



FLORIDA STATE UNIVERSITY  
CENTER FOR GLOBAL ENGAGEMENT

International College  
Received No. : .....  
Date : ...29 DEC 2016.....  
Time : .....

December 21, 2016

Prof. Dr. La-orsri Sanoamuang  
Khon Kaen University International College  
Information Center Bldg 8-9th floor  
123 Mitraphap Road, Amphur Muang  
Khon Kaen 40002  
Thailand

Dear Prof. Dr. La-orsri Sanoamuang,

Enclosed please find the signed reciprocal exchange agreement between Florida State University and Khon Kaen University International College.

We are excited to begin the exchange of students and look forward to hosting your students at FSU.

Thank you and best wishes,

  
Jocelyn Vaughn



**INTERNATIONAL AGREEMENT  
FOR A RECIPROCAL STUDENT EXCHANGE PROGRAM BETWEEN  
KHON KAEN UNIVERSITY INTERNATIONAL COLLEGE  
AND  
FLORIDA STATE UNIVERSITY**

Florida State University Board of Trustees, a public body corporate of the State of Florida, located in Tallahassee, Florida, United States of America, acting for and on behalf of Florida State University, and Khon Kaen University International College, located in Khon Kaen, Thailand, wish to enter into a student exchange program between the two institutions. They agree to the following:

**I. PURPOSE**

The purpose of this program is to make possible the exchange of students between the two universities on a continuing basis within the laws, rules, and regulations of each respective institution, their governing boards, state, and national governing bodies.

**II. DEFINITIONS**

In this agreement, unless the context otherwise implies:

- A. "Exchange" shall mean an exchange of a special number or ratio of students from each university as defined herein;
- B. "Exchange student" shall mean students participating in the exchange implemented herein;
- C. "Home institution" shall mean the university at which the student is enrolled full-time and intends to graduate;
- D. "Host institution" shall mean the university which has agreed to receive the exchange student from the home institution;
- E. "Full-time student" at Florida State University shall mean undergraduate enrollment for twelve (12) credit hours during the Fall or Spring semester. (Nine (9) credit hours for international graduate students at Florida State University.) "Full-time student" at Khon Kaen University International College shall mean undergraduate enrollment for at least 12 credit hours during the First or Second semester. (9 credit hours for international graduate students at Khon Kaen University International College.) Students required to take more than the above-stated hours for their degree requirements will provide documentation in advance from the home institution and may receive special permission to enroll in additional hours. Full-time enrollment for Summer term shall be determined by host institution.

**III. RECIPROCITY OF THE EXCHANGE**

Florida State University and Khon Kaen University International College agree to exchange up to ten (10) students per year for 2 semesters each or the equivalent.

The basis for continuation of this exchange agreement will rest with the principle of reciprocity. It is expected that within a five year period of the initiation of this agreement the exchange should be balanced. Both institutions will monitor the exchange balance. If the exchange becomes imbalanced in a given semester and remains imbalanced in the following semester(s), an attempt may be made to correct the imbalance by adjusting the number of nominations available in subsequent semester(s) in order to maintain reasonable balance over the duration of the agreement. Students currently enrolled in the program will not be affected by the attempt to restore balance.

#### IV. SELECTION OF PARTICIPANTS

The home institution will screen and select applicants from its university for the exchange program. Applications must be received by the respective deadlines of the host institution. Each group of applications may include a prioritized list of alternate applicants who may be substituted in the event that primary applicants are unable to attend. The host institution reserves the right of making the final judgments on the admissibility of each student nominated for the exchange.

