

# MEMORANDUM ON STUDENT EXCHANGE

between the

**UNIVERSITÄT HOHENHEIM,**  
represented by the  
Rector,  
Schloss, D-70599 Stuttgart,  
Federal Republic of Germany,

and the

**KHON KAEN UNIVERSITY**  
represented by the  
President  
40002 Khon Kaen,  
Thailand

## **Preamble**

The Khon Kaen University and the Universität Hohenheim hereby agree on the implementation of student exchange activities between their institutions.

## **I Number of Exchange students**

1. The universities agree that the exchange shall operate on a reciprocal basis. For each year, each partner may send to the host institution the equivalent of two students up to a total of four person semesters (two person semesters equals 1 student for 2 semesters or 2 students for 1 semester each).
2. Both universities will review the program annually for any imbalances in the number of exchange students. Reciprocity shall be reached over the term of the agreement.
3. The number of students shall be modified by mutual consultation in advance.

## **II Duration of the Exchange**

1. The duration of the stay as an exchange student at the host university will normally take place for one or two semesters and must not exceed one year.
2. Upon completion of their studies at the host university, the exchange students are expected to return to their home university. No extension will be authorised unless otherwise agreed upon by the home university.

## **III Selection and Admission of Participants**

1. The designated students must have completed at least four semesters (two academic years) of study before beginning the exchange period and must have demonstrated above-average academic achievement.
2. Students must possess the language ability necessary to fulfil their academic plan requested by the host university to complete the appropriate course of study.
3. Students participating in the exchange programme under the terms of this memorandum shall be selected initially by the home institution. The ultimate decision concerning acceptance and admission, however, will be made by the

host institution which reserves the right to reject any applicant whose academic or other qualifications for participation are not deemed appropriate.

4. Students from both institutions will be accorded the same rights and privileges as students in the host country. The students shall be entitled to the use of the host institution's facilities on the same basis as students of the host institution.
5. It is agreed that exchange students will be sent without the intention that the host institution will award any degree. Participating students will be formally classified as exchange students and will be enrolled as visiting, non-degree seeking students.
6. Exchange students are subject to the rules and regulations of the host institution during their stay and by all applicable laws, rules and regulations of the home and host countries.
7. Each institution reserves the right to dismiss an exchange student at any time due to academic or personal misconduct. The dismissal of a student shall not abrogate the agreement regarding other participants.

#### **IV Academic Course Work**

1. The field of study for each student shall be such that the host university can appoint a qualified advisor and provide an appropriate course of study.
2. Each university agrees to provide documentation of course work completed by the students at the host university.
3. Each university agrees to provide appropriate information on the academic performance of the students.
4. Exchange students shall be entitled to participate in any course offered by the host institution in accordance with university policies and procedures. The host institution may impose prerequisites and reserves the right to exclude exchange students from restricted enrolment programmes. Admission to a specific course is subject only to students being satisfactorily qualified to enrol in that course, and the availability of resources.
5. Any academic credit that the student receives from the host institution may be transferred to the home institution. The home university may award its students credits according to its own regulations and procedures.

#### **V Fees and other costs**

1. Students will pay the normal tuition fees at their home university for the period of the exchange.
2. The host university will waive all charges for application and examination fees, matriculation fees and tuition. However, all students matriculated at the Universität Hohenheim are required to pay the contribution to the student social services (approx. 73 € per semester) which – among others - covers insurance against accidents, thefts and third party liability in connection with students' activities on campus.
3. All costs incurred by those qualified as exchange students under this memorandum will be borne by each individual student, such as obligatory membership of campus organisations, accommodation, board, books, transportation, passports, visa and personal expenses.
4. Exchange participants hosted by each institution will be required to comply with the insurance policies and procedures for international students. The cost of health insurance and medical fees will have to be covered by the students.



5. Students may on their own initiative apply for and receive scholarships to cover costs associated with participation in the programme.
6. No financial obligation will be imposed by either party in carrying out this agreement (except items covered above).

## VI Responsibilities

1. The responsibility for the administration and the institutional support required for the successful organisation of the exchange activities will be with the International Relations Offices of the two institutions.
2. Proposals for student exchange should have to meet the application deadline of the host institution. Each university shall ensure that the required documentation of the host institution is completed correctly and forwarded in an appropriate time.
3. As far as possible, the host institution shall make efforts to ensure that the students obtain the required visa and carry out other formalities necessary to facilitate their study. It is the responsibility of the individual student to apply for a visa in time.
4. The host university will assist the exchange students in finding housing in residence halls or alternative accommodation as may be necessary.

