

Terms and Conditions of the cooperative exchange programme
Including

Student Exchange (SMS) Staff Exchange (STA)

between

Rajamangala University of Technology Phra Nakhon, Bangkok, Thailand
(hereafter RMUTP)

and

Hochschule für angewandte Wissenschaften Würzburg-Schweinfurt
University of Applied Sciences Würzburg-Schweinfurt, Germany
(hereafter FHWS)

RMUTP and FHWS agree to co-operate upon the principle of mutual benefit in the exchange of students and staff between RMUTP and the following departments/schools of FHWS:

Faculty of Business and Economics.

1. Definitions

For the purpose of this Agreement, the following definitions shall apply:

- host institution the institution receiving students and/or staff
- home institution the institution sending students and/or staff
- exchange student a student participating in the exchange of students
- fee-paying student a student enrolled in the host university for the purpose of obtaining a degree where student exchange does not operate to deliver equal numbers of students from each institution
- staff (member) an employee (teaching staff or administration staff) participating in any form of co-operation between the institutions.
- CEFR Common European Framework of Reference for Languages
- SMS Student Mobility for Studies (SMS); Exchange student participating in the mobility programme for studies
- STA Staff Mobility for Teaching (STA); Teaching staff member participating in the mobility programme for teaching reasons

2. Activities

2.1. Student exchange

2.1.1. Each year, no later than the end of January in the preceding academic year, RMUTP and FHWS will agree on the maximum number of students to be exchanged in the following academic year. The numbers from each institution should be equal.

From	To	Subject area name	Study cycle <i>[short cycle, 1st, 2nd or 3rd]</i>	Student Mobility for Studies <i>[total number of months of the study periods or average duration*]</i>
FHWS	RMUTP	Business and administration	1 st (undergraduate level)	6 x 6 months
RMUTP	FHWS	Business and administration	1 st (undergraduate level)	6 x 6 months

2.1.2. The home institution will screen applications from its students and recommend students to the host institution for invitation. The host institution must be notified of the recommendation at least four months prior to the intended commencement date of the exchange period.

Exchange students must dispose of foreign language skills in the following levels:

FHWS (host institution): English (B2 CEFR)

RMUTP (host institution): English (RMUTP English Proficiency Test or equivalent)

2.1.2.1. Selection, nomination and admission of exchange students | FHWS

Incoming exchange students are accepted on the basis of their nomination as exchange students by RMUTP. Incoming exchange students must apply and submit the application respecting the deadlines and application procedure requirements:

<https://fh-wuerzburg.moveonnet.eu/moveonline/incoming/welcome.php>

The application dossier of nominated students must reach FHWS by:

15 June winter semester | October – February

15 December summer semester | March – September

The receiving institution (FHWS) will send its decision, i.e. admission confirmation within 4 weeks.

2.1.2.2. Selection, nomination and admission of exchange students | RMUTP

Incoming exchange students are accepted on the basis of their nomination as exchange students by FHWS. Incoming exchange students must apply and submit

the application respecting the deadlines and application procedure requirements:

University application and letter of nomination from FHWS

The application dossier of nominated students must reach RMUTP by:

01 June winter semester | October – February

01 December summer semester | March – September

The receiving institution (RMUTP) will send its decision, i.e. admission confirmation within 4 weeks.

- 2.1.3. Each exchange student will register and pay tuition fees at their home institution. Exchange students will be registered as such at the host institution for the agreed period of study. The host institution will not charge the exchange student any tuition fees for that period. Note that this refers to tuition fees only, and does not include ancillary fees, such as student association fees or travel and medical insurance.
- 2.1.4. Upon completion of their exchange period at the host institution, the host institution will provide the home institution with transcripts of the academic results of the exchange students within a period of maximum 3 months after publication / proclamation of the student's results at the host institution. In addition, grade distribution / grading system information should be included in the Transcript of Records or attached to it.
- 2.1.5. While at the host institution, exchange students will take courses with the approval of their home institution's academic advisors.
- 2.1.6. The host institution will evaluate the academic performance of all exchange students using the same criteria used for students enrolled in the programme of the host institution.
- 2.1.7. In the event there is an academic appeal by the exchange student, while participating in the exchange programme, the academic appeal process of the host institution will apply.
- 2.1.8. The host institution will make available to the exchange students those student services generally available to all students enrolled in its study programmes during the period of study under the exchange programme.
- 2.1.9. Prior to departure from the home country, the home institution will provide the exchange student with a detailed briefing on the host institution and the host country. The host institution will provide the home institution with the material necessary to provide such a briefing.

2.1.10. Exchange students are responsible for securing their own accommodation. However, the host institution will provide incoming exchange students with assistance in making accommodation arrangements for the exchange period. Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
FHWS	international@fhws.de Tel :+49 931 35116150	http://www.studentenwerk-wuerzburg.de/en/wohnen.html
RMUTP	gumporn.s@rmutp.ac.th sarasitb@hotmail.com Mobile: +66-866666-407 Landline: +662-282-9101 ext 2381	http://www.rmutp.ac.th/en/about/student-visa/ or http://www.rmutp.ac.th/en/ or http://bus.rmutp.ac.th/ or http://inter.offpre.rmutp.ac.th/

2.1.11. While participating in the exchange programme at the host institution, the exchange student will be responsible for the cost of travel expenses to and from the host country, accommodation in the host country, all books, equipment, consumables, hospitalization, health insurance, and other incidental expenses. The host institution bears no responsibility for providing funds to an exchange student for any purpose.

2.1.12 Purchase of health insurance coverage through an insurance plan administered by the host institution may be a requirement for exchange students. Exchange students coming from RMUTP must purchase appropriate health insurance cover in Germany from an approved insurance provider. RMUTP will facilitate this process for students from FHWS.

2.2 Staff exchange

Both institutions agree to welcome visiting staff members from the other institution and try to motivate their staff to participate in staff exchanges. Both institutions must approve any staff exchange in advance.

2.2.1. The number, timing and duration of staff exchanges may vary, according to the needs and wishes of the schools/departments involved.

2.2.2. Reasonable efforts shall be made to exchange equal numbers of staff between the institutions.

2.2.3. The host institution shall not bear any financial responsibility for visiting staff, except as may be arranged and explicitly documented for specific cases.

2.2.4. The host institution shall create adequate working conditions for visiting staff

members and shall assist, where needed, in finding suitable accommodation and handling immigration formalities.

2.2.5. For the exchange of staff the travel costs arising in each case will be covered by the sending institution. The residence costs will be in the responsibility of the host institution, subject to the availability of adequate funding.

3. Coordination

Each institution shall appoint a coordinator for this Agreement and keep the other university informed of the name and address of that person.

Coordinator FHWS: Prof. Dr. Manfred Kiesel, Manfred.Kiesel@fhws.de
Coordinator RMUTP: Assoc. Prof. Supatra Kosaiyakanont
Email: supatra_ko@hotmail.com

4. Duration of Agreement

This Agreement shall be effective for five years from the date signed and is to be renewed for a further five year period automatically unless one of the partners gives notice of termination not later than six months prior to the expiry of the Agreement. The terms of this Agreement may be amended at any time subject to mutual written Agreement by both parties.

5. Signatures

The following signatures are affixed as acknowledgement and notification of the terms of this Agreement.

For

RMUTP - Rajamangala University of Technology Phra Nakhon, Bangkok, Thailand



Dr. Parinya Maglin

Dean of the Faculty Business Administration

Date: 23 March 2015



Assoc. Prof. Supatra Kosaiyanont

President

Date: 23 March 2015

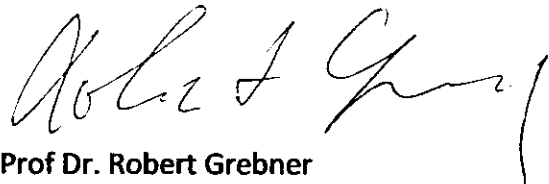
For

FHWS - Hochschule für angewandte Wissenschaften, Würzburg-Schweinfurt
University of Applied Sciences, Würzburg-Schweinfurt, Germany

Prof. Dr. Peter Bradl

Dean of the Faculty Business Administration

Date:



Prof Dr. Robert Grebner

President

Date: 23 March 2015