

# **STUDENT EXCHANGE AGREEMENT**

between

**Free University of Bozen-Bolzano, Italy**

and

**Faculty of Mangement Science,  
Khon Kaen University, Thailand**

The Faculty of Mangement Science, Khon Kaen University, Thailand and the Free University of Bozen-Bolzano (FUB), Italy are committed to promoting their teaching and research programs and to strengthening and expanding the mutual contacts between the two institutions, so the Faculty of Mangement Science, Khon Kaen University, Thailand and the FUB agree as follows:

## **1. Scope of Agreement**

The purpose of this Agreement is to establish the terms and conditions under which the exchange of students between the Faculty of Mangement Science, Khon Kaen University, Thailand and the FUB shall take place. This Agreement shall be applicable to the exchange of all students and academic staff between the Faculty of Mangement Science, Khon Kaen University, Thailand and the FUB.

Academic staff exchanges will be negotiated on a case by case basis between the Faculty of Mangement Science, Khon Kaen University, Thailand and the FUB.

The number of staff to be exchanged each year and the conditions relating to these exchanges will be agreed upon by both institutions on an annual basis.

## **2. Precondition**

Before signing the present agreement the Faculty of Mangement Science, Khon Kaen University, Thailand and the FUB will exchange the names of the academic coordinators and administrative coordinators, the former responsible for the implementation of the agreement at the academic level and the latter for the implementation at the administrative level. If the name of the academic or administrative coordinator has to be changed, the office responsible will immediately inform the partner university.

At the latest within 30 days of the date of the last signature to this document, the academic coordinators of both institutions will provide each other and both administrative coordinators with the list of courses and exams of the Partner institution they will recognize, if taken by the students during the exchange period.

## **3. Definitions**

As used herein, the terms "Host Institution" and "Home Institution" shall have the following meanings:

- a) Host Institution – the institution accepting the exchange students
- b) Home Institution – the institution sending the exchange students as well as the institution from which those students intend to graduate.

## **4. Period of Agreement**

This Agreement shall be subject to approval by the governing bodies of the institutions, according to the national laws of each university and their statute and regulations, and shall be effective from the date of the last signature below and continue in full force and effect until terminated by the parties hereto. Official review of the Agreement will take place three (3) years after the implementation of the Agreement.

## **5. Initiation of Exchange**

Students to be exchanged will be nominated by their Home Institution and shall:

- be in good academic standing;
- have completed at least one year of full-time study at their home institution;
- be required to enrol in subjects that constitute a normal full-time load at the host institution;
- both institutions will, in their selection, ensure that exchange students have adequate language proficiency (as defined by the host institution) to conduct studies in the medium of instruction.

It is understood that both institutions will strive to select individuals of the highest quality for participation in the program.

The exchange is open to both undergraduate and postgraduate students.

#### 6. Period of Exchange

Each exchange under the terms of this Agreement shall be for one or two consecutive academic semesters, or equivalent, but no longer than two academic semesters, or equivalent.

#### 7. Implementation of Exchange

The Program is founded on a reciprocal basis with the intention, as a rule, of achieving an equal number of semesters of exchange over the three year period before a review of this agreement.

The administrative coordinators are responsible for determining when an imbalance exists and to communicate this to the competent governing body of their own university.

- I. Number of students to be exchanged. A maximum of four (4) semesters of exchange each way per academic year will initially be arranged. The number of exchange semesters may be amended by mutual agreement. Two students in attendance for one semester each will be counted as the equivalent of one student for two semesters.
- II. Responsibilities of the Home and Host Institutions toward their students and each other:

##### Home Institution

- a) Each Home Institution is responsible for maintaining its own students registered at the Home Institution for the duration of the program.
- b) The Home Institution is responsible for the recruitment and selection of student participants and their introduction to the exchange program before their departure for the Host Institution.
- c) The names and preliminary files of selected participants will be forwarded to the Host Institution for final approval by 10<sup>th</sup> June (FUB) and Faculty of Management Science, Khon Kaen University for the fall (or first) semester and by 10<sup>th</sup> November (FUB) and the Faculty of Management Science, Khon Kaen University for the spring (or second) semester. Preliminary files include the Exchange Student Application, transcripts, and other documents as required by the Home and Host Institutions.
- d) The Home Institution will advise the Host Institution of any circumstances which may affect the student's time abroad (e.g. known medical problems).
- e) The Host Institution will provide information to the Home Institution to advise students about academic and cultural expectations at the Host Institution.
- f) Activities carried out during the exchange period will be approved by the department(s) involved in the program, which will establish in advance (learning agreement), which modules belonging to the student's degree program can be taken abroad, specifying, if possible, the name of the Host Institution's equivalent module. The courses attended at the Host Institution will be recorded in the student's academic records according to the current regulation of the Home Institution.

