

Research Student Exchange Agreement
between
Faculty of Technology, Khon Kaen University
and
Graduate school of Life Sciences, Ritsumeikan University

Faculty of Technology, Khon Kaen University (hereinafter referred to as TE-KKU) and Graduate School of Life Sciences Science, Ritsumeikan University (hereinafter referred to as RU) hereby conclude this agreement regarding the exchange of graduate students for the purpose of receiving research supervision.

1. Purpose

The purpose of this agreement is to enhance education and research at TE-KKU and RU, to cultivate superior, talented specialists by reciprocally accepting graduate students from each other's programs.

2. Term Definition

The "Sending Institution" shall be the university sending graduate student, while the "Receiving Institution" shall be the university receiving graduate student to conduct research under the supervision of the "Sending Institution".

3. Student Status

A graduate student who is sent by the Sending Institution and accepted by the Receiving Institution shall be considered a "Special Research Student" (hereinafter referred to as "Student").

4. Number of Exchange Students

4.1 In principle, TE-KKU and RU may nominate not more than five Students as candidates for exchange each year.

4.2 This number may vary in any given year, provided that a balance of exchange Students is attained over the term of the agreement.

5. Period of Exchange

5.1 The period of exchange for each Student shall in principle be one academic year. However, permission for this period to be shorter or longer may also be granted upon the mutual agreement of both institutions.

5.2 The period of exchange for Master's Program Students received at RU shall be one year or less.

6. Research Supervision

TE-KKU and RU shall conduct research supervision in accordance with the following items.

6.1 The Receiving Institution shall provide research supervision to Student(s) based on the research supervision plan.

6.2 Upon completion of research supervision, the Receiving Institution shall promptly provide a report on the status of the research supervision to the Sending Institution.

6.3 Notwithstanding the previous clause, the Receiving Institution shall promptly provide a report on the status of the research supervision to the Sending Institution upon request at any time.

7. Application Procedure

TE-KKU and RU shall require the nominee(s) to complete the application procedures by submitting the following documents to the relevant university offices by the designated deadline.

TE-KKU:

- (1) Application Form
- (2) Recommendation Letter
- (3) Research Plan
- (4) Copy of Passport
- (5) Copy of Transcript
- (6) Copy of Health Insurance
- (7) Copy of Travel Insurance
- (8) Other documents required by TE-KKU

RU:

- (1) Application Form
- (2) Recommendation Letter
- (3) Research Plan
- (4) Declaration of Understanding
- (5) Other documents required by RU

8. Selection

- 8.1 The Receiving Institution shall select the candidate who is qualified to be Special Research Student and reserves the right to make final acceptance decision.
- 8.2 The Receiving Institution shall notify the students of their acceptance under the preceding paragraph.

9. Visa

The Receiving Institution shall issue documents necessary for Student(s) to acquire visas. Students are responsible for acquiring their own visas.

10. Identification

The Receiving Institution shall issue a standard form of identification stating the status of the Students.

11. Student's/Sending Institution's Responsibility for Expenses

The Student or the Sending Institution shall be responsible for the following expenses:

- (1) Travel expenses to and from the Receiving Institution
- (2) Living expenses (including accommodation expenses)
- (3) Overseas traveler's insurance fees
- (4) Passport and visa application fees
- (5) Other expenses incurred while at the Receiving Institution/country of the Receiving Institution

12. Research Supervision Fees

- 12.1 The Receiving Institution shall not collect tuition or research supervision fees from students.
- 12.2 However, the Receiving Institution may collect fees for actual expenses incurred by experiments, laboratory work, etc.

13. Insurance

- 13.1 TE-KKU and RU shall require Student(s) to enroll in an overseas traveler's insurance covering disaster, injury, liability, etc. prior to leaving the country.
- 13.2 TE-KKU must ensure that their Students fully understand in advance that they are

required by Japanese law to subscribe to Japanese National Health Insurance.

14. Housing

TE-KKU and RU will make every reasonable effort to arrange for university-approved accommodation for the Students.

15. Facility Use Privileges

The Receiving Institution shall permit the use of university facilities for Students.

16. Support for Student Life

The Receiving Institution shall make efforts to enable Student(s) to conduct productive research activities.

17. Compliance with Rules and Regulations

During the period of study at the Receiving Institution, the Sending Institution must advise Student(s) to comply with all rules and regulations of the Receiving Institution and the country of the Receiving Institution. Otherwise the Receiving Institution may report the incident to the Sending Institution, rescind the status given to the violating Student(s), and terminate provision of research supervision.

18. Intellectual Property Rights

The ownership of intellectual property rights for research findings acquired through research supervision from the Receiving Institution shall be determined through mutual consultation by TE-KKU and RU.

19. Confidentiality

If, through their research activities, Student(s) acquires knowledge, experience, materials, or other information about the Receiving Institution's administration or research that is considered by that institution to be confidential, TE-KKU and RU shall require Student(s) strictly to protect the secrecy of any such information. However, this does not include information that was already publicly available, that can be proven to be owned by the Student, that becomes publicly available in the future through no breach of the Student, or that has been disclosed to a Student without obligation of confidentiality by a third party who is lawfully entitled to make such disclosure.

20. Indemnity

In the event of any incident or accident that occurs during the period of research at the Receiving Institution in circumstances outside that Institution's control, TE-KKU and RU shall consider the Student to be solely responsible for the incident, as well as for any damage caused to any third parties. In the mentioned circumstance, the Receiving and Sending Institutions shall mutually absolve each other of any responsibility. However, the Receiving Institution shall be held liable for any damages arising out of intentional acts or gross negligence of the Receiving Institution. The scope of responsibilities shall be determined through mutual consultation by TE-KKU and RU.

21. Management of Personal Information

TE-KKU and RU shall use the personal information obtained from the Student(s) for the purposes listed below. The Receiving Institution shall obtain written consent from the Student before using their personal information for any other purposes.

- (1) Matters relating to research supervision
- (2) Creation of documents necessary for accepting Students

22. Agreement Validity

This agreement shall be effective for a period of five years from last signature date set forth below. At the end of the initial period, the validity of this agreement shall be extended by mutual consent.

23. Agreement Termination

If TE-KKU or RU wishes to terminate this agreement before the expiration date, the terminating university shall provide a written notification of termination to the other university no later than six months prior to the expiration date. In such cases, if TE-KKU or RU is hosting a Student, the Receiving Institution shall assume obligation for hosting the Student until the Student's period of study is complete.

24. Consultation

Matters not stipulated in this agreement or questions related to interpretations of this agreement shall be resolved in a friendly manner through consultations in good faith by TE-KKU and RU.

This agreement is to be executed in the English language in two (2) copies, with one copy for each institution.

TE-KKU Dean, Faculty of Technology
Khon Kaen University

RU Dean, Graduate School of Life Sciences
Ritsumeikan University

P. Thanonkeo

Assoc. Prof. Dr. Pornthap Thanonkeo

Date: *Oct. 24, 2018*

Prof. Kazuo Kojima Kazuo Kojima

Date: *Oct. 16, 2018*