



Academic Exchange Program Contract



between

**Faculty of Liberal Arts, Ubon Ratchathani University
and Faculty of Linguistics,
University of Social Sciences and Humanities, Vietnam National University, Hanoi**

This contract signed on 1 September 2016 recognizes the mutual benefits to be gained through an implementation of a program of student exchange in accordance with the Memorandum of Understanding (MOU) between the Faculty of Liberal Arts, Ubon Ratchathani University (UBU), Thailand, and the Faculty of Linguistics, University of Social Sciences and Humanities, Vietnam National University, Hanoi (VNU-USSH), Hanoi. This contract precisely identifies the roles and responsibilities of each party as they relate to the provision of the description of services under **“Details of any academic cooperation resulting from this Memorandum of Understanding (MOU) will be negotiated and determined in the form of a contract signed by both parties.”** The two institutions agree to enter into this academic exchange program contract based on the foundation of mutual trust to further academic cooperation and friendship.

The contract enables students from the Faculty of Liberal Arts at UBU who are appropriately qualified consistent with admission requirements at the Faculty of Linguistics at VNU-USSH, Hanoi to undertake undergraduate studies at VNU-USSH, Hanoi.

The Faculty of Liberal Arts, UBU and the Faculty of Linguistics at VNU-USSH, Hanoi agree as follows:

1. Term

The term of this contract will begin on **1 September 1, 2016** unless terminated earlier pursuant to Paragraph 6 “TERMINATION” below. This contract may be extended or renewed only in writing, signed by authorized representatives of the Faculty of Liberal Arts, UBU and the Faculty of Linguistics at VNU-USSH, Hanoi.

2. Responsibilities of the Faculty of Linguistics, VNU-USSH

- a. The Faculty of Linguistics at VNU-USSH, Hanoi will assign one or more of its employees apart from class lecturers to supervise UBU students.
- b. The Faculty of Linguistics at VNU-USSH, Hanoi will arrange and conduct a comprehensive on-site orientation program for UBU students. The orientation program will include, at the minimum, information about all VNU-USSH, Hanoi policies, procedures, and regulations applicable to UBU students at VNU-USSH, Hanoi, and VNU-USSH, Hanoi expectations during the program.
- c. The Faculty of Linguistics at VNU-USSH, Hanoi will assist the UBU exchange students in finding housing in residence halls or alternative accommodation as may be necessary.

- d. VNU-USSH, Hanoi will provide written results for UBU from the course of study that each UBU student undertakes within thirty days of the conclusion of the UBU student's participation in the program.
- e. The Faculty of Linguistics at VNU-USSH, Hanoi will assist any UBU student experiencing a health emergency or requiring emergency medical care in the case of injury or illness during the program. The cost for such treatment will be borne by the student or through the student's medical insurance.

3. Responsibilities of the Faculty of Liberal Arts, UBU

- a. The Faculty of Liberal Arts at UBU will determine the eligibility of its students to participate in the program with the Faculty of Linguistics at VNU-USSH, Hanoi established under this agreement.
- b. Exchange students from the Faculty of Liberal Arts at UBU must register for the courses provided at the Faculty of Linguistics at VNU-USSH, Hanoi with the Registrar Office at UBU.
- c. All of the UBU students who participate in the program at the Faculty of Linguistics at VNU-USSH, Hanoi will be bona fide students and will be enrolled in a degree-oriented course of study at the Faculty of Liberal Arts at UBU.
- d. The Faculty of Liberal Arts at UBU will nominate students to participate in the program at the Faculty of Linguistics at VNU-USSH, Hanoi in such numbers as are mutually agreed upon by the parties.
- e. The Faculty of Liberal Arts at UBU will designate a faculty member to coordinate with a designee of Faculty of Linguistics at VNU-USSH, Hanoi regarding the program for UBU students at the Faculty of Linguistics at VNU-USSH, Hanoi.
- f. Exchange participants hosted by the Faculty of Linguistics at VNU-USSH, Hanoi will be admitted as undergraduate, non-degree students, and must submit all documents requested by the Faculty of Linguistics at VNU-USSH, Hanoi. The Faculty of Liberal Arts at UBU will provide participants' applications and all supporting documents three months prior to their expected date of enrollment. UBU students will not be charged an application fee.
- g. UBU students who are assigned to the Faculty of Linguistics at VNU-USSH, Hanoi under this agreement will not be considered agents of the Faculty of Linguistics Studies at VNU-USSH, Hanoi.
- h. Upon completion of the exchange period at the Faculty of Linguistics at VNU-USSH, Hanoi, the participating students must return to the Faculty of Liberal Arts at UBU. No extension of stay will be authorized unless otherwise specified by the Faculty of Linguistics at VNU-USSH, Hanoi.

4. Costs

- a. The total amount of USD 400 tuition fee per semester will be paid by the Faculty of Liberal Arts, UBU and the UBU students.
- b. VNU-USSH, Hanoi will cover facility fees (e.g. classroom computer lab, library) and control fees (e.g. visa extension, visa paperwork).

- c. UBU students will be responsible for their own visa fees, transport from Thailand to Vietnam (round-trip), accommodation, health insurance, and class materials.

5. Grade Reporting

VNU-USSH, Hanoi will provide academic support for the fourth-year students or other UBU students as follows:

- a. Co-operate with the Faculty of Liberal Arts at UBU to work on The Qualifications Framework for Thailand's Higher Education (TQF 3 and 5) in regards to the curriculum of the department
- b. Conduct examinations
- c. Send grade reports of UBU students to be approved by the UBU program Chair/Head of Department of UBU Registrar's Office on or before the last day of UBU grade submission period.

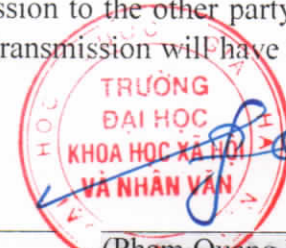

6. Termination

Either party will have the right to terminate this contract at any time and for any reason with thirty days' advance written notice to the other. Notwithstanding the foregoing, the parties agree that any UBU student participating in the exchange program will be permitted to complete the semester during which such termination of agreement occurs.

This contract may be executed in counterparts, each of which will be deemed to be an original and all of which, taken together, will constitute a single agreement binding on the parties. This agreement will be considered executed by a party when the signature of such party is delivered physically, by email, or facsimile transmission to the other party. The parties agree that any signature delivered by email or facsimile transmission will have the same force and effect as an original signature.



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