



## MEMORANDUM OF UNDERSTANDING

PUBLIC ADMINISTRATION PROGRAM,  
UNIVERSITY OF HAWAII AT MĀNOA

AND

COLLEGE OF LOCAL ADMINISTRATION,  
KHON KAEN UNIVERSITY

This Memorandum of Understanding is made within the broader cooperation agreement that exists between the University of Hawai'i at Mānoa and Khon Kaen University, renewed in February 2009 in Honolulu, Hawai'i.

The College of Local Administration (COLA) plans to initiate a Doctorate of Public Administration (DPA) beginning in 2010. This Memorandum of Understanding outlines how the Public Administration Program (PUBA) will cooperate with COLA in offering the DPA program.

**I. Locus of the Degree.** Khon Kaen University (KKU) will be the degree granting institution. Students in the DPA program will not seek admission to the University of Hawai'i - Mānoa (UHM) on a joint degree basis.

**II. Development of the DPA Program.** Final decisions on the content of the degree reside with KKU and COLA. Consultation on the degree's content will occur prior to its implementation in order to strengthen and facilitate PUBA's participation.

There will be a planning period between the signing of this Memorandum of Understanding and implementation of the program. This period, referred to below, will be used to address program details.

**III. Language of Instruction.** All work that includes PUBA and PUBA-designated faculty, including class instruction, committee work, and faculty-student mentoring, will be done in English.

**IV. Faculty Participation.** COLA and PUBA respectively are responsible for deciding the faculty who will participate in this program.

## **V. Areas of Cooperation.**

A. Instruction: PUBA faculty or PUBA-designated faculty will, on a voluntary basis, teach accelerated doctoral-level courses at KKU. The general content of the courses to be offered by PUBA will be agreed to in the planning stage prior to initiation of the program. Courses may be added based on mutual agreement. PUBA faculty will be encouraged to assign course readings in advance of their arrival at KKU.

1. Costs and Remuneration. COLA will pay transportation costs (airfare, hotel, and ground), accommodation daily living expenses at KKU, and an instructional fee. The fee for each course will be approximately 2200USD, depending on currency exchange rates.

B. Participation on DPA Committees: PUBA faculty will participate, on a voluntary basis, on DPA committees. During the planning stage PUBA and COLA faculty will discuss and clarify dissertation committee standards in order to bridge any existing or potential differences in those standards. In addition, the following is agreed to:

\*\*1. Committee membership. The Dissertation Advisory Committee may consist of three faculty, two full-time faculty from COLA and one from PUBA. The PUBA faculty or PUBA-designated faculty may be either a member or the chair, depending upon what is agreed to by the three in advance. The Dissertation Advisory Committee must reach consensus in advance on who are chosen as the two Examination Committee members, one from outside the university, and one faculty member from Khon Kaen University but outside of COLA.

2. Proposal. Participation on a Dissertation Advisory Committee will be contingent on the PUBA faculty member's acceptance of the dissertation proposal. The proposal must clearly define the scope of the work to be completed. PUBA faculty will be paid an honorarium of 200USD for assistance in developing the dissertation proposal

\*\*3. Completion. If any Dissertation Advisory Committee member, including a PUBA or PUBA designated faculty, has strong reservations about the quality of the dissertation, such that he or she is not able to accept the work, the Dissertation Advisory Committee will not recommend Final Examination of the dissertation be set until needed changes are completed. The Committee member with such reservations will clarify the work that needs to be done to correct the problem before the committee can recommend acceptance.

COLA will provide an honorarium of 300USD for PUBA faculty participation on Dissertation Advisory Committees. This amount is not contingent on whether the dissertation is accepted or the DPA awarded. If PUBA faculty travel to KKU to participate in Dissertation Advisory Committee



work, COLA will be responsible for covering costs directly associated with that committee work.

\*\*4. No DPA will awarded following acceptance of the dissertation until an article based on the dissertation has been accepted for publication in a blind peer review journal. On a voluntary basis PUBA faculty may chose to work with the DPA candidate to refine the article for publication, for which the faculty will be paid 200USD. Authorship will remain with the DPA candidate, unless the PUBA faculty reaches a consensual agreement with the candidate regarding joint publication.

C. PUBA Faculty Research. PUBA faculty will be encouraged to develop research agendas that can be undertaken in association with their participation in this program and visits to KKKU.

D. Access to UHM library. PUBA will seek to arrange for electronic access to UHM library sources for individuals in the DPA program who are actively working on their degrees. Access will be terminated when the individual graduates, leaves the program, or becomes inactive.


E. Travel to UHM. Students in the doctoral program may come to UHM on a short-term basis to use university facilities and consult with PUBA faculty. Dates and arrangements must be confirmed in advance, and PUBA faculty participation is voluntary. Individuals coming to UHM will be responsible for all of their expenses.

**VI. Experimental Term.** This partnership will be on an experimental basis for three years from the date of the commencement of the program. At the end of the three years COLA and PUBA will evaluate the success of the partnership and make whatever changes are warranted. Should the partnership be terminated, students currently in the program will be allowed a reasonable amount of time to complete their DPA under the existing terms of the Understanding.

\*\* PUBA faculty must concur with this provision before this MOU can take affect.


## **VII. Signatures.**

University of Hawai'i at Mānoa

  
Richard Pratt  
Professor and Director  
Public Administration Program

Date: October 1<sup>st</sup>, 2009

Khon Kaen University

  
Peerasit Kumnuansilpa  
Associate Professor and Dean  
College of Local Administration

Date: October 1<sup>st</sup>, 2009