### Host Institution

- g) The Host Institution will provide induction for the incoming students. The academic coordinator will approve the learning agreement, if it corresponds to the Study Regulations of the Host Institution. If the student needs or wants to change the learning agreement, s/he will be allowed to change it but any changes have to be approved by both academic coordinators.
- h) The Host Institution will make a reasonable effort to ensure that students are admitted to courses regarded as essential.
- i) The Host Institution will provide academic and other advisory services for incoming students.
- j) At the Host Institution students will be allowed to:
- attend classes and take any necessary exams at the end of the courses taken;
  - develop research activities aiming at the writing of a dissertation;
  - taking part in a traineeship, when provided for by the student's degree program.
- k) The Host Institution will make reasonable efforts to assist the exchange student to obtain housing but is not obliged to provide housing or financial assistance of any kind whatsoever.
- l) Each Host Institution will inform the incoming student of health insurance requirements and availability.
- m) The Host institution will provide the Home Institution with a final transcript describing the student's academic performance and a certificate of the duration of the period abroad.
- III. Costs to be borne by the student:
- a) Students will pay the tuition fees and any other tax only at their home university and they will pay them according to the rules of the Home University. Exchange students will be allowed to use all services provided by the Host University at the same conditions as home students.
- b) All costs relating to accommodation will be the responsibility of the incoming student.
- c) The student will be responsible for necessary health insurance and medical costs.
- d) Exchange students shall be responsible for obtaining their own visas and completing the required immigration formalities.
- e) Books, living expenses and any other costs, such as student services and student union/association fees as applicable at the Host Institution, will be the individual responsibility of the student.
- f) The exchange student shall be responsible for the cost of transportation to and from the host institution.
- IV. Exchange students will be subject to the academic rules and discipline of the Host Institution.
- V. If the exchange student voluntarily withdraws before the end of the course, it will be considered as a completed exchange from the institution concerned. The parties agree that there will be no automatic replacement for the student. If a student is nominated for two semesters and withdraws during or at the end of the first, the second semester will not be counted in the review of the number of exchange semesters used.

### **8. Termination**

This Agreement may be terminated by either party by providing the other with written notice of its intent to terminate. Such notice shall be given at least one (1) year prior to the effective

date of termination. Such termination shall not affect exchanges in effect prior to the effective date of the termination.

#### 9. Non-discrimination

The Faculty of Mangement Science, Khon Kaen University and the FUB agree that no person shall be excluded from participation under the terms of this Agreement on the grounds of race, color, national origin, sex or religion.

#### 10. Modification

The terms of this Agreement may be changed or modified only by written amendment signed by both parties.

The Faculty of Mangement Science, Khon Kaen University and the FUB execute this agreement as of the date of the last signature below.

Manthana Samart

Professor Manthana Samart  
Dean, Faculty of Mangement Science, Khon Kaen University

Date:



Professor Walter A. Lorenz  
Rector, Free University of Bozen-Bolzano



Date: 01.10.2012



FREIE UNIVERSITÄT BOZEN  
LIBERA UNIVERSITÀ DI BOLZANO  
FREE UNIVERSITY OF BOZEN · BOLZANO

Prot.nr.  
N. prot.

Bozen,  
Bolzano, 17.10.12

Dean Prof. Manthana Samart  
Faculty of Management Science  
Khon Kaen University  
123 Mittraphap Road  
Khon Kaen, 40002.  
Thailand

Dear Dean Prof. Samart,

It is a big pleasure to get in contact with you personally.

Enclosed you will find the original copy of our student exchange agreement duly signed by our rector Prof. Walter A. Lorenz for your internal use.

We are very much looking forward to getting the student exchange started for the upcoming academic year. In order to organize all practical things regarding the implementation, I would be very happy to receive the contact details of your academic and administrative coordinators for this agreement.

From our side, Prof. Oswin Maurer will be the responsible academic coordinator while my colleague Stefania Kaswalder will help with any kind of administrative points (application, term dates, housing, visa, language requirements, etc.) for the incoming students from your University and I will be responsible for the implementation of the agreement for our outgoing students as well as for reviews and amendments of the agreement itself.

If you need any additional information please don't hesitate to contact us!

Best wishes from Bolzano,

Evelyn Angerer  
International Relations Office