

Taco  
original

## EXCHANGE AGREEMENT

Between

**ASSUMPTION UNIVERSITY BANGKOK**

And

**HU UNIVERSITY OF APPLIED SCIENCES UTRECHT, THE NETHERLANDS**

### **Objective**

The purpose of this Agreement is to promote the mutual cooperation in areas of interest and benefit to both institutions. This cooperation covers the student exchange and/or staff exchange [When desired completed with for example: joint Intensive International Programs, collaborative research, etc.].

### **Exchange Coordinator**

Each party to the agreement will appoint a coordinating officer who is responsible for the coordination and administration of the exchange, including the selection and counselling of the exchange participants. The officer's name and contact details are set out in the appendix to this Agreement.

### **Student exchange**

1. Each university will accept up to 3 exchange students each year. Both institutions will ensure a balance in the number of exchanged students over an agreed three (3) year period.
2. The duration of exchanges shall be up to one academic year per student. One exchange is considered to consist of one student studying abroad at the host institution for one semester. A student who studies abroad for two semesters will be deemed as having taken two study abroad exchange spaces. An extension of stay for an exchange student at the host institution or an increase in the number of exchange students accepted in any academic year must be mutually approved by both the home institution and the host institution.
3. Students at either second or third years (not 4<sup>th</sup> year or senior year) in a standard 4 year degree program, will be selected by their home institution on the basis of academic merit and suitability for study at the host university.
4. Students will be responsible for completing and submitting applications and other required forms to the host institution (such as exchange student application form, official transcript from the home university, a letter of recommendation from the home university, a bank statement (for visa purposes), etc.).
5. For exchange students all tuition, including examination and admission fees, will be covered under the terms of this agreement. Tuition will be paid by the exchange student

to his/her home institution prior to departure. All other costs incurred will be the responsibility of the exchange student.

6. Exchange students shall remain registered and pay tuition fees to their respective home institution; in such a way no tuition fees are exchanged between partner institutions. Exchange students shall not be charged for application, tuition or related fees by the host institution.
7. Exchange students shall be enrolled as non-degree seeking students at the host university. Exchange students shall be subject to the rules and regulations of the host institution and country. They will also have the rights and privileges enjoyed by all students of the host university.
8. Participants will be required to meet any visa requirements that pertain to studying in the host country.
9. The host institution will assist exchange students in the area of studying, visa procedures, accommodation and returning to their home institution. Accommodation costs shall be paid by the students themselves.
10. All exchange students are required to have a comprehensive health insurance policy which also provides emergency travel insurance. The cost of any medical insurance, evacuation in cases of accidents /death as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange students.
11. The payment for all travel, medical insurance and subsistence (board) costs shall be the responsibility of the individual participant in the exchange program and neither university shall be held liable for such charges. Students selected must be able to prove to the home university that they have adequate funds for transportation to and from the home university and for subsistence during their stay. Miscellaneous fees such as special course fees, fieldwork courses, key deposits, books, etc. will be paid directly by each student.
12. The host institution will provide the home institution with the official transcript of the academic record of each exchange student upon completion of studies provided that all financial obligations have been met. Students will need to make an official request for transcripts to be sent to the appropriate office of the home institution – normally the Registrar's Office. The granting of credits for studies undertaken at the host institution will be at the discretion of the home institution in accordance with its own policies and regulations.
13. Language Preparation:  
At HU at least one of the following criteria must be met to demonstrate the English language proficiency of applicants:
  - A Statement of English Language Proficiency for exchange Students is signed by an academic staff member of the home institution certifying that the nominated student's English language proficiency meets the requirements of the host

institution. The form will be forwarded to the host institution as part of the formal exchange application process.

- Other evidence of English language proficiency is submitted to comply with formal language admissions policies of the host institution.

14. Course/Module Descriptions: Assuming the visiting student has met all application deadlines and is not a late applicant, the host partner will provide detailed course/module descriptions to the home institution in a timely manner prior to exchanges so that course equivalency can be determined and courses/modules articulated in advance of mobility terms to assure students of a program of studies with full transfer credit. 1 Credit of Assumption is 2 EC for a HU student, and vice versa (this is based on the fact that at ABAC a semester for regular degree seeking students, generates 15 credits, whereas in NL, a semester covers a study load of 30 EC).
15. The host institution shall have the right to terminate the participation of any student in the exchange program and in any other program, service, or benefit at any time if such student's academic work or behaviour is not suitable in the judgment of the host institution. Whenever applicable, such termination of participation in the exchange program will not be effected without prior consultation by the host institution with the home institution.
16. The obligations of each institution under this agreement are limited to the exchange of students and do not extend to partners or dependents. Expenses of accompanying partners and dependents are the responsibility of the exchange student.

#### Faculty exchange

17. Both parties agree they may invite faculty members from either institution to engage in research or for teaching activities. Each request will be considered on an individual basis. The duration of faculty exchange may vary (from participation in a conference or seminar, act as a visiting lecturer for one week, to one-to-one faculty exchange for a full semester or academic year).

#### **Effective Date and Termination of Agreement**

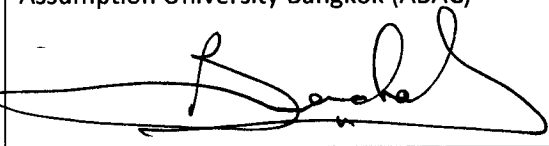
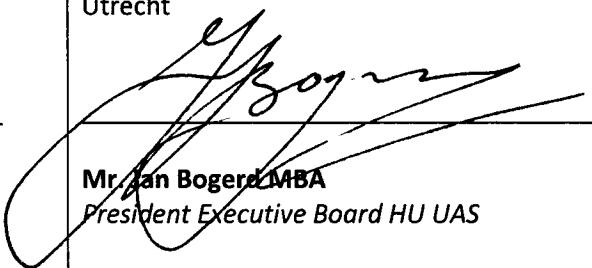
This agreement shall be in effect for five years from the date of its signing. At the anniversary of the agreement, each institution will exchange a brief report indicating any imbalances of student number and/or other issues or problems. This agreement may be amended, and/or extended by mutual consent of both institutions for a period beyond its original date of expiration.

Either party may terminate this agreement by serving written notice to the other party six months in advance. In this case, if either party desires to balance the numbers before termination, the other party will cooperate in that effort. Otherwise, termination will take effect six months from the date of the written notice.

#### Agreement

As witness to their subscription to the above articles, the representatives of HU University of

Applied Sciences and ASSUMPTION UNIVERSITY BANGKOK have hereunto provided their endorsement.

<p>For and on behalf of: Assumption University Bangkok (ABAC)</p>  <hr/> <p><b>Dr. Bancha Saenghiran</b> <i>f.s.g., Phd.</i> President- Rector Magnificus</p> <p>DATE (dd-mm-yy): <u>21/12/2015</u></p> <p>Assumption University 592 Ramkhamhaeng 24 Road Huamak, Bangkok 10240 Thailand</p>	<p>For and on behalf of: HU University of Applied Sciences, Hogeschool, Utrecht</p>  <hr/> <p><b>Mr. Jan Bogerd MBA</b> <i>President Executive Board HU UAS</i></p> <p>DATE (dd-mm-yy): <u>08/12/2015</u></p> <p>HU University of Applied Sciences P.O. Box 573 3500 AN Utrecht The Netherlands</p> <p><b>HU HOGESCHOOL UTRECHT</b></p> <p>Visiting address: <b>International Office</b> Oudehoofd 330 Hogeschool Utrecht 3513 EX Utrecht PO Box 13102 The Netherlands 3507 LC Utrecht The Netherlands <a href="http://www.international.hu.nl">www.international.hu.nl</a></p>
---	---

**Annex to the Exchange Agreement between and ASSUMPTION UNIVERSITY BANGKOK  
and HU University of Applied Sciences**

**Coordinating Officers**

<p><b>HU University of Applied Sciences Utrecht</b></p> <p><b>Coordinating Officer</b></p>	<p><b>Name:</b> Ms Gitta Reiszner</p> <p><b>Position:</b> Head International Office</p> <p><b>Organisation:</b> HU University of Applied Sciences Utrecht</p> <p><b>Address:</b> PO Box 13102 - 3507 LC Utrecht</p> <p><b>Telephone:</b> + 31 (0)88 481 8928</p> <p><b>Email:</b> io@hu.nl</p>
<p><b>ASSUMPTION UNIVERSITY BANGKOK</b></p> <p><b>Coordinating Officer</b></p>	<p><b>Name:</b> Glen Chatelier, Mr.</p> <p><b>Position:</b> Director</p> <p><b>Organisation:</b> Assumption University, Bangkok, Thailand</p> <p><b>Address:</b> Office of International Affairs, 682 Ramkhamhaeng 24 Road, Hua Mak, 10240 BANGKOK</p> <p><b>Telephone:</b> +66 27191515</p> <p><b>Email:</b> gchatelier@au.edu</p>

**Student mobility flow**

<b>Subject area</b>	<b>Universities</b>		<b>Total number</b>		
	<i>Bachelor</i>	<i>From (home)</i>	<i>To (host)</i>	<i>Number of students</i>	<i>Student months (sum)</i>
Business Studies	X	HU UAS	Assumption	3 fall + 3 spring	30
	X	Assumption	HU UAS	6	30