The following procedures and guidelines apply to all exchange students:

- A. **Language Proficiency:** The exchange student must meet any language requirement set forth by the host institution. Incoming student candidates to Florida State University must obtain the following scores on one of the following assessments: 550 on the Test of English as a Foreign Language, 80 on the Internet Based TOEFL, 6.5 on the International English Language Testing System or a 7.7 on the Michigan English Language Assessment Battery.
- B. **Application Deadlines:** Deadlines for nominations and applications for incoming student candidates to Florida State University are at: <http://global.fsu.edu/International-Students/Incoming-Exchange-Students>.
- C. **Coursework Availability:** Students from all majors at the partner institution may study at FSU provided the academic prerequisites have been met. The exception to this broad inclusion policy is for Professional colleges at FSU, including the College of Law, College of Nursing, and College of Medicine and the Colleges of Film and Music and Departments of Dance and Theater in the College of Fine Arts, all of which are limited access by audition only. The host institution reserves the right to exclude the student from specific courses based on enrollment constraints or specific course requirements.
- D. **Participating Student Eligibility:** All participants must be currently enrolled. Students participating in the exchange must register at the home institution. A student participating in the exchange must be in attendance for one semester prior to the exchange.
- E. **Student Rights and Responsibilities:** The exchange students must abide by all rules and regulations of the host institution. In the case of Florida State University exchange students, Florida State University Code of Student Conduct applies to all participants while studying abroad on exchange programs.
- F. **Coursework and Grade Notification:** The host institution will notify the home institution in writing of any and all coursework taken (regardless of grade, withdrawals, or other factors) for any particular student. Upon enrolling in this exchange program, Florida State University students must grant permission to their host institutions to send a transcript of subjects, credits, and grades to the home institutions at the end of each term. The means of obtaining approval from students will be arranged by the host institution.
- G. **Housing Availability:** Students participating in the exchange at Florida State University are to be advised that on-campus housing for only Florida State University Fall semester is rarely available

and leases for only the Fall semester are limited in the surrounding community. Leases for only the Spring semester, and leases for Fall through Spring semesters are available, both on-campus and in the community.

- H. Additional Semester: During an exchange student's first semester at the host institution, s/he may request that the host institution allow her/him to study on an exchange basis for an additional semester. The exchange student should make this request in writing in the first semester so that visa requirements and other documentation can be reviewed and arranged as appropriate. Any modification or change of stay must be approved in writing by both cooperating institutions. Upon completion of an academic year study period at the host institution, the exchange students must return to the home institution.
- I. Degree Program Enrollment: Participation in the reciprocal exchange program does not qualify the participant for automatic admission to host institution degree programs. All participants seeking to become degree seeking students at the host institution must comply with all appropriate admissions and visa requirements.

## V. RESPONSIBILITIES OF EACH INSTITUTION

- A. Tuition and Fee Waiver: Florida State University and Khon Kaen University International College agree to enroll exchange students as full-time students, and to provide tuition and fee exemption. In the case of Khon Kaen University International College enrollment and fee exemption is according to the rules and regulations of Khon Kaen University International College. In the case of Florida State University enrollment and fee exemption is according to the Florida State University Board of Trustees and other applicable regulations. Funding of the tuition costs for international student exchange agreements is subject to the annual appropriation of funds by the state legislature and the limitations on fee waivers under Florida Statute 1009.26(9).
  - 1. Aid Eligibility: For Florida State University students studying at the host institution, Florida State University is the home institution for determination of eligibility for aid and for disbursement of aid.
- B. Verification of Academic and Financial Information: Upon request, the host institution will inform the home institution of enrollment dates prior to the start of the term and approximate costs of attendance (excluding tuition) and provide the syllabus and credentials of the faculty in whose courses the exchange students will be enrolled.
- C. Student Services: Florida State University and Khon Kaen University International College will provide pre-departure and arrival information, visa and insurance requirements, information on housing options and other program-related assistance as deemed appropriate and as normally available to enrolled students. Florida State University and Khon Kaen University International College will also provide orientation for students upon arrival. As full time students, exchange students will have access to learning resources and services including the library, computer labs, health and fitness facilities, appropriate academic counseling and advising, assistance in selecting and enrolling in courses and the institution's grievance and complaint process.
- D. Emergency Notification: If either institution becomes aware of any emergency situation involving an exchange student, the host institution further agrees to notify the home institution.
- E. Enrollment Status Notification: Upon request, the host institution will inform the home institution of the student's enrollment status and will promptly inform the home institution if any exchange student withdraws or reduces the number of credits attempted. Such notice will be in writing and include pertinent dates. The host institution further agrees to immediately notify the home institution in writing of any changes in the academic status of the exchange student.

