



## **BILATERAL AGREEMENT**

This bilateral agreement is made by and between

**Khon Kaen University, Thailand  
Faculty of Business Administration and Accountancy  
(Khon Kaen Business School: KKBS)**

**and**

**Free University of Bozen-Bolzano, Italy  
Faculty of Economics and Management**

The two institutions party to this agreement seek to enhance relations between them by developing academic and cultural exchange in teaching, research and other programs and activities. Within the framework of the regulations and policies applying to and in each institution, and subject to the availability of resources, the following programs and activities will be encouraged:

- Exchange of staff;
- Exchange of students;
- Exchange of academic materials and information;
- Joint conferences and other academic meetings;
- Exchange of research material, publications and information.

### **1. Purpose of the Agreement**

The purpose of this Agreement is to establish the terms and conditions under which the exchange of students between Khon Kaen University (KKU) and Free University of Bozen-Bolzano (UNIBZ) shall take place.

Academic staff exchanges will be negotiated on a case by case basis between Khon Kaen University (KKU) and Free University of Bozen-Bolzano (UNIBZ). 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. Definitions**

The following definitions apply for "Host Institution" and "Home Institution" in this agreement:

a) Host Institution – the institution at which the exchange student is enrolled for the exchange period under the student exchange program;



b) Home Institution – the institution at which the exchange student is formally enrolled as a degree candidate.

### **3. 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 for five years. Official review of the Agreement will take place three (3) years after the implementation of the Agreement.

### **4. Initiation of Exchange**

The exchange is open to both undergraduate and postgraduate students.

The Home institution will screen applications according to the admission requirements and language requirements of the host institution. Applicants must:

- a) be in good academic standing;
- b) have completed at least one year of full-time study at their home institution;
- c) 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<sup>1</sup>) 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.

### **5. 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.

### **6. Implementation of the Exchange**

The Program is based on a reciprocal basis with the intention to seek to achieve 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.

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.

- I. Number of students to be exchanged. A maximum of six (6) students of exchange each way per academic year will initially be arranged. The number of exchange semesters may be amended by mutual agreement.

---

<sup>1</sup> UNIBZ requires all incoming students to have a minimum language proficiency of level B1 in the language of instruction of the courses the student intends to take during his/her exchange at UNIBZ, i.e. either in English or in German or in Italian (lower-intermediate level according to the Common European Framework of Reference  
[http://www.unibz.it/de/students/languagecentre/autolearn/Documents/Esami%20e%20titoli%20riconosciuti\\_2012-2013.pdf](http://www.unibz.it/de/students/languagecentre/autolearn/Documents/Esami%20e%20titoli%20riconosciuti_2012-2013.pdf))



- II. Each Home Institution is responsible for maintaining its own students registered at the Home Institution for the duration of the program.

Responsibilities of the Home and Host Institutions toward their students and each other:

Home Institution

- a) recruitment and selection of applicants and their introduction to the exchange program;
- b) delivery of the list of selected participants to the Host Institution by the deadlines:
  - Free University of Bozen-Bolzano (UNIBZ): by 15<sup>th</sup> May for the fall (or first) semester (approx. end of September to end of February) and by 15<sup>th</sup> October for the spring (or second) semester (approx. end of February to middle of July);
  - Khon Kaen University (KKU): by 15<sup>th</sup> May for the fall (or first) semester (August to December) and by 15<sup>th</sup> October for the spring (or second) semester (January to May);
- c) Application deadlines. The preliminary files of selected participants will be forwarded to the Host Institution for final approval:
  - to Free University of Bozen-Bolzano (UNIBZ): by 30<sup>th</sup> June for the fall (or first) semester and by 30<sup>th</sup> November for the spring (or second) semester (approx. end of February to middle of July);
  - to Khon Kaen University KKU: by 30<sup>th</sup> June for the fall (or first) semester and by 30<sup>th</sup> November for the spring;Preliminary files may include the Exchange Student Application, transcripts of records, and any other documents as required by both the Home and Host Institution.
- d) Information about any circumstances which may affect the student's time abroad (e.g. known medical problems).
- e) Information 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 courses 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) Introduction to 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.
- i) Delivery of information and other advisory services for incoming students.
- j) At the Host Institution students will be allowed to:
  - attend classes and admission to the exams;
  - develop research activities aiming at the writing of the thesis;
  - taking part in a traineeship, when provided for by the student's degree program.
- k) Student visa: the host institution will provide the home institution with relevant documentation to assist the exchange student in obtaining a visa for study.
- l) Acceptance of applicants: the host institution may accept or reject applications at its discretion. The host institution will provide the final written confirmation of placement to the home institution in the form of a letter/email to successful applicant.



- m) Enrolment: the host institution will enroll a successful applicant as a full-time non-degree enrolled student for the duration of the exchange period.
- n) 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.
- o) Each Host Institution will inform the incoming student of health insurance requirements and availability.
- p) 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. Financial costs

Exchange students participating in the student exchange program will be exempted from paying tuition fees at the Host institution. Exchange students must register/enroll at their home institution and pay the fees required of them by their home institution.

Each exchange student is responsible for the financial costs of the following items during the exchange period:

- a) Costs related to accommodation.
- b) Health insurance and medical costs.
- c) Books, living expenses and any other costs, such as student services and student union/association fees as applicable at the Host Institution
- d) Cost of transportation to and from the Host institution.

Exchange students shall be responsible for obtaining their own visas and completing the required immigration formalities.

- IV. Exchange students will be subject to the academic rules and discipline of the Host Institution.

## 7. Non-discrimination

Khon Kaen University (KKU) and Free University of Bozen-Bolzano (UNIBZ) 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.

## 8. Privacy

Where a Host institution obtains access to personal information about a student under this agreement, the institution will treat this information exclusively within the objectives of the agreement and according to the privacy protection laws the Host institution has to comply with under national law.

The parties both agree that the term "personal data" shall mean any information relating to natural persons that are or can be identified, even indirectly, by reference to any other information including a personal identification number."



### 9. Termination

This Agreement will remain in force for an initial period of five years from the effective date of signatures. It 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. Such termination shall not affect exchanges in effect prior to the effective date of the termination.

### 10. Modification

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

Khon Kaen University (KKU) and Free University of Bozen-Bolzano (UNIBZ) execute this agreement as of the date of the last signature below.

#### Contact Information

Partner name: Free University of Bozen-Bolzano  
Partner representative: Prof. Oswin Maurer  
Position: Dean of the Faculty of Economics and Management  
Address: Universitätsplatz, 1 – Piazzetta Università, 1  
Telephone: +39 0471 012500

E-mail: [omaurer@unibz.it](mailto:omaurer@unibz.it)

Unibz International Relations Office: [international.relations@unibz.it](mailto:international.relations@unibz.it)

Partner name: Khon Kaen University  
Partner representative: Associate Professor Pensri Jaroenwanit  
Position: Dean  
Address: 123 Mittraparb Road, Muang District, Khon Kaen 40002, Thailand  
Telephone: +6643-202401  
Fax: +6643-202-402  
E-mail: [penjar@kku.ac.th](mailto:penjar@kku.ac.th)

Faculty of Business Administration and Accountancy, Khon Kaen University  
The Dean

Date:



Free University of Bozen-Bolzano  
The Rector Paolo Lugli

Date: 03.03.17