## VII Validity

1. All modifications to this memorandum must be in writing and signed by both parties.
2. This exchange agreement will remain in effect for a period of three years. Thereafter it shall be renewed after mutual consent of the two parties.
3. Either university giving written notice six months may terminate the agreement provided that such termination will not affect the completion of any activity underway at the time. If future activity has been advertised and either party has made commitments to students concerning such activity, such termination will not affect the activity.

This Memorandum is written in English. It is drawn up in duplicate with a corresponding copy for each party and signed by the legal representatives.

For the Universität Hohenheim

For the Khon Kaen University

Prof. Dr. H.-P. Liebig  
- Rector -



Prof. Dr. Sumon Sakolchai  
- President -

Date:

04/06/2009

Date: 21 November 2008

Stuttgart,

Khon Kaen,

# CO-OPERATION AGREEMENT

between the

## UNIVERSITÄT HOHENHEIM

represented by the

Rector,  
Schloss, D-70599 Stuttgart,  
Federal Republic of Germany,

and the

## KHON KAEN UNIVERSTY

represented by the

President  
40002 Khon Kaen  
Thailand

### Preamble

The Khon Kaen University and the Universität Hohenheim intend to engage in scientific co-operation within research and education. The purpose of this Agreement is to develop co-operation on the basis of equality and reciprocity and to promote relations and mutual understanding between the two institutions.

### § 1

Co-operation shall be carried out subject to the availability of funds and approval by both parties and may include the following activities:

- a) exchange of scientific and administrative staff members and students,
- b) development and implementation of joint research projects,
- c) organisation of joint academic and scientific activities such as courses, lectures, symposia, etc.,
- d) exchange of scientific materials, publications and other relevant information,
- e) other forms of academic exchange subject to mutual consent.



## § 2

The implementation of these activities may be arranged by individual agreements (working agreements) which will be added to the existing co-operation agreement subject to mutual agreement between the parties. In these the financial details shall be arranged. For all activities appropriate external funding must be secured. The university submitting a project proposal is in charge of ensuring that sufficient funds are available for its completion.

## § 3

In principle, co-operation may involve all faculties of the Universität Hohenheim and all faculties of the Khon Kaen University. The areas of co-operation include, subject to mutual consent, any programme offered by either party as felt desirable and having the potential to contribute to the mission and effectiveness of either party and/or contribute to fostering the co-operative relationship between the parties. The mutual assistance to be provided by each of the contracting parties will be in the areas of teaching, research, exchange of scientific staff and students, scientific staff development and other programmes considered beneficial by the two parties.

## § 4

Both the Universität Hohenheim and Khon Kaen University, commit themselves to find suitable means for financing the activities arranged within this agreement. However, it is the responsibility of the university submitting a project programme to ensure that sufficient funds are available for its completion. For all financial contributions from the side of the Universität Hohenheim appropriate external funding must be secured. The Universität Hohenheim is not in position to finance activities of co-operation within this agreement from its core budget.

## § 5

Both institutions will make sure that visitors are sufficiently covered by health and accident insurance during their stay with the respective partner. If necessary, additional host country insurance has to be obtained. Furthermore, visitors are solely responsible for sufficient insurance coverage with regard to third party liability.

## § 6

Each university will designate a responsible person who will co-ordinate the activities arranged within this agreement and support all concerned individuals in the operation of their tasks.

For the Khon Kaen University,:

for the Universität Hohenheim:

§ 7

This Co-operation Agreement will be valid for an initial period of 3 years. It will be prolonged automatically for one year at a time if it is not cancelled by at least one party within a six months written notice. Any termination should also stipulate the details on the termination of working agreements as specified in the above § 2. To the extent possible, these individual agreements will continue until their agreed expiry date.

This Co-operation Agreement may be amended at any time by an exchange of letters between mutually agreeing representatives of both universities.

In cases of conflict or dispute both parties should endeavour to solve the problem and to make mutual concessions if need be. Should both parties confirm in writing that a joint solution is impossible, then the Co-operation Agreement would automatically be cancelled at the earliest possible date.

§ 8

This Co-operation Agreement is produced in English. It is effective upon signature by the representatives of the partner institutions.

For the Universität Hohenheim

For the Khon Kaen University



Prof. Dr. Hans-Peter Liebig  
Rector

Prof. Dr. Sumon Sakolchai  
President

Date:  .....

Date: 21 November 2008 .....

Stuttgart,

04/06/2009



Khon Kaen,