- F. Funding Notification: In the event that a Florida State University student at Khon Kaen University International College receives a stipend, scholarship, or other source of funding, Khon Kaen University International College agrees to notify Florida State University of the nature, amount, and dates of such funding in order that Florida State University may comply with State of Florida, U.S. federal, and student home institution guidelines pertinent to the particular student.
- G. Student Transcripts: Upon request of the student, the host institution will send, at the end of each term, an official transcript for each student studying at the host institution to the home institution.
- H. Contact Information: Each institution agrees to complete and annually update the contact information in Attachment A.

## VI. RESPONSIBILITIES OF THE STUDENT

- A. All participating exchange students will be responsible for the following:
1. Registration and payment of tuition and other required fees at their home institution;
  2. Transportation to and from the host institution;
  3. Room and board expenses (on-campus housing for only Florida State University Fall semester is rarely available and is limited in the community);
  4. Medical insurance
    - a. Florida State University students are required to have health insurance with international coverage, during the entire exchange period at the host university, including medical evacuation and repatriation, regardless of requirements of host institution;
    - b. Incoming exchange students to Florida State University must have health insurance which meet Florida State University requirements (which meet State and exceed Federal requirements) during the entire exchange period at Florida State University;
  5. Textbooks and other related educational supplies;
  6. Specialized administrative/service fees (not associated with tuition) such as laboratory fees, equipment rental fees, institutional administrative fees, etc;
  7. Clothing and personal expenses;
  8. Passport and visa costs; and
  9. All other debts incurred during the course of the exchange.
  10. Providing documentation showing adequate financial support for the relevant period of study.
- B. Florida State University students:
1. Can only receive financial aid assistance for courses that are applicable to the student's certificate or degree program. Students will not be certified for financial aid for exchange credits that total more than 24% of the credits required for his/her FSU degree.
  2. Shall not earn more than 24% of the credit hours required for Florida State University degree from a host institution.
  3. Will identify and provide links to syllabi for the courses in which they plan to enroll.

## VII. ADDITIONAL GUIDELINES

- A. Advertising: Khon Kaen University International College may use the name of Florida State University for the sole purpose of advertising the exchange program to Khon Kaen University International College students. Florida State University may use the name of Khon Kaen University International College for the sole purpose of advertising the exchange program to Florida State University students. Neither party's use of the other institution's name shall imply any endorsement or sponsorship of the other institution. All written materials used to advertise the programs shall be provided to the other institution for review.

- B. Assignment: Neither party shall assign (by operation of law, change of control or otherwise) any part of this agreement without the prior written consent of both parties.
- C. Inclusion: This agreement applies to students from all majors. The exception to this broad inclusion policy is for study at the Professional colleges at FSU, including the College of Law, College of Nursing, and College of Medicine and the Colleges of Film and Music and Departments of Dance and Theater in the College of Fine Arts, all of which are limited access by audition only.
- D. Entire Agreement: This agreement constitutes the entire agreement between the parties, and no addition, modification, or amendment hereto shall be effective unless in writing and executed by the parties hereto.
- E. Disclaimer: This agreement is not binding upon the State of Florida, the Board of Trustees, or Florida State University until it has been signed by the Provost of Florida State University or by a person with a specific delegation of authority to sign on the Provost's behalf. Florida State University is accredited by the Southern Association of Colleges and Schools' Commission on Colleges, Khon Kaen University International College is not accredited by the Commission on Colleges and the accreditation of Florida State University does not extend to or include Khon Kaen University International College or its students.
- F. Administration of the Program: Correspondence regarding the administrative/fiscal or academic management of this program shall be addressed to the contacts listed in Attachment A. Notification of changes in the contact information shall be made in writing.
- G. Appropriations: Any funding required for this Agreement is subject to appropriations by the Legislature of the State of Florida for this purpose.

