



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**FPT UNIVERSITY, VIETNAM**  
**and**  
**KHON KAEN UNIVERSITY, THAILAND**



FPT University (FU), Vietnam and Khon Kaen University (KKU), Thailand agree to enter into a formal collaborative agreement based on a foundation of trust for the mutual benefit and development of the two institutions and the promotion of international understanding and goodwill.

1. FU and KKU will jointly develop some or all of the following activities based on their respective academic and educational needs:
  - a. exchange of research materials, publications and information;
  - b. development and operation of joint academic programs;
  - c. support for distance learning courses, with mutual written consent before expenses are incurred;
  - d. organization of joint research programs;
  - e. exchange of students;
  - f. exchange of academic staff;
  - g. exchange of administrative and other non-academic staff;
  - h. development of common curricula in areas of mutual interest;
  - i. co-operation in the recruitment of students to our two institutions.
2. The implementation of exchange based on this agreement shall be separately negotiated and determined by both universities.
3. Nothing shall diminish the full autonomy of either institution, nor will any constraints or financial obligations be imposed by either upon the other in carrying out the agreement.
4. This Memorandum is subject to revision or renewal by mutual agreement. It is also understood that either institution may terminate the agreement at any time, although such action will only be taken after mutual consultation in order to avoid any possible inconvenience to all parties.
5. The Memorandum will be valid for five (05) years in the first instance. Thereafter, renewal of the Memorandum will be subject to the agreement of both parties.
6. This agreement is effective when the representatives of both institutions have signed and dated the document.

**AUTHORIZED TO SIGN FOR AND ON BEHALF OF FPT UNIVERSITY:**



Signature: \_\_\_\_\_

Date: 13/10/2013

Name in Capitals: DR. LE TRUONG TUNG

Position in Organization: RECTOR

Address in Full: FPT UNIVERSITY  
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**AUTHORIZED TO SIGN FOR AND ON BEHALF OF KHON KAEN UNIVERSITY:**

Signature: Kittichai T.

Date: 03/09/2013

Name in Capitals: ASSOCIATE PROFESSOR DR. KITTICHAJ TRIRATANASIRICHAJ

Position in Organization: PRESIDENT

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## **STUDENT EXCHANGE AGREEMENT**

### **BETWEEN**

**FPT UNIVERSITY, SOCIALIST REPUBLIC OF VIET NAM**

### **AND**

**KHON KAEN UNIVERSITY, THAILAND**

Pursuant to the Memorandum of Understanding, signed on 13/10/2013 between FPT University, The Socialist Republic of Viet Nam (hereafter referred to as "FU") and Khon Kaen University (hereafter referred to as "KKU"), the Parties hereby agree to establish a student exchange program for the educational and cultural enrichment of both universities under the following terms:

#### **1. Definitions:**

In this Student Exchange program Agreement:

- a) "Home University" means the university from which a student intends to graduate.
- b) "Host University" means the university which has agreed to host exchange students.

#### **2. Duration of Exchange:**

The Exchange program for individual student may be for a period of one (1) semester to one (1) academic year.

An academic year at FU includes the Spring (January - April), Summer (May - August) and Fall (September - December) semesters.

An academic year at KKU includes the First semester (May-September), Second semester (October-February), Summer semester (March-May) semesters.

#### **3. Number of students:**

The exchange program will be based on the principle of reciprocity during the duration of this Agreement. On an annual basis, each Party will nominate up to ten (10) qualified students to the other.

#### **4. Financial arrangement:**

**4.1.** Each exchange student will pay his or her regular fees for tuition, registration, admission and any other fees payable to the home university and will receive any benefits from the host university that are available for exchange students. Any additional benefits for exchange students may be provided by mutual written agreement between the Parties. Miscellaneous fees such as special course fees, key deposits, books, etc., will be paid directly by each exchange student to the host university.

**4.2.** Each exchange student shall be responsible for his or her own costs and expenses at the host university including without limitation his or her own costs and expenses in travel, food, accommodation, etc.

**5. The program and recognition**

**5.1.** All the subjects taught for exchange students must be in English.

**5.2.** For the purpose of recognizing equivalent subjects, the Parties agree to provide the curriculum and the detail description (syllabus) of the subjects that will be taught for exchange students at each university. The curriculum and syllabus is still the intellectual property of each university, and cannot be used for any other purpose unless mutually agreed by the Parties in written.

**6. Exchange students**

**6.1. Eligibility:**

Subject to limited exceptions, participating students will be selected by their home university on the basis of the following criteria:

- a) Have completed at least one year of full-time study at the home university;
- b) Have good to excellent academic performance records;
- c) Have the English language proficiency equivalent to TOEFL 550 (Paper Based Total)/ 80 (Internet-based Total)/ 213 (Computer-based Total); or IELTS 6.0.

**6.2.** All exchange students will remain enrolled as students of the home university and will not be accepted for enrollment as candidates or students for any degree at the host university. Any credits towards the exchange student's degree are to be awarded by the home university, subject to its rules and regulations and approval by the relevant authority of the home university.

**6.3.** Exchange students will be expected to abide the laws and customs of the host country and by the policies, rules and regulations of the host university. Where possible, they will also be required to sit the same examinations for the courses in which they are enrolled as students for the host university.

**6.4.** Upon completion of the Exchange program at the host university, the exchange students must return to their home university.

**7. Application papers**

A complete set of application papers will normally consist of:

- Host university application forms
- Official copy of applicant's academic transcript
- Recommendation letter from the home university
- Copy of passport
- Insurance certificate
- Other supporting letters and academic background materials relevant to specific course selections, as requested during the application process.

**8. Insurance, entry and visa requirement**

**8.1.** Health and accident insurance is the compulsory requirement for all exchange students. Proof of adequate insurance coverage must be submitted to the administrative body of each party. Neither Party will assume responsibility for expenditure derived from the student illnesses or accidents.

**8.2.** Each exchange student shall ensure that all entry and visa requirements of the country of the host university are complied with. Both Parties agree to provide the exchange student with information regarding the pertinent legal provisions of each host country.

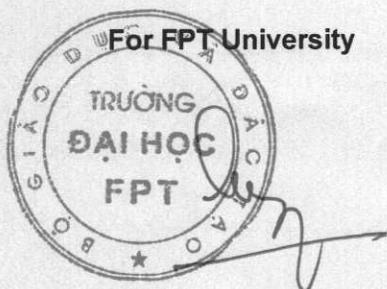
**9. Logistics support**

**9.1.** The host university will provide co - ordination and support for assisting students under the exchange program in securing boarding, lodging, health insurance, visa, etc. as mutually agreed upon for each exchange program.

**9.2.** The host university agrees to provide appropriate and agreed upon facilities necessary to support the exchange at the host university.

This Agreement is made in 2 copies. Each side keeps one copy with the equal legal value.

The valid period of this Agreement is under the valid period of the Memorandum of Understanding, signed on 13/10/2013



**For FPT University**

Le Trung Tung, PhD

Rector

Date:

**For Khon Kaen University**

A handwritten signature in black ink, appearing to read 'Kittichai T.'.

Associate Professor Dr. Kittichai Triratanasirichai

President

Date: