

personal data. It includes incidents that would have resulted in a data breach, if not for safeguards that have been put in place.

13. "Sensitive Personal Information" refers to personal information:
 - a. about an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 - b. about an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
 - c. issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 - d. specifically established by an executive order or an act of Congress to be kept classified.

14. "Source Institution" refers to the Institution sharing, disclosing, or transferring personal data.

SCHEDULE B
Description of Personal Data Shared
by the Ateneo de Manila University

Ateneo SOH & SOSS is expected to share, disclose and/or give authorized HUSO KKU representatives to the following in connection with the Agreement:

Table 1 – Inventory of personal data shared, transferred, or disclosed

Type of Personal Data	Use / Purpose of Processing by Receiving Party
Personal Information	
Name (Last, Middle, First)	To identify the participating individual
Email Address	To coordinate university information and non-urgent administrative services
Local Contact Number	To contact the participating individual for urgent administrative services and reminders while in the host country (Philippines)
International Contact Number	To contact the participating individual for urgent administrative services and reminders while travelling
Local Address	From ACR I-card: To identify area of residency in the host country
Home Address	To identify area of residency in the home country
Guardian's Name	To identify person responsible for the welfare of the individual, by extension
Guardian's Address	To locate the Guardian
Guardian's Contact Information	To contact the Guardian
Emergency Contact Details	To contact in the event of an emergency
Sensitive Personal Information	
ID Photo	From passport, VISA, and ACR I-card for facial recognition
Date of birth	From passport; To ensure compliance to standards relating to rights on minors for students and labor laws for visiting faculty and staff
Nationality	From passport; To ensure compliance with immigration policies
Signature	From passport; To verify individual's documents and paperwork
Grades (students)	From transcript of records; To determine fitness/suitability in the host university
Travel History and Information	From application form of Special Study Permit / 9F Student Visa
Vaccination Information	From Covid Vaccination Certificate

Table 2 – Types of records shared, transferred, or disclosed

Record	Format and Medium
Travel documents: Passport and VISA	Physical passport and bio page as per immigration policies
ACR I-card	Microchip based, credit card-sized, identification card for visa processing
Transcript of records	Original document and photocopy
PHD/MA certifications/records (for International graduate students)	Special temporary permit and other work visa related requirement
Diploma	Original and photocopy; original returned, photocopy filed by First Party.
Vaccination Information	From Covid Vaccination Certificate

SCHEDULE C
Description of Personal Data Shared
by the Faculty of Humanities and Social Sciences
Khon Kaen University

HUSO KKU is expected to share, disclose and/or give authorized Ateneo representatives to the following in connection with the Agreement:

Table 1 – Inventory of personal data shared, transferred, or disclosed

Type of Personal Data	Use / Purpose of Processing by Receiving Party
Personal Information	
Name (Last, Middle, First)	To identify the participating individual
Email Address	To coordinate university information and non-urgent administrative services
Local Contact Number	To contact the participating individual for urgent administrative services and reminders while in the host country (Thailand)
International Contact Number	To contact the participating individual for urgent administrative services and reminders while travelling
Local Address	To identify area of residency in the host country
Home Address	To identify area of residency in the home country
Guardian's Name	To identify person responsible for the welfare of the individual, by extension
Guardian's Address	To locate the Guardian
Guardian's Contact Information	To contact the Guardian
Emergency Contact Details	To contact in the event of an emergency
Sensitive Personal Information	
ID Photo	From passport, VISA for facial recognition
Date of birth	From passport; To ensure compliance to standards relating to rights on minors for students and labor laws for visiting faculty and staff
Nationality	From passport; To ensure compliance with immigration policies
Signature	From passport; To verify individual's documents and paperwork
Grades (students)	From transcript of records; To determine fitness/suitability in the host university
Travel History and Information	From application form of Special Study Permit / 9F Student Visa
Vaccination Information	From Covid Vaccination Certificate

Table 2 – Types of records shared, transferred, or disclosed

Record	Format and Medium
Travel documents: Passport and VISA	Physical passport and bio page as per immigration policies
ACR I-card	Microchip based, credit card-sized, identification card for visa processing
Transcript of records	Original document and photocopy
PhD/MA certifications/records (for International graduate students)	Special temporary permit and other work visa related requirement
Diploma	Original and photocopy; original returned, photocopy filed by First Party.
Covid Vaccination Certificate	Digital or photocopy