### VIII. RENEWAL, TERMINATION AND AMENDMENTS

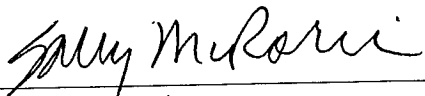
This agreement shall become effective from the date of the last signature, and shall remain in force for a period of five (5) years, unless sooner terminated by the parties under the provisions stated herein.

It may be terminated by either party giving 60 days' notice in writing to the other party; however, students already admitted to and participating in the exchange program must be allowed to complete the program.

Any renewals, extensions of time or amendments to this agreement shall be in writing and signed by the authorized representatives of each institution.

### IX. INSTITUTIONAL APPROVAL SIGNATURES

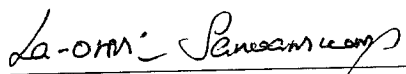
FLORIDA STATE UNIVERSITY  
 BOARD OF TRUSTEES a public body corporate  
 of the State of Florida,  
 Acting for and on behalf of Florida State University,



Dr. Sally McRorie  
 Provost and Executive Vice President for Academic  
 Affairs

Date: 12-15-16

KHON KAEN UNIVERSITY  
 INTERNATIONAL COLLEGE



Prof. Dr. La-orsti Sanoamuang  
 Dean of Khon Kaen University International  
 College

Date: 28 November 2016

ATTACHMENT A

## ADMINISTRATION OF PROGRAM AND CONTACT INFORMATION

**Florida State University:** Administrative Management and review of all academic aspects of the reciprocal exchange program is under direct responsibility of Dr. Bruce Locke, Associate Vice President for Academic Affairs and Dr. Jocelyn Vaughn, Program Director FSU International Initiatives. Student support for applications, registration and emergency situations is the responsibility of the Program Director for Exchanges and Intercultural Programs. Correspondence regarding specific matters should be addressed accordingly to the following designated contacts:

Dr. Bruce Locke,  
Associate Vice President for Academic Affairs  
Florida State University  
212 E Westcott Building  
Tallahassee, Florida 32306-1310  
Phone: 850-644-1711  
Fax: 850-644-0172  
E-mail: [blocke@fsu.edu](mailto:blocke@fsu.edu)  
Web site: <http://www.fsu.edu>

Leigh Ann Osborne  
Program Director, Exchanges & Intercultural  
Programs  
Florida State University  
Center for Global Engagement  
110 S. Woodward Ave.  
Tallahassee, Florida 32306-4216  
Phone: 850-645-1220  
E-mail: [losborne@admin.fsu.edu](mailto:losborne@admin.fsu.edu)

Dr. Jocelyn Vaughn, Program Director,  
FSU International Initiatives  
Florida State University  
Center for Global Engagement  
110 S. Woodward Ave.  
Tallahassee, Florida 32306-4216  
Phone: 850-645-9413  
E-mail: [jmvaughn@fsu.edu](mailto:jmvaughn@fsu.edu)

Information for Incoming Exchange Students: <http://global.fsu.edu/students/IncomingExchangeStudents.htm>

**Khon Kaen University International College:** For purposes of day-to-day management of the program, nomination of participants and other administrative activities, the following shall serve as the **Khon Kaen University International College** Administrative contact:

Prof. Dr. La-orsri Sanoamuang, Dean  
Khon Kaen University International College  
Information Center Building 8<sup>th</sup>-9<sup>th</sup> Floor  
123 Mitraphap Road, Amphur Muang, Khon Kaen, 40002  
Phone: +66-43-202173  
Fax: +66-43-202173  
E-mail: [hariin@kku.ac.th](mailto:hariin@kku.ac.th)  
Web site: [www.ic.kku.ac.th](http://www.ic.kku.ac.th)

Form reviewed and approved as to form and legality by Florida State University Office of General Counsel. Any subsequent changes must be approved in writing by the Office of the General Counsel.